

ANAND VIHAR COLLEGE FOR WOMEN

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Session-2018-19

ABOUT THE COLLEGE

Anand Vihar College for women is a well established educational institute of M.P. leading on the path of success by imparting quality education to the girls' students, to reconstruct India's future. The college has been accredited **B+** by NAAC. The college has set standard parameters to inculcate Indian values among students, along with the quality education in safe, serene, secure and eco friendly green ambience with all the modern infrastructural facilities. The management, Principal, teaching and non teaching staff created an effervescent atmosphere to emblazon to ensure over all development of the students. The students of the college impart hundred percent pass result including various positions in merit list of university to shine India's future with learned and self sufficient girls.

ABOUT THE VANITA SAMAJ

Anand Vihar College For Women is a proud progeny of Vanita Samaj, a group of socially aware and learned women dedicated to social cause, with the sole motto of uplifting women folk of the society. In the year 1959-60, few awakened and enlightened women of Bhopal resolved to form a group named VANITA SAMAJ to spread light of education and to uplift women folk of the society. Vanita Samaj has accomplished successful sixty years of dedicated social service. Their path was full of thrones but they did not deviate and incepted Anand Vihar College for Women in 1999 to impart quality education for girls students. The sapling planted twenty two years ago became a well-known name in the field of higher education.

MISSION

To offer quality education and develop a new generation of teachers and student aspirants equipped with the best knowledge, skills and human values.

VISION

A unique combination of Indian ethos along with modern ways of teaching to make a person fit to face modern day challenges.

OBJECTIVES

The College has thoughtfully formulated its vision and mission keeping in view the fast changing globalised world. The main objectives of the College are:

1. To transfer the relevance of the study of Humanities, Social Sciences, Commerce and Education in this globalised world, fostering self respect and a belief in the intrinsic goodness of human beings.
2. To perceive the relevance of Indian sensibility and value system in a globalised era.
3. To sensitize the students in areas of business ethics, computer and social responsibility along with teaching competencies.
4. To foster an atmosphere of mutual respect and responsibility with gender sensitivity to sustain a stable family value system towards building a harmonious society and nation.

THE COLLEGE AT A GLANCE

Truly imbued to its objectives the College has an efficient and functionally organizational structure to manage and monitor administration and also to enshrine the prominent place in the society. The major plus point of the college is its well-established infrastructure, being supportive to curricular, extra-curricular and co-curricular activities on healthy lines. The college premises reflect a blend of elegant and modern structures housing the classrooms, catering to the needs of students. Classrooms are well-equipped with adequate furniture, lighting and ventilation along with Solar panel. Apart from this, the college has all the modern amenities along with LCD projectors and computer systems to help ICT enabled teaching learning. College library has rich collection of books to meet the changing demands of user community. To cope up with ever expanding fields of knowledge, the library is sufficiently equipped with ICT facilities, useful software packages and congenial environment to impart innovative teaching-learning programs. Computer labs with Internet connectivity as well as the computer systems to the departments and office are provided. In recent years, active efforts are going on to provide Wi-Fi facility and

smart classes in recent years. Separate ladies rooms with all the basic amenities, Auditorium, multi media hall, Yoga and meditation room, open air auditorium and playground are the most essential feature of the college.

The College has planned programs to emblazon exposure to enhance the students' learning experience by augmentation of field trips, study tours, industrial visits, internship and arranging inter-departmental trips. In addition to guest lectures, invited talks, important days and events are organized from time to time. In order to encourage the students to shape their future and avail suitable jobs, the college has made ample provisions for students' support services. Due importance is given for the faculty enrichment and several need-based awareness programs, trainings and workshops have been the integral part of the academic activity of the college. It is a matter of pride that the college is encouraging the faculty and students to publish their creative output through annual magazine **Twisha: the Brightness**. To anticipate and enhance research activities in education arena at national and international level the college published bi annual research journal **SPECTRA**.

SPECIAL FEATURES OF THE COLLEGE

It is a proud privilege for the college to have established IGNOU study centre to impart the higher education to the doors of the deprived women aspirants. The teaching faculty of the college is getting an opportunity in teaching and counseling of the distant learners to augment the country on the path of success with lantern of higher education. More than a cogent number of college students are pursuing different useful certificate and diploma courses in the college along with regular studies. The college has been associating with other universities, NGOs and professional centers through MOUs for overall development of the students. The College is demonstrated the credible social responsibility by organizing and participating in several national and international programs and movements. Teaching faculty of the college is collaborating to frame a strong backbone of teaching, learning, research, publication and over all academic development. Some of the faculty have been associated with literary, cultural and social organizations and contributed in their own way to make their identity felt by others along with enshrining the name of the college. All of them are committed and working as a team to achieve the academic excellence under guidance of Principal of the college with consistent and constant

monitoring of all the activities of the college .The management of the college is very supportive with futuristic vision.

