



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (2021-22)



**BABA BHAIRABANANDA AUTONOMOUS MAHAVIDYALAYA
CHANDIKHOLE, JAJPUR, ODISHA-755044**

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ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE MEMBERS

1. Dr. Manoj Kumar Das,Principal(Chairman)
2. Dr. Prasanna Kumar Mohapatra,Reader in Economics(Internal Auditor)
3. Mr. Bijaya Kumar Samal,Reader in Mathematics (Member)
4. Mr. Jachindra Kumar Rout,Reader in English(Member)
5. Mr. Dolagovinda Pratap, IQAC Coordinator(Member)
6. Mr. Dharanidhar Moharana,Lecturer in Commerce(Member)
7. Smt. Ranju Sahoo,Reader in Zoology(Member)
8. Dr. Pramod Kumar Das,Lecturer in Economics(Member)
9. Mr. Bimal Chandra Mallik,Reader in English(Member)
- 10.Mr. Bijay Ketan Samal,Lecturer in Odia(Member)
- 11.Mr. Salilarajanandan Mohanty,Lecturer in History(Member)

Chapter-I

Introduction

Academic and Administrative Audit of departments is an essential components of quality enhancement in Higher Education Institutions. The main objectives of an academic audit is to encourage departments or programmes to evaluate their educational quality processes. In this regard, Baba Bhairabananda Autonomous Mahavidyalaya, Chandikhole has conducted academic and Administrative audit from 30.05.2022 to 31.05.2022 at internal level with its faculties.

Chapter-II

OBJECTIVES

1. To examine and suggest revisions in the vision and mission of 20 programmes of 18 departments.
2. To collect profile of different of the departments to assess their academic system.
3. To interact with the faculty members and students about their strengths, weaknesses, challenges and future plan of the department.
4. To suggest the faculty members to explore areas that could be taken up for research and to participate in various career oriented programmes for strengthening the academic environment.
5. To suggest faculty members to adopt innovative methods of teaching with the use of ICT tools for better benefit of stakeholders.
6. To suggest the department to take various steps for better progression of the students.

Chapter-III DATA ANALYSIS

3.1. Audit Schedule:

The academic and administrative audit was done over a period of two days i.e from 30.05.2022 to 31.05.2022 for the academic session 2021-22. The audit schedule is given as follows:

Subject	Date	Time
Botany	30.05.2022	10.30 AM – 11.00 AM
Chemistry	30.05.2022	11.00 AM – 11.30 AM
Geology	30.05.2022	11.30 AM – 12.00 NOON
Mathematics	30.05.2022	12.00 Noon – 12.30 PM
Physics	30.05.2022	12.30 PM – 1.00 PM
Zoology	30.05.2022	1.00 PM – 1.30 PM
Commerce	30.05.2022	2.30 PM – 3.00 PM
Anthropology	30.05.2022	3.00 PM – 3.30 PM
Economics	30.05.2022	3.30 PM – 4.00 PM
Education	30.05.2022	4.00 PM -4.30 PM
English	30.05.2022	4.30 PM-5.00PM
History	31.05.2022	10.30 AM – 11.00 AM
Odia	31.05.2022	11.00 AM – 11.30 AM
Political Science	31.05.2022	11.30 AM – 12.00 NOON
Sanskrit	31.05.2022	12.00 Noon – 12.30 PM
Sociology	31.05.2022	12.30 PM – 1.00 PM
B.Voc in THM	31.05.2022	1.00 PM – 1.30 PM
B.Voc in RM	31.05.2022	2.30 PM – 3.00 PM
Interaction of Team members with staff	31.05.2022	3.00 PM – 3.30 PM
Interaction of Team Members with staff of Establishment section	31.05.2022	3.30 PM – 4.00 PM
Interaction of Team Members with staff of Examination section	31.05.2022	4.00 PM -4.30 PM
Interaction of Team Members with staff of Admission section	31.05.2022	4.30PM-5.00PM
Interaction of Team Members with Principal	31.05.2022	5.00PM-5.30PM

3.2. Findings of Various Departments and Sections:

A.ARTS STREAM:

(1) Dept. of Education:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mrs. Rashmirekha Mishra	Associate Professor	M.A
2	Dr. Ramachandra Mohanty	Associate Professor	M.A,Ph.D
3	Mr. Mathuri Behera	Reader	M.A
4	Dr. Dillip Kumar Nayak	Lecturer	M.A,Ph.D
5	Miss Sarita Swain	Demonstrator	B.A
6	Miss Manasi Mohanty	Demonstrator	B.A

