

GRACIOUS COLLEGE
OF EDUCATION BELBHATA ABHANPUR,
RAIPUR (C.G.)
493661



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

YEAR : 2019-20

About Academic and Administrative Audit

The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.

Objectives of AAA:-

- Designing effective teaching and learning processes
- Evaluation of Course and Program Outcomes
- Developing student assessment
- Assuring quality education by implementation of co- curricular and extracurricular activities.

AAA Methodology:-

Institution has a committee to conduct and review activities at the department and institution.

Composition of AAA:

1. Principal
2. Vice-Principal
3. Representative from management
4. Representative from administration
5. IQAC Coordinator

1. Details of the Institution

Name of the Institution	Gracious College of Education
Address Line 1:	Vill – Belbhata ,P.O.-P.Jamgaon,Tah- Abhanpur,Dist-Raipur (C.G.) pin-493661
Address Line 2:	Vill – Belbhata ,P.O.-P.Jamgaon,Tah- Abhanpur,Dist-Raipur (C.G.) pin-493661
City/Town:	Abhanpur
State:	Chhattisgarh
Pin Code:	493661
Institution e-mail address:	graciouscollege@gmail.com
Contact Nos.:	7771950545/9111008064
Website address:	www.graciouscollegeofeducation.com
Name of the Affiliating University	PT.Ravishankar Shukla University Raipur (C.G.)

Criterion – I**1. Curricular Aspects****Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PG	P.G.D.C.A	NIL	NIL	NIL
	M.ED.	NIL	NIL	NIL
UG	B.ED.	NIL	NIL	NIL
	D.C.A.	NIL	NIL	NIL
	B.COM	NIL	NIL	NIL
	B.COM WITH COMPUTER APPLICATION	NIL	NIL	NIL
	B.SC.(BIO)	NIL	NIL	NIL
	B.SC.(MATHS)	NIL	NIL	NIL
Total	8	NIL	NIL	NIL

Pattern of programmes:

Pattern	Number of programmes
Semester	04 P.G.D.C.A, D.C.A, M.ED., B.ED.
Trimester	-
Annual	04 B.COM, B.COM WITH COMPUTER APPLICATION B.SC.(BIO), B.SC.(MATHS)

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	08	-	01	-

No. of permanent faculty with Ph.D.

No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

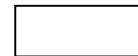
No. of Guest and Visiting faculty and Temporary faculty

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	15	
Presented papers	-	-	-
Resource Persons	-	2	1

Innovative processes adopted by the institution in Teaching and Learning:

Students not only need the knowledge of reading and writing, rather they need to learn fundamental skills like teamwork, problem solving, research gathering, time management, information synthesizing, utilizing high tech tools etc. To improve these skills different pedagogies and learning techniques are adopted by teachers such as: Audio-Visual Aids, Case Studies, Group Discussions, Problem Solving and Project based learning, Review of Research Papers and Articles, Brainstorming Sessions, Library related research activities, Experimental learning to reinforce the fundamentals skills of the subjects.



Course/Programmed wise distribution of pass percentage:Post Graduation and Under Graduation:

Sl.No	Courses	Year	Pass %
	PG		
1	P.G.D.C.A	1 year	100%
2	M.ED.	2 year	96.55%
	UG		
1	B.ED.	2 year	94%
2	D.C.A.	1 Year	-
3	B.COM	1 year	75%
	B.COM	2 year	
	B.COM	3 year	
4	B.COM WITH COMPUTER APPLICATION	1 year	75%
	B.COM WITH COMPUTER APPLICATION	2 year	-
	B.COM WITH COMPUTER APPLICATION	3 year	-
5	B.SC.(BIO)	1 year	-
	B.SC.(BIO)	2 year	-
	B.SC.(BIO)	3 year	-
6	B.SC.(MATHS)	1 year	-
	B.SC.(MATHS)	2 year	-
	B.SC.(MATHS)	3 year	-

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD Programmes	NIL
Orientation programmes	NIL
Faculty Development programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
others	NIL

Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
AdministrativeStaff	14	-	-	-
Technical Staff	02	-	-	-

Criterion – III

3. Research, Consultancy and Extension

Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC encourages the faculty and students to do research work and publish papers.

As recommended by IQAC Lectures on various latest topics by subject experts were organized by departments for creating awareness about the recent advances in different fields. Students were encouraged to visit educational institutes Also awareness was created among students through various activities like essay writing, declamation contest etc.