ABOUT ACADEMIC AND ADMINISTRATIVE AUDIT

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

OBJECTIVES OF AAA:-

- To design more effective teaching and learning modals.
- To evaluate the Course and Program Outcomes.
- To assure quality education by implementation of co- curricular and extracurricular activities.

AAA Methodology:-

The Principal of the college constituted inter-departmental committees to conduct and review all the activities of all the departments, library and college office.

Composition of AAA:

1. Principal
2. IQAC Coordinator
3. Heads of departments
4. Senior faculty members
5. Respective in charges.

Schedule of AAA

The meeting of the AAA Committee was held on 6th August 2018. The Committee had a formal meeting in the office of the Principal. Dr. (Smt.) Madhu Mishra . The Principal threw light on the overall development of the college in nut shell and emphasized the progress made in the academic year 2017-18 in all the spheres of curricular and co curricular activities. Members of

the Committee discussed the procedural issues to augment their exercise as per the programme schedule. The Committees visited all the teaching departments, support services, administrative sections and infrastructural facilities to explore the academic and administrative performance. They submitted their report to the principal of the college.

AAA Report

1-Name and Address of the College:

Anand Vihar College for Women, Bhopal

E-mail:

anand.vihar@yahoo.co.in

2- Status of the College: by management:

I. Government II. Private III. Constituent College of the University

3-Name of University to which

Barkatullah University, Bhopal(M.P.)

the College is affiliated:

4-Date of establishment:

19th July 1999

5-Type of Institution:

Self Financed

a. By Gender

i. For Men ii. For Women iii. Co-education

b. By Shift

i. Regular ii. Day iii. Evening

c. Source of funding

i. Government ii. Grant-in-aid iii. Self-financing

6- Details of UGC recognition:

i) 2(f) ii) 12(B)

7- Name of departments:

1) Commerce and Management
2) Education
3) Arts

8- Facilities imparted by the college:

1. First aid kit available.
2. Surrounded by number of specialty hospital
3. Power house and solar panel installed.

The AAA committee visited all departments, Library, sports section, Computer Laboratory, Curriculum Laboratory, NSS office and office of the college. The faculty members made PPT presentation about the performance of their respective departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college. The effervescent activities of the institution and excellence of the academic enshrinement of teachers, students and other staff members is laudable. The outstanding leadership of the lady Principal definitely makes all the difference. Her untiring efforts to hold the rich traditions and conventions of the college are reflected through the visibility of the college as a college of difference among the other affiliated colleges of Barkatullah University.

EXECUTIVE SUMMARY

ACADEMIC AUDIT REPORT – 2018-19

CRITERION I: CURRICULAR ASPECTS

Anand Vihar College for Women, Bhopal is affiliated to Barkat Ullah University. The collegelacked the active participation to frame the curriculum of different courses but tireless toil are taken in the form of conscientious efforts to emblazon an academic environment that offered maximum opportunity for the students to pursue different courses. Anand Vihar College For women is very peculiar for smooth conduction of effective teaching learning process

along with effective curriculum delivery. The college has imparted number of measures for effective delivery of curriculum.

- I) Every academic session incepts with proper planning and enthusiasm. All the staff members have meeting with the principal to chalk out academic and co-curricular activities in nut shell. Generally every paper in Education department is shared by two faculty members so in case of absentia of any one of them teaching learning process will not be affected. Number of classes for each topic is allotted according to the syllabus prescribed by the university.
- II) Departments conduct internal meetings to prepare the time table, planning of departmental activities and division of syllabus on the basics of the University guidelines. Weekly division of the syllabi is displayed on the notice board.
- III) Regular classes are conducted according to the time table. In case of teachers on leave substitution classes are arranged. Substitution register is maintained in every department.
- IV) The college has well maintained and updated central library with open access system. Even departments also have departmental libraries with good collection of textual and general books.
- V) A good number of Journals (Education, Commerce and Arts) are subscribed by the college. Inlibnet (e-books and e-journals) facility is also provided for teachers, the students and Alumni members.
- VI) All the innovative teaching methods are incorporated in regular classroom teaching of the college. In department of education appropriate use of teaching aids and micro teaching are clubbed in regular mode of teaching. Group discussions, classroom

presentation through PowerPoint and expert lectures are inseparable part of the teaching learning system of the college.

- VII) The college has well equipped curriculum laboratory with number of teaching aids, working and non working modals of different subjects. It incorporates effective teaching learning in classrooms. Need based Internship, Project work, survey programs, field work and educational excursions are organized by the departments to cater needs of the curriculum.