2. Total No. of U.G & P.G Students:-126

3. Teacher: Student Ratio –1 : 30

4. Infrastructural Facility: 2 Seminar rooms, 1 Departmental office, 1 laboratory, 1 seminar library.

5. U.G Examination Result: 100%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students,

(2) Department of Economics: -

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Miss Indumati Das	Reader	M.A,M.Phil
2	Dr. Prasanna Kumar Mohapatra	Reader	M.A,M.Phil,Ph.D
3	Capt. Dillip Kumar Nayak	Lecturer	M.A
4	Dr. Pramod Kumar Das	Lecturer	M.A,M.Phil,Ph.D

2. Total No. of U.G Students:-92

3. Teacher: Student Ratio -1 : 23

4. Infrastructural Facility: 01 Seminar room, 01 Departmental office with library.

5. Examination Result:100%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(3) Department of History:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Dr. Manoj Kumar Das	Associate Prof.	M.A,M.Phil,Ph.D
2	Dr. Rekharani Khuntia	Lecturer	M.A,M.Phil,Ph.D
3	Mr. Salilarajanandan Mohanty	Lecturer	M.A
4	Mr. Nirakar Patra	Lecturer	M.A

2. Total No. of U.G Students:-94

3. Teacher: Student Ratio –1 : 23

4. Infrastructural Facility: 02 Seminar room, 01 Departmental office, 01 Departmental Library and 01 Museum.

5. Examination Result:100%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(4) Department of Political Science:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Santosh Kumar Senapati	Reader	M.A
2	Dr. Sanjaya Kumar Ray	Reader	M.A,Ph.D
3	Mrs. Chinmayee Rout	Lecturer	M.A,M.Phil
4	Mrs. Nibedita Swain	Lecturer	M.A,M.Phil,Ph.D

2. Total No. of U.G Students:-93

3. Teacher: Student Ratio –1 : 23

4. Infrastructural Facility: 01 Seminar room, 01 Departmental office with library.

5. Examination Result:-92.85%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(5) **Department of Sociology:-**

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Dr. Sujata Senapati	Lecturer	M.A,M.Phil,Ph.D
2	Mr. Himansu Sekhar Sahoo	Lecturer	M.A
3	Mrs. Snigdharani Samal	Lecturer	M.A

2. Total No. of U.G Students:-91

3. Teacher: Student Ratio –1 : 30

4. Total No. of Publication by Faculties:-01

5. Infrastructural Facility: 01 Seminar room, 01 Departmental office with library.

6. Examination Result:100%

7. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(6) Department of Anthropology:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mrs. Mousumi Mishra	Lecturer	M.Sc,M.Phil
2	Mr. B Barun Bal	Lecturer	M.Sc,M.Phil
3	Miss Sarmistha Panda	Lecturer	M.Sc
4	Mrs. Sanghamitra Sahoo	Demonstrator	M.A
5	Miss Abhipsa Beuria	Demonstrator	M.A
6	Mr. Amrit Kumar Nayak	Lab. Attendant	I.A

2. Total No. of U.G Students:-70

3. Teacher: Student Ratio –1 : 23

4. Infrastructural Facility: 02 Seminar room, 01 Departmental office, 01 Departmental Library and 01 Museum.

5. Examination Result:100%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(7) Department of English:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Rajendra Kumar Padhi	Reader	M.A
2	Mr. Jachindra Kumar Rout	Reader	M.A,M.Phil
3	Mr. Bimal Chandra Mallick	Reader	M.A
4	Mr. Dolagovinda Pratap	Lecturer	M.A
5	Mrs.Nabajyoti Biswal	Lecturer	M.A

2. Total No. of U.G Students:-70

3. Teacher: Student Ratio –1 : 15

4. Infrastructural Facility: 02 Seminar room, 01 Departmental office with library.

5. Examination Result:92.3%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(8) Department of Odia:-

1. 1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mrs. Sukesini Samal	Lecturer	M.A
2	Mrs. Swarnaprava Routray	Lecturer	M.A
3	Mr. Bijaya Ketan Samal	Lecturer	M.A
4	Mrs. Dalinbala Samal	Lecturer	M.A,M.Phil
5	Mr. Biranchi Kumar Nayak	Lecturer	M.A,M.Phil
6	Mrs. Diptimayee Nayak	Lecturer	M.A