	Completed	Ongoing	Sanctioned	Submitted
Number	NILL	NILL	NILL	NILL
Outlay in Rs. Lakhs	NILL	NILL	NILL	NILL

Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	NILL	NILL	NILL	NILL
Outlay in Rs. Lakhs	NILL	NILL	NILL	NILL

Criterion – IV

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9 Area			9 Area
Class rooms	11			11
Laboratories	06			06
Seminar Halls	01			01

Computerization of administration and library

Well equipped with latest computers networked for supporting client server architecture with 24x7 Wi-Fi internet services. Administrative office is technically supported by various software for accounting, examination module student registration and other official work. College library is also technically supported by Libguru software for library management and internet facility

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			30	6360		
Reference Books						
e-Books	-					
Journals	12	5160			12	5160
e-Journals	-					
Digital Database	-					
CD & Video						
Others (specify)						

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Total	50	02	4 mbps	-	-	-	-	-

Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Various workshops like learning payment through MIS and Geo Tagging for managing work have been attended and organized by the teaching and non-teaching staff. Faculty members have also attended workshop for e-Learning to learn mechanism for creating online teaching modules and promoting them online. All the technical information is well taken and implemented in college for future use.

Criterion – V

5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes up various decisions for the benefit of students and upliftment of college. This year also various meetings were held by the IQAC team to provide support to students. During the meetings of IQAC held, following decisions were made and implemented: Strengthen the mentoring system for the benefit of students: Mentors were allotted at the time of admission of students and mentor's phone numbers were given to the parents at the same time. A booklet having student's complete academic and personal details was maintained by mentor for every student. Record of student was maintained by PUPIN No. because it remained same for three years. All rooms/departments were kept clean and better drinking facilities were provided to the college students. Smart classrooms were also introduced for all classes. Marketing cell has been formed for college promotion which would give student strength to college. A job fest was held for the students in the current session 2019-20. Requirement of more rooms and labs was raised for new courses. Coaching classes for competitive exams like UGC were started in the college.

Efforts made by the institution for tracking the progression

To improve the attendance of students in the classes, automated messages were sent to parents about their ward's attendance. Phone numbers of the parents were also taken at the time of admission only. A Parent Teacher Meeting was held on 4th March 2019 to make the parents aware of their ward's performance in house examinations held in February 2019 and their attendance in the classes

Total Number of students	UG	PG	Ph. D.	Others
	195	78	-	-

(a) No. of students outside the state Women Men

(b) No. of international students

No	%
no	-

No	%
no	-

Under Graduation Last Year()						This Year()					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
28	35	20	55	-	138	34	22	30	33	-	119

Dropout = %

Post Graduation Last Year()						This Year()					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
20	10	03	49	-	82	16	06	06	40	-	68

Dropout = %

Details of student support mechanism for coaching for competitive examinations (If any)

Special coaching classes for UGC-NET were also held for Post Graduate students of Commerce. A Skill Development Class – General Aptitude and Reasoning for all classes was held by Post Graduate Department of Computer Science and Applications. Personality Development Certificate course for the final year students of Psychology was held to prepare the students for interviews.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

Details of student counseling and career guidance

No. of students benefitted

20

Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	30		02

Details of gender sensitization programmers

During this session, to sensitize students about gender issues the Gender Champion's Club was initiated as per the guidelines of the UGC and MHRD.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other

This club celebrated International Women's Day by organizing various competitions such as poster making, slogan writing, on the spot photography, rangoli and face painting.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NILL	NILL
Financial support from government	100	14,00,281
Financial support from other sources	NILL	NILL
Number of students who received International/ National recognitions	NILL	NILL

Criterion – VI

6. Governance, Leadership and Management

State the Vision and Mission of the institution

Vision of the College:

Gracious college is driven to provide excellent educational opportunities that are responsive to the needs of our student and empowers them to meet and exceed challenges as active participants in shaping the future of our world.

Mission of the College:

1. To develop individuals who are morally upright, intellectually well informed, socially concerned, emotionally balanced physically well developed and culturally accomplished.
2. To provide information and skill-based knowledge and to blend tradition with modernity and professionalism with vocation.
3. To inculcate the spirit of integrity, self-awareness and self-reliance among youth.
4. Encourages young students to aspire from success and to take setbacks as significant learning experiences.