The college conducts internal assessment and evaluation, regular class test and surprise tests for delivery of effective evaluation system. Mock viva-voce is also conducted in college to prepare students for external examinations. Remedial and extra remedial classes are also conducted as per the requirement and demand of students. The principal of the college keeps a vigilant eye on the smooth functioning of regular class room activities and performance of the students in internal assessments. Our students used to score high percentage in university examination to shine the college in educational arena of the city. Generally we have 100% results in every class still we analyze the result every year in staff meeting with principal and new strategies are framed for more improvement. Our management also takes pains to motivate the students on the path of success and they encourage them by giving cash prizes and trophies along with the certificates of excellence in academics and co curricular activities on the occasion of Annual function. Feedbacks from students are collected through feedback forms and student satisfaction survey. The collected data is analyzed, documented and processed for further action. The college collects feedbacks from parents, teachers, students, alumni, and principals and teachers of the practice teaching schools. Students give feedback on various aspects of the college like canteen, teaching and academics. Grievances and suggestions are observed and sort out by different

committees under guidance of principal. Actions are taken on their suggestions and their problems are solved. Parents teacher meet are also conducted by the undergraduate students and valuable suggestions from parents are welcomed. Grave efforts were taken by the Principal and management to assure quality of the curriculum delivery through feedback from parents, teachers, students, alumnae, industrial experts, school principal and academicians.

Observation: Many innovative certificate programs and add on courses are introduced keeping in mind the national goals, Skill India and Start up India. The College has already initiated collective effort to create an inspiring academic culture in the institution, which is essential for teachers and students to access deeper knowledge and to participate in its expansion and transmission

Recommendation: More Certificate and Diploma Courses need to be introduced during the academic year to focus on employability and entrepreneurship Skill Development

Criterion II: Teaching Learning and Evaluation

The institution is committed in providing quality academic excellence as well as human excellence. The academic audit confirms that quality is inextricable to teaching and learning. The faculty is whole heartedly devoted in imparting the best to the students. Teaching and learning are the main focus of the academic management. All the departments maintain an academic plan which is well monitored by the Principal. Another remarkable feature of the teaching learning environment is the personal relationship and bond that exist between the teachers and the students through 24x7 and teacher guardian scheme. The college emblazons execution of effective mentoring system under the heads of Tutor Guardian and 24x 7 mentoring. Every student of each class is connected through WhatsApp group with all the

teachers so that all the official, academic and other important notifications are shared. In Tutor Guardian Scheme all the faculty members allotted equal numbers of students to interact with them and solve their problems. The tutor guardian is responsible for academic progress and psychological wellbeing of their mentees. This scheme apart from its formal part also exists as a vigorous informal mechanism to boost completeness to prepare them for social responsibility of students. The mentor faculty member reports the principal about the progress of their mentees. In case of any problem or grievances principal looks after the matter and solve them. The college has implemented project based evaluation and CCE in the college. The college also organizes debates, extempore, group discussion, seminar, PowerPoint presentations frequently to prepare students for personality enhancement and confidence building. The college prepares academic calendar in the beginning of every academic session to cater the academic needs of the students. There are department wise annual calendars and by clubbing them the academic calendar of the college is prepared. The academic calendar imbibes all the academic, literary, curricular and co-curricular activities in a yearly schedule. All the important days and events along with birth and death anniversary of renowned personalities are mentioned for organizing different activities on the occasion. The Academic calendar of the college is scheduled on the prescribed guidelines of the university, NCTE and Higher Education. Traditional testing methods are combined with innovative methods to make the learning experience unique and feasible for all. The teachers provide guidance for assignments and seminars. The assessment pattern is communicated to all the students at the beginning of the semester during orientation of the students. The audit depicts the main concern of the institution in enhancement of the quality of learning so the students master the content of the course. The Principal takes special care to inculcate good values among students and entrusted the responsibility to a core committee of teachers.

Observation: Mentoring and tutoring are well monitored and documented along with remedial teaching is provided for weak students. The high learners and the slow learners are identified at the beginning of the academic year to impart quality education to everyone. All the departments have integrated an interactive teaching learning methodology to maintain quality. There is considerable evidence showing that the continuous assessment supports students' learning.

Recommendation: The instructional methods need to be incorporated in the regular course of study to enshrine the students to think analytically, to understand the premise of the study and communicate confidently. There is an urgent need that the college strives to take measures for high learners.

