

**INTERNAL ACADEMIC AUDIT REPORT
FOR THE SEESION 2019-20**



**RAJDHANI COLLEGE
BHUBANESWAR**

Internal Academic Audit Report (for the session 2019-20)

Rajdhani College, Bhubaneswar

I. Objective:

The first and foremost objective of Academic Audit is to encourage the departments to evaluate and analyze the teaching-learning process for imparting quality education, modify their methodology as and when required to strive for academic excellence.

For the first time, an initiative is taken as part of IQAC by forming the Internal Academic Audit Committee to prepare and submit an Audit Report for the session 2019-20 vide office order no. 97, Dt. 08.01.2021. The Audit Committee is comprised of the following members.

1. Dr Sasmita Sarangi. Principal, Coordinator
2. Dr Santosini Patra. Deputy Coordinator
3. Dr Arun Kumar Samal. Member
4. Dr Jayanta Parida. IQAC Coordinator
5. Dr Anurag Mohanty. Member

II. Methodology:

As per the resolution of the Academic Audit Committee meeting held on 12.01.2021, a common format for collecting baseline information (Annexure-1) was prepared by the Audit team and the departments were instructed to furnish the required information as per that format during the physical inspection by the Audit.

Further, the Internal Academic Audit was conducted by the Committee members by visiting all the departments and verifying the records and documents on 15.01.2021 (All Science and Commerce departments) and on 16.01.2021 (all the Arts departments) as per the following schedule.

Date	Time	Department	Date	Time	Department
15.01.2021	11.30-12.00	Zoology	16.01.2021	11.30-11.50	Pol. Science
	12.00-12.20	Mathematics		11.50-12.10	English
	12.20-12.50	Physics		12.10-12.30	Economics
	12.50-01.20	Chemistry		12.30-01.00	Odia
	01.20-01.50	Botany		01.00-01.30	Education & B.Ed.
	01.50-02.10	Geology		01.30-01.50	Sociology
	02.10- 02.30	Commerce		01.50-02.00	History
				02.00-02.20	Sanskrit
		02.20-02.30	Philosophy		

- Elaborate discussion with the faculty and interaction with the students were the important part of the Audit.
- Each department submitted to the Audit team the filled in Audit format which were provided earlier to them (enclosed as Annexure-2 to 18). Inspection notes by the Audit team are presented in Annexure-19.
- All the records connected with academic, co-curricular and extra-curricular activities of the department viz. Daily Activity Register, Lesson Plan and Progress Register, teaching and learning methodologies, functioning of the laboratories, Question banks, study materials, functioning of Seminar library, conduct of seminars, publication of seminar bulletins, wall magazine, Extension activities, Student profile and progression were verified and analyzed.
- The Audit team solicited SWOC (Strength-Weakness-Opportunities-Challenges), Future Action Plan and brief description Reports for each department, which were the essential components of Audit.
- These were done to suggest improvement in the existing practices and for achieving academic excellence in future.

III. Observations and Significant Findings

1. Observations:

The information/data provided by the 17 departments (in Annexure-2) were fed into an excel spreadsheet and were intensively analyzed. The findings are presented in the different sub-categories below. The responses of 17 departments (including B.Ed.) have been recorded under different alternative options such as Yes, No or Partially or numeric data.

- (a) Teaching-Learning process: Table-1 to Table-5 capture the responses on different parameters of teaching-learning process.

Table-1

Parameter	Yes	No	Partially	Remarks
Daily Progress Register is maintained	10	0	7	These must be maintained diligently
Lesson Plan & Progress register maintained	10	2	5	
Laboratory Progress Register maintained	1	5		Only Science Departments

N.B. Responses of 17 departments have been recorded under Yes or No or Partially.