Does the Institution has a management Information System

YES

Quality improvement strategies adopted by the institution for each of the following:

Curriculum Development

The Curriculum for various courses is planned as per Pt.Ravishankar Shukla University Raipur (c.g.) tries to implement it in the best possible manner so that it leads to academic growth of the students. Some of the teachers are member of Board of Studies (Undergraduate and Postgraduate). They take the feedback from students and teachers and give their valuable suggestions for any change required in the process of curriculum development.

Teaching and Learning

The main aim of our college is to promote girl education. The information about various courses offered in the college is provided in detail in the college prospectus and on college website. Interactive instructional techniques that engage students in higher order thinking and investigation through the medium of debates, projects, presentations, internships, application of ICT resources, e-books and e-learning resources are used. Other student centric strategies like remedial classes, merit classes, tests, and special lectures are adopted to fulfill the knowledge gaps. A detailed evaluation report regarding Mid-Semester tests and regular assignments are formulated in advance and communicated to students. Monthly attendance record is maintained to identify students who are irregular. Data and information on academic performance of students is maintained in order to identify slow learners and meritorious students for appropriate assistance.

Examination and Evaluation

The college strictly follows examination and evaluation schedule set by Pt.Ravishankar Shukla University Raipur (c.g.). The examination and evaluation schedule is mentioned in the college calendar.

Research and Development

To promote research, college encourages faculty members to participate and present papers in various national/international/state seminars and conferences. College also provides duty leave to the faculty members to deliver lectures in esteemed institutions. Some of the faculty members completed minor projects approved by UGC. College staff and students have access to various textbooks, reference books, journals required for effective teaching and learning. The library of college has subscribed National/ International e-journals in various subjects to which everyone has free access.

Library, ICT and physical infrastructure/ instrumentation

The facilities available in the campus library:

Our library has an impressive collection of books, journals, newspapers and huge variety of books. College library also has e-journals database, wide variety and collection of CDs and DVDs to access e-journals.

Admission of Students

2019-20	
Class	No. of Students
PG	
P.G.D.C.A	40
M.ED.	50
UG	
B.ED.	100
D.C.A.	30
B.COM	-
B.COM WITH COMPUTER APPLICATION	04
B.SC.(BIO)	-
B.SC.(MATHS)	-

Welfare schemes for teaching, non-teaching and other employees

Teaching and Non teaching	<p>The college provides following benefits to the staff members:</p> <p>It provides number of benefits to the teaching and non-teaching staff like maternity leave as per norms. Duty leaves for attending Workshops, Seminars, Orientation and Refresher courses. Financial aid is provided to the non-teaching members in case of need.</p>
Students	<p>College also does number of activities for the welfare of the students as mentioned below: The college provides scholarships/free ships to meritorious and sports students who have excelled in academics, sports and other extracurricular activities. College also provides medical facilities to students for which it has a tie-up with a doctor. Regular counsellor is there to address and handle the emotional and psychological issues. Coaching classes for skill development and preparation of competitive exams like UGC-NET, etc. are organized by the college. Grievance cell, committee against sexual harassment, anti-ragging committee are fully functioning in the institution. College has a grievance cell. Committee against sexual harassment, anti-ragging committee. Also, college has The counseling cell of college guides the students to adjust well in the society.</p>

Whether annual financial audit has been done. Yes No

Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Sri Aurobindo Yoga & Knowledge Foundation ,Trust India	Yes	Management
Administrative	Yes	Sri Aurobindo Yoga & Knowledge Foundation ,Trust India	Yes	Management

Activities and support from the Alumni Association

Alumni Association takes initiative to make a bond between institution and its• alumni. Members of Alumni Association are invited to various college functions. The college had organized Alumni Meet in the college premises on 28th February 2019. More than 103 alumni revisited the campus. A cultural event was organized for the alumni wherein they actively joined with other students and made the day a memorable one.

Activities and support from the Parent – Teacher Association

To foster and promote good relationship among the members of the teaching staff, students and parents/guardians, Parent Teacher Meetings are organized from time to time in the college wherein parents are informed about their wards' academic performance and attendance records. Feedback from parents as well as from students is taken.