Criterion III: Research, Consultancy and Extension

Anand Vihar College has always promoted research as an integral part of curriculum. It was the pioneering efforts of the principal to emblazon regular publication of research journal **SPECTRA** to enshrine the research publication. The college is conducted number of national and international seminars to scattered vibes of research in educational arena of the city. Our College is not a centre for University examination still College executes various strategies for internal evaluation like Internship, project work, assignments, debates, group discussion and PowerPoint presentation by group of students. The college organizes mock viva voce to prepare the students for external examination. The college provides academic leave for teacher to participate in various workshops and conferences. Many of the faculty members are registered as supervisors or project guides in IGNOU's M.A Education. Many of the faculty members are pursuing Ph.D.

Observation: The College publishes peer reviewed journal with ISBN in which number of renowned faculties of Bhopal and other states of India are contributed with their research papers. The college also motivates faculty members for research publications in peer reviewed journals with high impact factor. Some of the teachers are also invited as resource persons.

Recommendation: The College needs to be anticipated on the path of research and innovation by associating with universities to be a research centre.

Criterion IV: Infrastructure and Learning Resources

Anand Vihar College for women is a diverse and vibrant institution in Bhopal the capital of Madhya Pradesh. The motto of the college is to transform lives of women through excellent education. The college is spread over in a vast area with excellent infrastructure facilities. The institution aims to cater society's needs through the socially responsible agenda to impart career opportunities for the students of the college. The matter related to maintenance is reported to office superintendent in writing after discussion with the principal and then it is forwarded to the maintenance officer. The maintenance officer keenly looks after every minute aspect. Generally during summer vacations white wash and other maintenance work has been completed along with repairing of furniture. For regular maintenance of computers a skilled vendor from outside is hired. The college has a purchase committee which is constituted every year. All the purchasing related to departments, library, laboratories and other segments of the college has been performed through the committee under the guidance of Principal .Every year the estimated budget is proposed that is approved by the management of the college. Every year at the end of the academic session stock verification of all the physical assets has been performed. Our college has well established library with access of e-resources .LAN facility is also available in the library, computer lab and office. The library of the college has ample collection of text books,

reference books and rare books. Software for University Libraries (SOUL) is state of the art integrated library management software designed and developed by the INFLIBNET centre based on requirements of college and University libraries. It is user friendly software. The software was designed to automate all housekeeping operations in a library. The software is suitable not only for the academic libraries, but also for all type and size of libraries even school libraries. The SOUL 2.0 consists of the following modules each module has further been divided into sub module to cater to its functional requirements: • Acquisition. • Catalogue • Circulation • OPAC • Serial Control. To execute stock verification of library, laboratories and resource rooms' different committees are constituted by the principal. After verification detailed reports are submitted in three copies to the office superintendents.

Observation: The Procedures and policies for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports wing, computers and classrooms are very transparent and systematic. The committees are constituted under supervision of Principal for smooth functioning of maintenance.

Recommendation: There is an urgent need to curtail dearth of e-resources for maintenance of infrastructure.

Criterion V: Student Support and Progression

Anand Vihar College for women is committed to the well-being and safety of the students. The institution provides assistance wherever possible to ensure that their learning experience is fulfilling, healthy and proactive. Enabling Student access, retention, attainment and progression are embedded in the curricula and in all programs is a part of the inclusive culture of the institution. The admissions process conducts online and we strictly follow the rules adhered by

Higher education, department and our university. Mode of payment for college fees is online and offline too. Admissions are provided on the basis of merit. The college strictly follows all the rules imparted for the betterment of reserved categories regarding admission and fee concession. Our college students visit industries and they also do internship with them. The students of B.Ed. and D.El.Ed accomplished their internship in schools, which is very important part of curriculum. Practice teaching is organized in different renowned schools. Schools and other institute also organizes placement in our college and students are also encouraged to participate in open campus. The Students' Union of the college enthusiastically works for the benefit of the students throughout the year and pursue several activities within and outside the college campus. The major activities organized by the Students' Council are as follows:

- Freshers' party was organized to welcome new students in which a grand cultural programme was organized to welcome the newly admitted students.
- In our college celebration of birth and death anniversary of great national leaders is organized enthusiastically to commemorate their contribution in the growth and well being of our nation during struggle for Independence.
- Every year the annual function of the college, Ujjaas, is organized with the suggestion of the students' union, which is applauded by all.

Observation: The students participated in number of academic literary curriculum and co curricular activities under the flag of students' union. Meritorious students, all rounder students, and financially weak students are encouraged and supported by different cash prizes and scholarships given by the management.

Recommendation: The institution needs to inculcate a strong frame work to engage and support a broad range of people, especially those involved in teaching, learning and student support in strategic or in practice roles.

