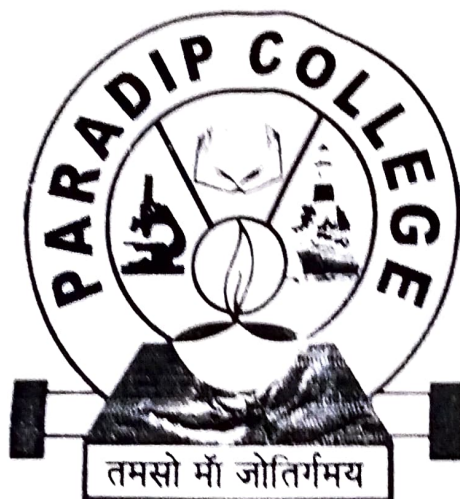


**REPORT
OF
ACADEMIC AUDIT
SESSION: 2020-21**



**PARADIP COLLEGE,
PARADIP**

ACKNOWLEDGEMENT

The team responsible for this audit comprised Sri A.K.Mishra, Reader in Math & Academic Bursar of the college and Sri G.Patra, HOD, English & IQAC, Coordinator under the supervision of Dr.S.M.Mishra, Retd. Principal, Paradip College, Paradip & Dr.Pradipta Kumar Dash, Retd. Reader & Educationist, Kendrapara (Auto) College, Odisha would like to thank those members of staff who contributed to this projects and provided insights and comments as part of this audit.

Pradipta Kumar Dash

Pradipta Kumar Dash
Ajaya Kumar Mishra
Ganeswar Patra
22/11/21
22/11/21

Signed by

Chief Audit Executive(S)

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1.0 EXECUTIVE SUMMARY

The Internal Academic team of Paradip College, Paradip conducted Academic Audit of the college on 13.01.2022. The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Academic Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies & standards.

During initial planning of the audit, an analysis was conducted on the methodologies of the academic policies. The analysis was based upon an examination of the policies, manuals & standards on data analysis and on the results of preliminary interviews with personnel considered key in the Academic Management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection of the campus review of relevant documentation and interviews.

2.0 THE STATEMENT OF ASSURANCE

This audit has been conducted in accordance with the internal standards for the professional practice of internal auditing. In our professional judgment sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of audit with the established criteria.

3.0 SUMMARY OF FINDINGS

The main findings of the audit show that, in general, all the Departments are aware about the need for Academic Policies in general.

However, on detailed review, it was observed that, as the college is implementing Academic Policy for the first time, many of the practices followed in the institution are not in compliance with the academic policy of the institution and the applicable standards. In addition, certain process could benefit from further review in order to improve their efficiency, fairness & consistency.

4.0 ABOUT THE COLLEGE

Paradip College, Paradip, Dist- Jagatsinghpur, Odisha is one of the premier institute of higher learning. Established in 1975, the college has been catering to the needs of Higher Education of the offspring of Paradip as well as its neighboring districts. It aims at fostering healthy moral, human, social values and ethical uprightness in the ambitious young students and prepares them to meet the challenges of globalization. At present the college offers teaching programmes in +2 Arts, Science and Commerce & +3 Arts, Science & Commerce with Honours facilities in History, Political Science, Economics, English, Odia, Philosophy, Education, Sociology, Physics, Chemistry, Mathematics, Botany, Zoology and Commerce. The vision of the college is to create ample opportunities of higher learning and research for the students of all sections of society and to provide value based education for producing generations of technically sound, efficient and responsible citizens and to cultivate in them a sense of universal brotherhood and fraternity and to motivate them towards a robust enterprise and adventure so as to successfully overcome the uncertain challenges of future.

The fundamental aim of the college is to impart sound learning to young women under circumstances congenial to their all-round development. It encourages the students to aim at excellence not only in academic pursuits, but also in every aspect of human endeavour to achieve perfection.

The students are prompted to strive for academic excellence so that in course of time they may take up suitable careers for the betterment of their lives and also of their families and society at large. The various co-curricular activities of the college especially the extension programmes provide them with a rare social consciousness that motivates them to reach out to their fellowmen particularly the needy and the marginalised.

5.0 AUDIT FRAMEWORK & DETAILED FINDINGS

The following audit framework is used for conducting Academic Audit.