Development programmers for support staff

Basic computer training is provided to the supporting staff. It enables the staff to effectively use the computer for various departmental works. Staff members are encouraged to pursue higher education and short term courses for knowledge up gradation. A Workshop on “Workplace Ethics” was organized which was followed by interactive session with experts, wherein the support staff members actively participated and provide their valuable insights into it. Support Staff is also encouraged to attend workshops in other institutions relating to grants, utilization of funds .

Initiatives taken by the institution to make the campus eco-friendly

Green Campus Initiative Gracious College of Education is best characterized by its green culture and unwavering ecological perspective. Respect for nature, love for all life forms alike and responsible behaviour towards environment is an integral part of the institution. The management, staff and students of gracious college have taken continuous and considerable effort in several years for nurturing and maintaining the green coverage over the campus which is being well appreciated by the people. In order to save energy and fuel use, we promote the use of bicycles and electric vehicles; however use of bicycles is minimal on campus as the college is situated away from the town. Students are discouraged from using private four wheelers and if possible two wheelers also. As a result, at least 40% of the students came to college by college bus, 10% using bicycles 10% come by walking and remaining students were residing in the hostel. In order to avoid the use of private vehicles by students, college also provides two college buses mainly for the use of girl students. The college has designated itself as a 100% plastic free campus and there is constant reminder to ensure that this practice is maintained. Flex materials are strictly banned and students use cloth and natural materials instead for banners and backdrops. Since inception, the institution has maintained as a green environment. This eco-friendly campus had put the effort to prepare plantations, lawns and gardens and have made sure well maintained. The landscaping provides the most scenic beauty for mind refreshment for the students and also captures the mind of visitors. The campus is also maintained as a plastic free campus.

Practice:

- The college conducts a health education program every year on June 5th, Environmental day, so that students are aware of environmental issues.
- The students are motivated to engage in activities that involve environment protection and sustainability.
 - The college conducts a green environment and energy audits to check existing standards and to assist in the process of attaining an eco-friendly approach to the development of the college.

The management takes initiative for planting and maintaining the trees and fruit garden in the campus.

- Open auditorium for college encourage natural seating and saves energy.

Solid waste management

There are separate dust bins for the bio degradable and non-biodegradable waste, which are placed at various locations on campus. For non-biodegradable 'red colour' waste bin for glass pieces, Blue colour for paper waste and green colour for biodegradable waste.

Plastic Free Campus Efforts are taken by the institute to maintain a plastic free campus. Students and staffs are counselled against the use of plastic in the campus. Students can make use of the water cooler to refill their water bottles and are advised not to use plastic bottles.

Solar Panels Solar panels are installed in the college campus. It collects clean renewable energy in the form of sunlight and converts that light into electricity

Criterion – VII

7. Innovations and Best Practices

Innovations introduced during this academic year which have created a positive impact on the functioning of the institution.

Give two Best Practices of the institution

The two best practices successfully implemented by the Gracious College of Education include:

1. Village Adoption
2. Computer Training Programme

1. Village Adoption

- a. Goal: The goal of the Village adoption program of Gracious College of Education is enormous. Some of the chief goals include:
 - i. To conduct a scientific research in order to provide deeper and better understanding of the village while providing opportunities of research to students and faculties of the college
 - ii. To provide information which are vital for the development of the village in the field of learning opportunities and access to HEI through programs and educational tour for the village Community?
 - iii. To assist the village in assessing the best possible ways of improvement and development that is affordable as well as sustainable.
 - iv. To identify the potential of the village towards further growth and development.
- b. The Context: the motto of the College is “Learning and Service” which will be made available and accessible to those outside the college fraternity. The Village adoption program will also provide many opportunities for students, scholars and teachers of the college, to gain hands-on experience and understanding of the rural populace, rural system and habitat by conducting a series of researches based on their specialization. The college will also provide series of educational help by conducting college tours, special talks, hands-on training, counseling etc. on various issues related to problems identified within the village adopted. Many villages within Abhanpur are beyond the reach of Government aids and benefits. Although the program is not designed to provide relief to the village on economical basis but for providing them with provision and access to academic development.
- c. The Practice: Gracious College of Education Village adoption Program is self-financed program generated purely out of the goodwill and desire to serve others, present within the fraternity of the college. Funds for the program are donated by teachers, researches are done purely on pro bono without any funding received from any agency. The college forms a committee with the Principal as the chairman, and the committee decides by conducting various survey on which village to be adopted.