Criterion VI - Governance, Leadership and Management

Anand Vihar College for women is practicing decentralization and participatory management depicts that the institution enshrines with collaborative leadership and democratic traditions. Therefore participatory management and decentralization ensures effective utilization of human resources. The most important feature of our college is decentralization of power along with complete development of our students. The college prepares annual plan and the measures are taken to abide with the planning mentioned in the plan. Every year after the completion of the academic year meetings are conducted with principal to plan for the next academic session. It includes infrastructure, repair, building maintenance, books for the library and the entire academic and co curricular activities. All the important notices are displayed on the notice boards available on each floor. Important notices are also disseminated through WhatsApp. The administration is very transparent in its functioning. The website of the college is updated regularly. The finance and account department of the college is very efficient and proper care is taken to maintain transparency and accuracy in financial dealings. Regular audit is done by the competent authority and Chartered accountant. The salary of all the employees is disbursed through bank. The EPF of each employ is deposited in EPF account regularly. The hierarchy is maintained in all college activities and functioning -Management, Principal, Departmental heads and faculty members. Heads of Departments, faculty members and students prepare and publish the news letter that depicts all the activities of the department. The college provides a platform for literary outburst of the students by publishing annual magazine TWISHA every year. The

college has effective system of management for proper utilization of human resources. All the faculty member, office staff and supporting staff are working efficiently to provide their best under guidance of principal .Faculty members are encouraged to participate in National and international seminars and workshops. Our college also organizes national seminar, faculty development programs, training program, guest lectures and workshops. At the end of the academic year faculty members submit their self-appraisal form, in which they mention all the details of their academic profile throughout the year, other than their routine teaching responsibility. Teachers also maintain teachers' diary in which they mention their day wise activities. Office staff and supporting staff also work enthusiastically. The principal constitutes various committees for the smooth functioning of all the activities .In each committee the senior most member of the college caters the responsibility of the convener who is responsible for the completion of the task. The college has admission committee, time table committee; purchase committee, cultural and literary committee, sports committee, NSS committee, library committee and so many other committees. All the committees perform the allotted task with their best under the guidance of principal. The two practices of decentralization are-

- Active participation of students in literary activities for their overall development. •
- Distribution of work through constitution of various committees.

Welfare schemes for teaching staff

1. Study Leave for faculties to pursue higher studies.
2. Academic leave for faculties for attending academic work.
3. Maternity leave is provided to the female faculties.
4. EPF facilities for all the faculties.

5. Pregnant ladies and lactating mothers are given necessary concessions in their day to day work.

6. Medical Leave facility for faculties.

7. Management funded training programs and FDP for teaching and non teaching employees in campus.

8. Free medical checkup camp for faculties.

Welfare schemes for non-teaching staff

1. Uniform and Raincoat is provided to class IV staff.

2. Free medical checkup camp for non teaching and class IV staff.

3. Disbursements of financial credits and facilities on demand.

4. Accomodation facility for the permanent class IV staff in the campus.

5. EPF facility for all the non teaching employees.

6. Maternity leave is provided for female non teaching and class IV staff.

Welfare schemes for Students

1. Free health check up camp.

2. Cash prizes and scholarships for meritorious, all rounder and financially weaker students by the management.

3. Scholarship facility by government.

Criterion VII – Innovations and Best Practices

The mandate of the institution is to internationalize education and create enablers who are globally effective and who are globally mobile. The institution is committed to create unique pathways to enable young women to achieve Education, Social mobility and Economic independence. Innovations are a part of the inclusive culture of the institution and conscientious efforts are taken to transform the mindset of young women to become seekers of knowledge and entrepreneurs. The best practices of the Institution contribute to:

- Creating an effective system of quality culture through effervescent curriculum delivery.
- An effective system of learning mobility is made available with equitable open access.
- Innovations become Reference points to make a paradigm shift from current system of learning.
- Shift from Input to Output.
- Content attainment and prowess Competence.
- Teacher centered to student centered learning.
- Create Strategic Aggregations.
- Innovative Practices of the Institution are:
 - Teachers are appointed exclusively on the basis of their merit through a transparent system.
 - Participatory system of Governance and Team Leadership.

The Rural Outreach Programme which involves all the departments to actively contribute to sensitize members of the local community about environment, health and nutrition, women laws, communication and computer skills, self- employment schemes and psychological issues of teenagers.

Green Initiatives

Eco- friendly practices that encourage a spirit of environmental friendliness are implemented. The thrust was on greening initiatives such as plantation, save energy drive through solar panel, conservation of water bodies, promoting water literacy, cleaning of college campus, solid waste management and endorsing the use of eco-friendly products.

Academic Initiatives of the college-

Innovative and relevant Academic Programs together with and Inter-disciplinary programs were introduced.