Sl. No	Particulars	
1.1.1	Has the institution appointed a permanent principal	yes
1.1.2	Is she/he PhD?	Yes
1.2	Total No of Teaching staff	35
1.3	No. of professional programmes held for non-teaching staff	02
1.4	Extent of grant utilistaion UGC + Govt.+ fees In last two years utilization %	90%
1.5	Is the perspective & strategic plan prepared & being followed in the institution?	Yes
1.6	Office Automation	
	1.Administration	
	(a)Online Admission	Yes
	(b)Enrolment	Yes
	(C) Maintenance of Record	Yes
	(D) Declaration of Result	Yes
	2.Accounts	
	(a)Fees Collection	Yes
	(b)Maintenance of Accounts	Yes

1.7	Is there a college website?	Yes
1.7b	Is it updated till date?	Yes
1.8	Is the college library Automated?	No
	(a) Issue & return of books?	No
1.9.1	Does the library provide open access facility?	
	(a) To all	No
	(b) To only teachers	Yes
1.9.2	Is there internet facility in the library	
	(a) For all	Yes
	(b) For teachers only	No
1.10	Is there an Anti ragging cell in the college?	Yes
1.11	Are there any welfare schemes if yes, list them	Yes
1.12	Is there any Women's Development Cell/Anti sexual Harassment cell.	Yes
1.13	Is there a functional Alumni Association minimum of one meeting per year	Yes
1.14	Do you organize institution & stakeholder's interaction cell (ISIC) meet? Minimum one meeting per G.B, Parents, Alumni, Industry	No

SLNo	Particulars	
2.11	Total Permanent staff(teaching)	35
2.12	How many faculties have attended FIP?	
	71% to 100%	
	41% to 70%	
	Up to 40%	√
2.1.3	Participation of Faculties in capacity building workshops	
	71% to 100%	
	41% to 70%	
	Up to 40%	√
2.1.4	Innovative Practices	ANNX-1

Sl.No.	Particulars		
2.2.1	No. of programmes / Courses offered		
		(a)CBCS system	√
		(b)Multidisciplinary Approach	
		(C) Any other(specify)	
2.2.2	Percentage of students who graduated during last 1 or 2 years		
		(a)50% First Class	
		(b)50% Second Class	√
		(c)50% Pass Class	
2.2.3	Contribution of faculty in Course Design		
		(a)51% to 100%	
		(b)26% to 80%	
		(c)5% to 25%	
		(d) <5%	√
2.2.4	Extent to which lecture plans and outlines (Long Books) are prepared and implemented by the individual faculty		
		(a) 81% to 100%	√
		(b) 51% to 80%	
		(c) 51% to 80%	
2.2.5	Is Academic plan prepared & implemented		Yes
2.2.6	Use of any other Teaching Tools		
		(a) Learning Tools	
		(b) OHP	
		(c) LCD	√
		(d) Interactive Boards	
		(e) Any other	
2.2.7	Use of in Teaching-Learning Evaluation		
		(a) e-Journals	
		(b) IT enabled Class rooms	√
		(c) Online assessment	√
		(d) Online assignment Submission	
		(e) Online feedback on teaching and learning	√

2.2.8	Do you offer Bridge Course/ Remedial Courses	Yes
2.2.9	Are Projects, Assignments, Field Work, Seminars etc. part of curriculum?	Yes
2.2.10	Evaluation of Teachers by students.	Yes
	Is it analysed & communicated	No
2.2.11	Innovative teaching Practices	yes

Sl.No.	Particular	
2.3.1	Percentage of Teachers with PhD as the highest Qualification	29%
	Percentage of teachers with M.Phil as the highest qualification	26%
	Percentage of Teachers with UGC NET or SLET	
	(a) 81% to 100%	
	(b) 51% to 80%	
	(c) 31% to 50%	
	(d) Below 30%	√
2.3.2	Publications (Last 3 Years) Articles in referred Journals, books & edited volumes	Annex-3
2.3.3	Are you generating resources through consultancy?	No
2.3.4	Sponsorship of events & resources generated	NA
2.3.5	State/National/International level seminars/ Workshop/ conferences organized during last 1 or 2 years	List Annexed
2.3.6	No of Faculties engaged in Research	
	(a) Completed -1	Yes
	(b) Ongoing -3	Yes

