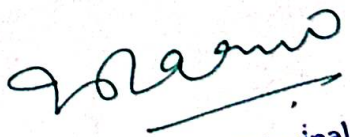


**Pt. Mohan Lal S.D. College For Women  
Gurdaspur**



**ACADEMIC AND ADMINISTRATIVE AUDIT  
AAA (2022-23)**

**Dr. (Mrs.) Neeru Sharma  
Principal**

  
Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur

# **Pt. Mohan Lal S.D. College for Women**

## **ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**

Academic and Administrative Audit (AAA), is an essential component for upholding the standard of excellence in Higher Education. A well-built administrative setup with periodical auditing prioritizes the quality of academic systems.

**Academic Audit:** Academic audit is regarded as a periodic systematic approach of evaluating the caliber of the institution's academic programme. It has to do with quality control and raising the standard of academic pursuits at HEIs.


**Administrative Audit:** It is regarded as a method of determining how successful and efficient an administrative process is. It comprises evaluating the many administrative departments' policies, plans, and functions as well as controlling the entire administrative system.

The aim of AAA is to analyse and evaluate the institution's academic and administrative processes. It enables the institute to improve the quality of the institution as a whole. It ensures the proper use and effectiveness of the systems, infrastructure, practices, HR and facilities in the practice of the institution. AAA gives an insight into the strengths, weaknesses, opportunities and challenges of the institution. Based on the AAA reports, corrective and enhance measures are adopted in a futuristic manner.

**AUDIT TEAM:** The Academic and Administrative Audit Committee for the year 2022-2023 consisting of the following members were constituted:

1. Principal
2. Vice Principal
3. IQAC Coordinator
4. Registrar
5. Bursar
6. AISHE Coordinator
7. All the Heads of the Department

The AAA committee visited all departments, Library, Sports arena, Computer Laboratories, Administrative office of the college and other offices. The members of the AAA Committee interacted with HODs and faculty members to assess the academic and administrative performance of the college.

  
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Suggestions Given in Academic and Administrative Audit on dated 23<sup>rd</sup> May 2023 are as follows:


Criterion	Observations
Curricular Aspects	<ul style="list-style-type: none"> <li>• The academic calendar is prepared.</li> <li>• Providing chance of exploring in different streams by offering elective courses</li> <li>• Orientation Programmes and Webinars were organized in which renowned experts from different universities were invited.</li> <li>• Educational and historical trips and field visits were arranged for experiential learning.</li> <li>• Slow Learners and advance learners were identified and extra classes were arranged.</li> <li>• Guest Lectures, seminars and workshops were conducted.</li> <li>• Career Guidance Cell arranged field visits and regular visits to the DBEE office, Gurdaspur.</li> <li>• Various short-term certificate and add on courses are arranged for students.</li> <li>• PT Meet was organized to declare the results and inform parents about the performance of their wards.</li> <li>• Incorporation of ethical/gender/ environmental aspects into the curriculum.</li> <li>• Exhibitions to hone creativity and entrepreneurial skills of students.</li> <li>• Competitive fervour through inter-class and inter-college competitions.</li> <li>• Feedback on curriculum from stakeholders is obtained frequently.</li> </ul>
Teaching-learning and Evaluation	<ul style="list-style-type: none"> <li>• The college provides a conducive academic environment, both physical and social, that fosters learning.</li> <li>• The classrooms are equipped with audio-visual aids, projectors, and smart boards to facilitate better comprehension and interactive sessions</li> <li>• Well-equipped laboratories for practical subjects.</li> <li>• The college utilizes ICT tools in teaching to enhance the learning experience of students.</li> <li>• Activity based learning is promoted.</li> <li>• Career Counselling cell, Student Council, Grievance Redressal cell is there for supporting students.</li> <li>• Transparent internal assessment evaluation is available.</li> <li>• PT Meet is conducted once in each semester. Suggestions from parents are taken.</li> <li>• Having Survey Systems for student Satisfaction.</li> <li>• Adequate certificate and value-added courses offered.</li> <li>• Experts from various discipline are invited to give lectures and enhance the students' skill sets</li> </ul>