Use of E-resources,

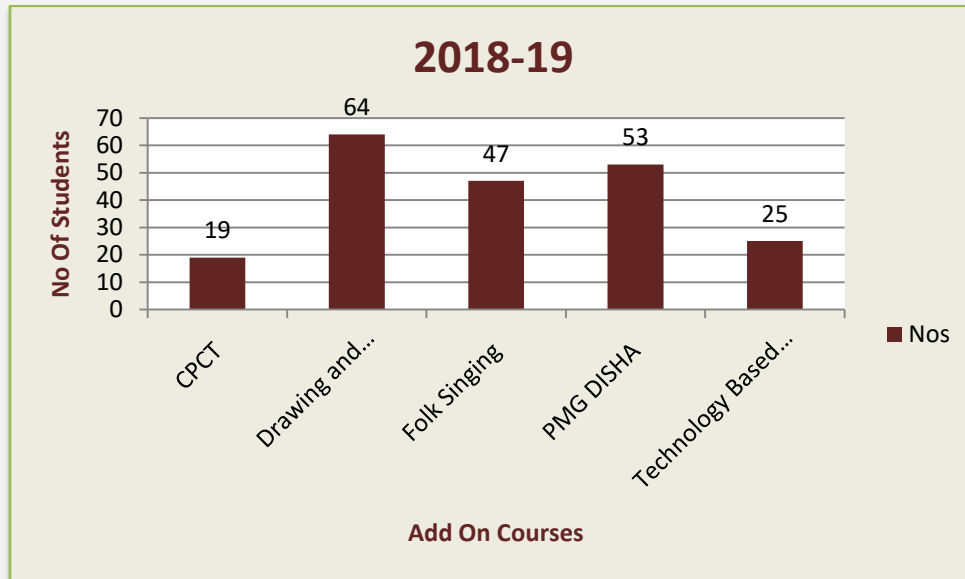
Reusable learning materials

Cultural programs

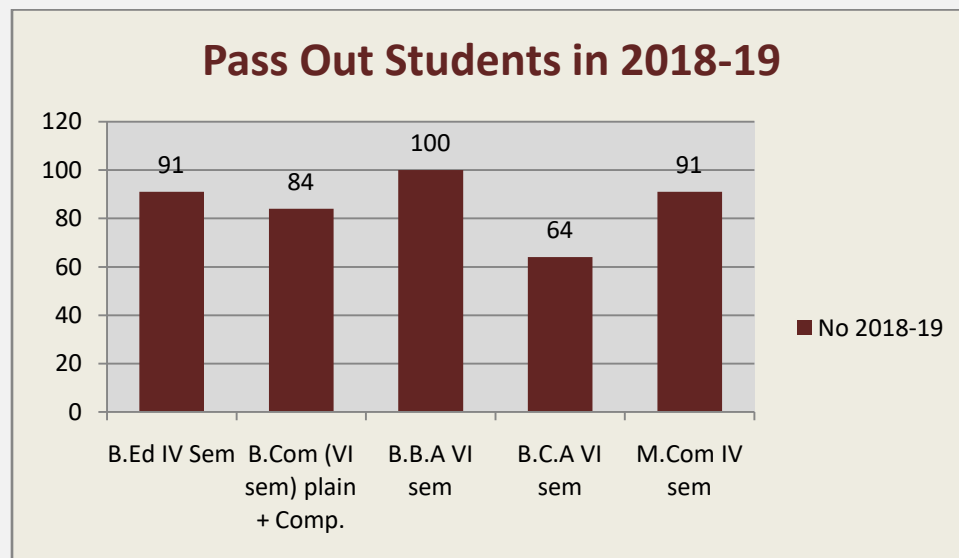
Alumnae lectures

Restructured Feedback mechanism

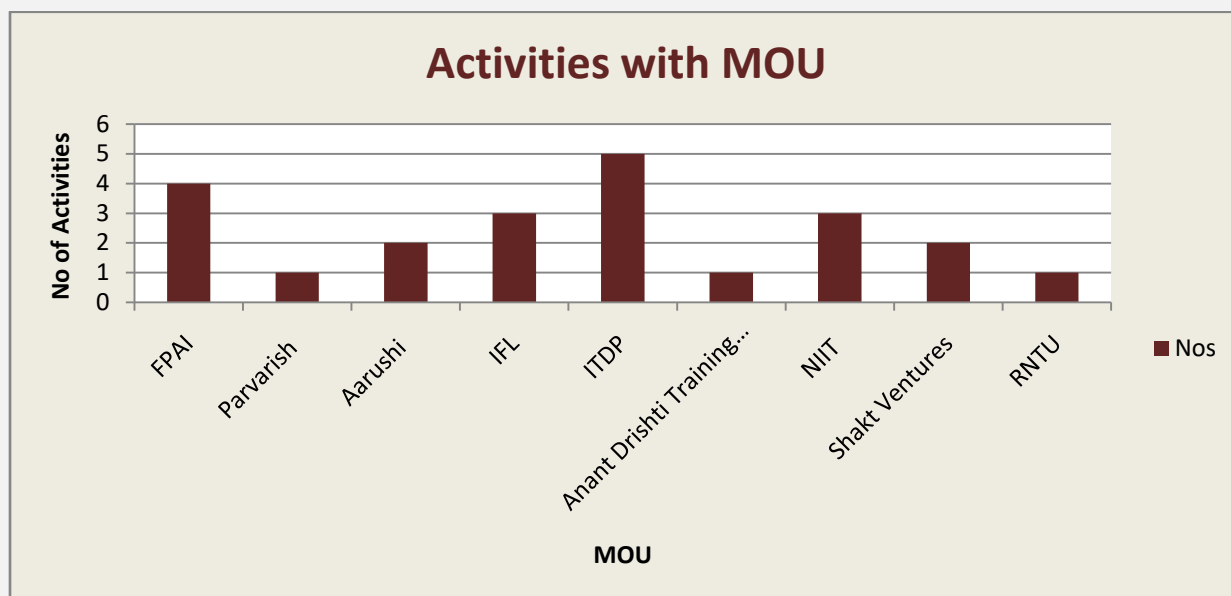