Give two Best Practices of the institution

2. Computer Training Programme

a. **GOAL:** The main objectives of Computer Training Programme includes:

- i. To provide basic knowledge about computer and its application.
- ii. To equip the student with use of Microsoft Office Programmes.
- iii. To help the student make use internet and whites for educational purpose.
- iv. To enable the student to make PowerPoint presentation, perform small calculation in MS EXCEL sheets and to use MS Word.
- v. To facilitate e-learning through of computer.

b. **THE CONTEXT:** “Learning of Service” being the motto of Gracious College of Education, promotion of education with the intend of providing service to the deprived, our college focuses on this Computer Training Programme which provided free of course to all the students in the locality, mainly school student who do not have access to computer facility at school. After the completion of the programme students are provided with Completion of Training Course Certificates.

c. **THE PRACTICE:** “Gracious College of Education” organizes Computer Training Programme once a year for school students free of cost.

Usually students are targeted during their Summer Vacations who don't have access to Computer Education to provide them with learning facility.

d. **EVIDENCE OF SUCCESS:** The students pass the post-test conducted after the training program after which they are provided with the certificates. Else they are enrolled next year again for the training program unless they pass the test and earn the certificate of completion.

e. **PROBLEMS ENCOUNTERED & OBSTACLES FACED:**

- Parents are reluctant to send the student, who believe that the expenses will be high, even though it is offered free of cost.
- Some students do not enroll the next year, if they fail in the initial year, difficult for follow up.
- Larger section of the population who don't fit under school children have also demanded for this training program.
- Many students cannot afford to practice on a continual basis after the training and the learning is drained of.




Comments of SWOC analysis:

<p>Strength Position in merit list</p>	<ul style="list-style-type: none"> • Providing the right ambience for the young scholars to bloom in perfect environment the• • The active Students of the college have been a source of pride for the institution as they• have been bringing laurels to the college. They Secured colleges affiliated to PT.Ravishankar Shukla University Raipur (C.G.) On • A dedicated team of highly qualified staff bring to the institution a rich accumulation of• knowledge, experience and zeal to inspire the students to achieve their goals under the dynamic leadership of highly decorated principal and progressive vision of management. • Parent teacher meetings are held to encourage, sharing and commitment and increase parental• confidence and to appraise them of their wards progress.
<p>Weakness</p>	<ul style="list-style-type: none"> • Inadequate sanctioned posts, so burden of salary falls on the management. • Financial liabilities, inadequate resource budget allocation. • No add on courses or vocational courses • Less collaboration with industry • Lack of research and research facilities.
<p>Opportunity</p>	<ul style="list-style-type: none"> • There is vast scope in the department of Education as our Students get all the facilities and opportunity to prove their abilities and are an asset to institution. • Having permanent enthusiastic staff, keen for motivating the students and working towards the• social causes is another opportunity. ADD on courses can be started as we have qualified faculty. • Alumni association can be made more active for productive participation. • The state of the art library and research center can be expanded in terms of access to online data• base and more books on the new subjects are being added each year adding to the knowledge bank of the staff and the students • Iconic campus and central location of the college can be exploited. • Establish/strengthen partnerships with industry.
<p>Challenge</p>	<ul style="list-style-type: none"> • Having permanent enthusiastic staff, keen for motivating the students and working towards the• social causes is another opportunity. ADD on courses can be started as we have qualified faculty
<p>Future Plans</p>	<p>Future Plan of the Institutions-</p> <ol style="list-style-type: none"> 1. Clean and Green Campus 2. Preparing for NAAC Cycle-2 3. Planning to start research centre in the college. 4. to organize more programmers on women empowerment and gender sensitization.

	<p>5. Internal and external Academic audits to be conducted Also in the pipeline are nonacademic audits like green audit, administration and hygiene audit. Tanning and placement opportunities</p>
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To be enhanced by inviting companies to conduct sessions for Students as well as providing internships for them

Audit team member's details:

S. N.	Name	Designation	Signature
1.	Dr. S. M. GHOSH	Professor, Dr. C. V. Raman University, Bilaspur	
2.	Dr. Tamushree Pratterjee	Asst. Prof., PITEE, Raipur	
3.	Dr. G. D. Sekh	Principal Investigator PFDC, ICKV, Raipur	



Abhanpur
Date & Place
5/01/2019