  
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<p>Research, Innovations and Extension</p>	<ul style="list-style-type: none"> <li>• Faculty is highly motivated for research. 7 members are pursuing Ph.D. Teachers have cleared UGC NET.</li> <li>• IIC conducting assigned tasks under MOE.</li> <li>• Students' participation in youth festival and sports.</li> <li>• Handful publications in UGC CARE List.</li> <li>• Large number of extension activities by clubs and committees under UGC, Indian Govt., State Govt. and district administration.</li> <li>• Expert talks from eminent speakers from various universities.</li> <li>• Active Unit of NSS who undertook various social projects.</li> <li>• Active involvement of students in extension and outreach activities</li> <li>• Sufficient number of MOUs/Linkages with government approved bodies.</li> <li>• Faculty and students achieved recognition/appreciation from recognised bodies.</li> </ul>
<p>Infrastructure and Learning Resources</p>	<ul style="list-style-type: none"> <li>• All the classrooms are spacious including seminar halls with ICT enabled facility.</li> <li>• Well-equipped laboratories.</li> <li>• Good Internet connectivity and computer lab facilities.</li> <li>• The library has a fully automated book circulation system and book bank facility.</li> <li>• Innovative teaching-learning methods are used to enhance the quality of education.</li> <li>• 20kw solar power system and fire-safety system have been installed in the college campus.</li> <li>• Ten smart classrooms have been installed.</li> <li>• Adequate sports facilities.</li> <li>• stock verification is done.</li> </ul>
<p>STUDENT SUPPORT AND PROGRESSION</p>	<ul style="list-style-type: none"> <li>• The following facilities are provided to students: <ul style="list-style-type: none"> <li>○ Government and non-government Scholarships</li> <li>○ Fee Concessions</li> <li>○ Grievances and Redressal Cell</li> <li>○ Career Counselling, Placement and Guidance Cell</li> <li>○ Extra-Curricular activities</li> <li>○ Cafeteria</li> <li>○ Women Hostel</li> <li>○ Health Center</li> <li>○ Yoga and Meditation Centre</li> <li>○ Open Gym</li> </ul> </li> <li>• A significant number of students are pursuing higher studies.</li> <li>• The college recognizes the importance of sports and encourages students to actively participate in inter-collegiate, university, state and national level competitions.</li> </ul>

  
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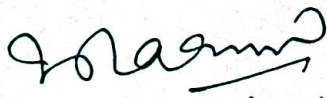
	<ul style="list-style-type: none"> <li>● There is a registered Alumni Association that contributes significantly to the development of the institution</li> <li>● To ensure fair representation of the students, they are also taken as members in different clubs and committees of the college such as <ul style="list-style-type: none"> <li>○ Central Association</li> <li>○ Patriotic Club</li> <li>○ Electoral Literacy Club</li> <li>○ Jigyasa Quiz Club</li> <li>○ Library Committee</li> <li>○ Science Club</li> <li>○ Social Sciences Club</li> <li>○ Enactus club</li> <li>○ IT club</li> <li>○ Entrepreneurial activities</li> <li>○ Newspaper club</li> <li>○ SD Swatch committee</li> <li>○ Save Energy club</li> <li>○ Anti- Ragging cell</li> <li>○ Youth club</li> <li>○ Women cell</li> <li>○ Environment Association</li> <li>○ Red Ribbon club &amp; Health club</li> </ul> </li> </ul>
<p><b>Governance, Leadership and Management</b></p>	<ul style="list-style-type: none"> <li>● The college has a well- structured administrative and academic hierarchical setup.</li> <li>● The Institution has a clear vision and mission that guides its planning process</li> <li>● There is also an institutional development plan and policy which indicates that the institution is committed to continuous improvement</li> <li>● Various welfare schemes are implemented by the management for teaching and nonteaching staff.</li> <li>● Supporting teachers to attend workshops and seminars</li> </ul>
<p><b>Institutional Values and Best Practices</b></p>	<ul style="list-style-type: none"> <li>● Gender empowerment activities through women cell</li> <li>● Sensitization programmes involving students in identified communities</li> <li>● Awareness rallies and campaigns on social issues</li> <li>● There has been a focus on conducting audits related to Energy, Green and Environment impact</li> <li>● Several outreach activities</li> <li>● The college has adopted the concept of a green campus.</li> <li>● Notable innovative practices in the campus</li> </ul>

  
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### Suggestions & Recommendations:

- New courses to be applied for the skill advancement of students as per demands of NEP
- To run more vocational, value added, skill development and certificate courses
- Less number of Ph.D. teachers. Though at present 06 teachers have started their Ph.D., it is suggested to motivate others to start Ph.D.
- Only One Associate Professor. more permanent teacher to be recruited.
- Less number of publications in UGC CARE List journals, encourage staff to publish good research in UGC CARE and other refereed journals.
- It has been seen a smaller number of students have cleared GATE, SLET, NET and state other Examinations.
- On Campus Placements is very less.
- To arrange more PDPs and FDPs for upliftment of the students and the faculty.
- To upgrade the college with latest technological equipment.
- More reference books and journal should be included in library stock.
- It is advised to strengthen formal linkages with National and International universities and research Centres
- More workshops and training sessions must be organized for Intellectual Property Rights (IPR), Research Methodology and Start-ups
- To strengthen the college and community network.
- To enhance industry-academia interface.
- To motivate students for writing articles for college magazine e-Darpan.
- More Surveys to be conducted engaging nearby community.
- To guide and motivate students for startups.

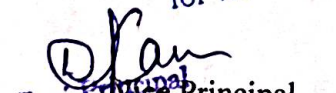
### Audit Team Signature & Seal



Principal

Principal

Pt. Mohan Lal S.D. College  
for Women, Gurdaspur

  
Vice-Principal  
Pt. Mohan Lal S.D. College  
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