CRITERION I: CURRICULAR ASPECTS



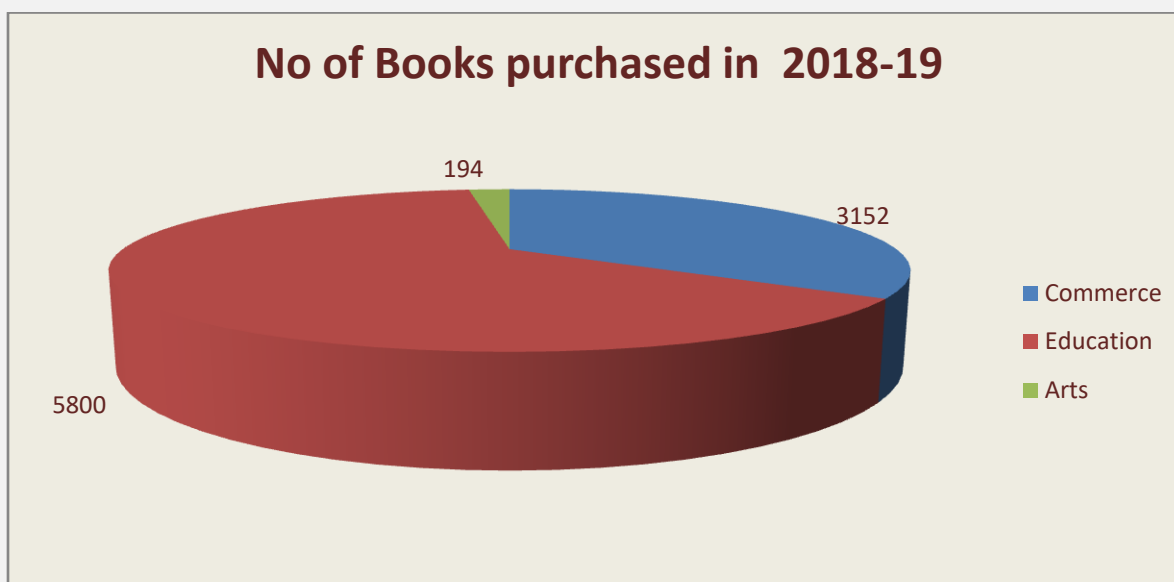
Criterion II: Teaching Learning and Evaluation



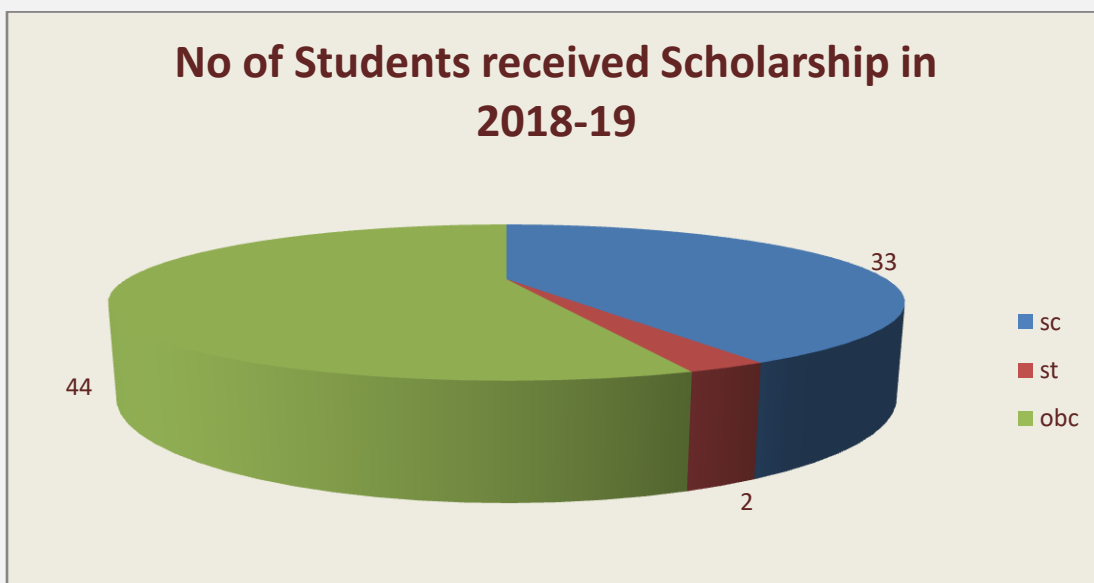
Criterion III: Research, Consultancy and Extension