Table-2

Parameter	Conventional Only	Conventional + ICT	Conventional + ICT + Experimental
Teaching Methodology	8	2	7

Table-3

Parameter	Seminar books only	Handouts	Seminar books + e-Resources	Handouts + e-Resources	Seminar books+ Handouts+ e-Resources
Learning Resources	05	01	03	01	07

Table-4

Parameter	60% to 80%	80% to 100%
Completion of Syllabus	04	13

Table-5

Parameter	Yes	No	Partially	Remarks
Availability of Question Bank	7	6	4	These practices must be adopted by all the departments to improve outcomes
Question Bank for PG entrance	4	12		
Assignments, Conduct of Quizzes, Surprise tests	NIL	14	03	
Conduct of Remedial classes for weaker students	9	8		
Seminar Library Register	8	5	4	
Issue Register	5	11	1	

(b) Seminar and other activities:

Table-6

Activity	Yes	No	Partially	Remarks
Maintenance of Seminar Register	12	1	2	All departments must improve these
Seminar Bulletin	3	14		
Wall magazine	4	13		
Conduct of Field Trip	8	9		

(c) Outcome of Teaching-Learning process: (Result Analysis)

Table-7

Result Parameter	No. of Departments	Remarks
90% and above students securing 1st Division	8 departments	Effort should be made to achieve Zero Fail result
40% to 90% students securing 1 st Division	5 departments	
Below 40% 1 st Division	3 departments	
Above 40% students securing 2 nd Division	2 departments	
Below 40% students securing 2 nd Division	5 departments	
18% to 36% Failed	5 departments	
4% to 10% Failed	6 departments	

(d) Departmental Activities:

Table-8

Activities	Yes	No	Partially	Remarks
Departmental meetings held regularly	2	14	1	All departments must be very particular in conducting all these activities
Tabulation Register	8	9		
Proctorial classes	2	2	13	
Extra-, Co-curricular	4	12	1	
Extension (NCC, NSS, YRC)	4	13		
Preparation of Annual Report	6	11		
Maintenance of student profile	3	14		
Student Progression record	9	2	6	

2. Significant Findings:

- (a) It was observed that the Science departments especially Chemistry and Zoology have adopted a number of good academic practices such as greater use of ICT methods, conduct of seminars of superior quality, publication of Seminar bulletin and wall magazine, which other departments must try to emulate.
- (b) Nearly half of the departments (especially from Arts and Commerce) employ conventional methods of teaching with less or no ICT content.
- (c) Seminar books, e-resources and handouts are major components of learning resources but 11 out of 17 departments did not have issue register for seminar books and most departments did not produce copies of handouts or e-resources available with them.
- (d) Syllabi are generally completed (13 departments completed 80% to 100% of course) but nearly half of the departments do not conduct remedial classes for weaker students.
- (e) Question banks are available only with half of the departments and the majority refer to the previous years' questions. However, 12 out of 17 departments do not have question bank for PG entrance examinations.
- (f) No department gives written assignments or conducts surprise tests and quizzes on a regular and systematic manner. This important aspect of teaching-learning process is neglected.

- (g) Departmental seminars are being conducted but not very regularly by a majority of departments but there is no practice of evaluation of seminar presentations. Only 3 to 4 departments (mostly from Science) published seminar bulletins and had wall magazines.
- (h) 8 out of 17 departments conducted field trips whose frequency seems to be low.
- (i) In terms of result, 3 Science departments (Zoology, Chemistry and Geology) have registered 100% 1st division and 8 departments have over 90% 1st division result. In 9 departments, 40% to 90% students have obtained 1st division. At the same time a cause of concern is that 11 departments have reported fail rate between 4% to 36% of total student strength, which is rather high.
- (j) Only 2 out of 17 departments hold departmental meetings regularly and maintain records. This is a major shortcoming which implies very little academic planning or review of activities take place. Most departments score poorly on extra-, co-curricular and extension activities in terms of student participation.
- (k) Lastly, most departments do not maintain detailed student profile (14 out of 17) with them even though 15 of them keep partial/complete record of student progression.