Sl.No.	Particulars	
2.4.1	No. of outreach projects	
	(a) NSS	Yes
	(b) NCC	Yes
	(c) YRC	Yes
	(d) EBSB	Yes
2.4.2	No of faculty hours for outreach activities	32hours
2.4.3	No of students hours for outreach activities	148 hours

STUDENT SUPPORT

Sl No.	Particulars	
2.5.1	No of working days- Exam days	
	(a) 140 or >140	✓
	(b) 120 - 139	
	(c) 100 - 119	
	(d) <100	
2.5.2	Use of Power Point in Classes	
	(a) >50% students	
	(b) <50% students	✓
2.5.3	Does the institute do anything for the improvement in learning quality enhancement? if yes, List Them	Annexed
2.5.4	Do you conduct study visits, field trips, Exhibitions for learning quality enhancement?	Yes
2.5.5	Are any personality development class conducted.	Yes
2.5.6	Do you organize & document varies extracurricular activities	Yes
2.5.7	a. Is there a student council in plane?	Yes
	b. How often do they meet per year?	
	(a) 2 or more times	✓
	(b) Once only	
2.5.8	Does your college have any feedback mechanism(Students, Faculty & Industries)	Yes No
2.5.9	Do you have any community Audit Mechanism?	No

6.0 OBSERVATIONS AND RECOMMENDATIONS

Following the audit, several observations were made to the management

- Faculties may be encouraged to conduct research, MRP through various funding options such as UGC, as the percentage of faculties conducting research projects is very relatively less.
- Faculties may be encouraged to publish papers, articles or participate in book review, as the percentage of faculties involved in such activities is less.
- The institution may formulate a consultancy policy and encourage its faculties to participate in consultancy projects.
- The institution may partner with other institutions of repute through formal MoU.
- Students centric learning mechanism may be improved.
- Use of powerpoint in classes for teaching learning by the students and the faculties may be reinforced.
- Feedback mechanism may be introduced from external stakeholders.
- Additional certificate courses may be introduced towards making the students more employable.
- Welfare schemes may be introduced for the students and the faculties.

7.0 OBJECTIVES AND SCOPE

This audit was conducted for Paradip College, Paradip and all Departments of the institution operating from the Paradip College, Paradip.

8.0 METHODOLOGY

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

Review of the Documentation

For the purpose this audit the Academic Policy of the institute was reviewed.

Interviews

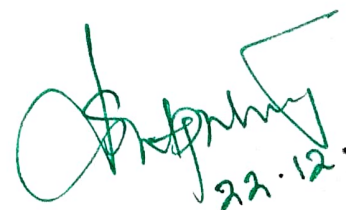
Interviews were conducted with the Principal, and also faculties and students.

Physical Inspection

The audit team was in college to inspect the campus.

9.0 DECLARATION

I agree with all the recommendation and observation mentioned this report.



22.12.202

Signature of
PRINCIPAL

PARADIP COLLEGE Seal

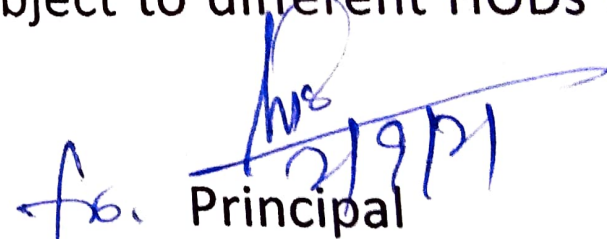
OFFICE OF THE PRINCIPAL, PARADIP COLLEGE, PARADIP

No. 219.....

Date: 02-09-21.....

This is for the information of all concerned that the Internal Examination of +3 1st Semester admission batch 2020 is to commence from 4th September to 10th September-2021. Hence, all the HODs/Mentor/Faculty members are requested to conduct the same as per their convenience and submit mark foil by 15th September-2021.

Further, the subject teachers of G.E. Environmental Science are also requested to handover the questions of the above subject to different HODs for the purpose.


Principal
Paradip College, Paradip

Copy to GNB/BCR/GCR/Exam. Section/SCR