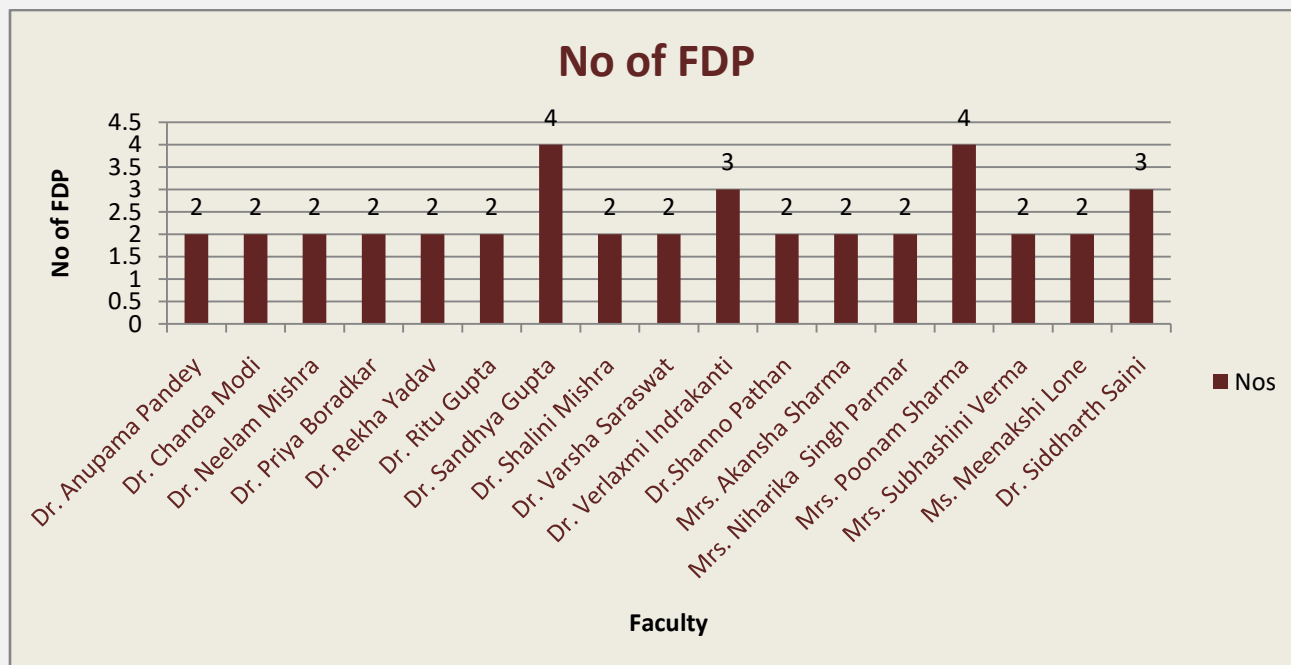
Criterion IV: Infrastructure and Learning Resources



Criterion V: Student Support and Progression



Criterion VI - Governance, Leadership and Management



Academic Audit Report

We have audited the college and put forward the following observations for further actions -

- Record keeping and retrieving is well maintained.
- Good demonstration by all during the audit.
- Environmental conservation practices to create awareness of green energy.
- Tree sapling as a gift to guest Instead of Bouquet of flowers is a good practice
- Qualified and experienced faculty members.
- Vibrant and disciplined students' community.
- Formulation and meticulous implementation of good academic calendar.
- Good harmony among faculty members.
- Management is with attitude of employee welfare.
- Well connected campus.
- Well planned Faculty Development and faculty training Programs.
- Interactions with professionals through visits, guest lecturers and expert lectures.

Signature