IV. Recommendations to improve academic quality and achieve excellence:

1. Basic records relating to attendance, Daily Activity, Lesson Plan and Progress must be diligently maintained by all departments.
2. ICT based teaching-learning process may be encouraged in every department and necessary infrastructure may be provided by the College.
3. Remedial and doubt-clearing classes for students must be arranged at least once in a week recording attendance.
4. In order to improve teaching-learning outcomes, all the departments must be encouraged to give assignments to students and conduct quizzes, surprise tests on a regular basis and maintain records of these activities.
5. In addition to improving the functioning of the seminar library, each department must build a repository of e-resources for the benefit of the students.

6. Special attention may be given to preparation of Question Banks for different papers and also for PG and other entrance examinations to enable the students to progress into higher studies.
7. All departments must prepare a strategy to achieve Zero Fail result.
8. Seminars must be held regularly in every department and proper guidance may be given by the faculties to encourage the students to take part in seminar activities for acquiring deep knowledge in their core subjects. The academic section of the college may review the seminar activities of the departments on half-yearly basis. Further, the department should initiate efforts to organize State/ National level Seminars and extra-mural lectures.
9. Study/Field tours may be arranged on relevant subjects for nourishing the young minds to take interest in basic research.
10. Departmental as well College library must be enriched with books on CBCS syllabi and the students should have easy access to them.
11. Co- and extra-curricular activities must be improved by holding intra-departmental (essay, quiz, debate) competitions, group discussions and encouraging students' participation in them. Students should also be inspired to join extension and outreach programmes under NCC, NSS and YRC.
12. Departmental teacher meetings should be held at least once in a month to review the progress of the classes and to discuss other important activities.
13. Proctorial meetings should be taken as essential component to strengthen teacher-student interaction and involvement. The students should be made aware about the future prospects of the subject they are studying.
14. A database of student should be prepared by the department to maintain details of students as well as to capture their progression into higher classes or employment.
15. The laboratories are to be well-equipped with necessary equipment for the practical knowledge of the students.
16. Necessary steps should be taken to place the demand to fill up the vacant faculty positions especially for Geology, Mathematics, History, Philosophy and Commerce.

For PG Departments:

1. The Seminar library must be enriched with updated books based on syllabi and useful journals.
2. Special guidance and attention may be given to students in the preparation for JRF/NET and other competitive examinations.
3. Students should be encouraged to make Seminar presentations for greater academic development.
4. The department should organize extra-mural lectures by distinguished academicians.
5. Funds may be provided to Department of Odia to develop the seminar library and organize Seminar activities on a regular basis.
6. Necessary steps may be taken to have sufficient number of faculties.

V. Concluding Remarks:

Through this Internal Academic Audit, an attempt has been made to evaluate the academic performance of the different departments of the College on the basis of over 25 parameters. The main objective of this Audit has been to create an awareness among the faculty members to adopt better teaching, learning methods to improve outcome. It is observed that a majority of departments focus their energy only on teaching-learning aspects, that too with conventional methods and without much innovation. The Science departments have shown better academic and all-round performance while other departments are lagging behind. The departments should follow the aforementioned recommendations to improve teaching-learning-outcomes, seminar activities, increase field orientation and extra and co-curricular activities with more student participation. The faculty members should strive for academic excellence, introduce innovations in teaching, learning and evaluation and promote use of ICT methods and encourage participation of student in various activities. Finally, every department must carefully maintain records documenting all the activities in the academic session.

Signatures of the Audit Committee Members

1. Dr Santosini Patra. (Deputy Coordinator) *Satna* 30/01/2021
2. Dr Arun Kumar Samal (Member) *A K Samal* 30/1/21
3. Dr Jayanta Parida (IQAC Coordinator) *Jayanta* 30.1.2021
4. Dr Anurag Mohanty (Member) *Anurag* 30.1.2021

Saran
30.1.21.

Principal

Rajdhani College Bhubaneswar

PRINCIPAL
(Coordinator)
RAJDHANI COLLEGE
BHUBANESWAR