2. Total No. of U.G Students:-94

3. Teacher: Student Ratio –1 : 16

4. Infrastructural Facility: 01 Seminar room, 01 Departmental office with library.

5. Examination Result:96.5%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(9) Department of Sanskrit:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mrs. Sagarika Mohapatra	Lecturer	M.A,M.Phil
2	Mrs. Gitanjali Sethy	Lecturer	M.A,M.Phil
3	Dr. Shyamasundar Behera	Lecturer	M.A,M.Phil,Ph.D

2. Total No. of U.G Students:-71

3. Teacher: Student Ratio –1 : 24

4. Infrastructural Facility: 01 Seminar room, 01 Departmental office with library.

5. Examination Result:100%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

B.SCIENCE STREAM:

(1) Department of Botany:-

1. 1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Ambika Prasad Mishra	Lecturer	M.Sc
2	Mr. Priyabrat Panda	Lab. Asst	M.Sc
3	Mr. Anil Kumar Ojha	Demonstrator	M.Sc
4	Mr. Ashok Kumar Biswal	Lab. Attendant	B.A
5	Mr. Abhinas Nayak	Lab. Attendant	B.A

2. Total No. of U.G Students:-81

3. Teacher: Student Ratio -1 : 81

4. Infrastructural Facility: 01 Seminar room, 01 Departmental office with library.

5. Examination Result:100%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(2) Department of Chemistry:-

1. 1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Dr. Birendra Kumar Mishra	Associate Prof.	M.Sc,Ph.D
2	Mr. Surya Narayan Mohanty	Reader	M.Sc
3	Mr. Nishikanta Dash	Lecturer	M.Sc
4	Mrs. Bhagyashree Jena	Lecturer	M.Sc
5	Mr. Sitanath Routray	Demonstrator	M.Sc
6	Mr. Manoranjan Sahoo	Store Keeper	B.Sc
7	Mr. Trilochan Singh	Lab. Attendant	B.A
8	Mr. Satyananda Mallick	Lab. Attendant	B.A

2. Total No. of U.G Students:-118

3. **Teacher: Student Ratio** -1 : 29

4. **Infrastructural Facility:** 01 Seminar room, 02 Laboratory, 01 Departmental office with library.

5. **Examination Result:97.29%**

6. **Activities for student enrichment:** **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(3) Department of Geology:-

1. 1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Soumya Ranjan Nayak	Lecturer	M.Sc
2	Miss Elora E Pritipuspa	Lecturer	M.Sc
3	Mr. Panchanan Sahoo	Lab. Attendant	B.A

2. Total No. of U.G Students:-88

3. **Teacher: Student Ratio** -1 : 44

4. **Infrastructural Facility:** 01 Seminar room, 01 Departmental office with library.

5. **Examination Result:100%**

6. **Activities for student enrichment:** **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

(4) Department of Mathematics:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Bijay Kumar Samal	Reader	M.Sc
2	Mr. Ommprakash Sahoo	Lecturer	M.Sc
3	Mr. Satyaprakash Rout	Lecturer	M.Sc
4	Mr. Patitapaban Das	Lecturer	M.Sc

2. Total No. of U.G Students:-106

3. **Teacher: Student Ratio** -1 : 26

4. **Infrastructural Facility:** 02 Seminar room, 01 Laboratory ,01 Departmental office with library.

5. **Examination Result:100%**

6. **Activities for student enrichment:** **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

5. Department of Physics:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Dhaneswar Mohanty	Associate Prof.	M.Sc
2	Mr. Benudhar Samal	Reader	M.Sc
3	Mrs. Maitrayee Maity	Lecturer	M.Sc,Ph.D
4	Mr. Sanjaya Kumar Behera	Lecturer	M.Sc
5	Mr. Bhikari Charan Rout	Demonstrator	M.Sc
6	Mr. Prutheeraj Nayak	Demonstrator	B.Sc
7	Mr. Subransu Sekhar Baral	Demonstrator	B.Sc
8	Mrs. Sagarika Pal	Lab. Attendant	B.A
9	Mr. Debendra Nath Samal	Lab. attendant	B.A

2. Total No. of U.G Students:-118

3. Teacher: Student Ratio -1 : 29

4. Infrastructural Facility: 03 Seminar room, 02 Laboratory, 01 Dark Room, 01 Departmental office,01 Seminar library.

5. Examination Result:97.43%

6. Activities for student enrichment: i. Completion of Course in time using ICT tools, ii. Provision of doubt clearing and remedial classes, iii. Provision of study materials, seminar books and previous year's questions from question bank, iv. Regular Unit-wise test and its discussion, v. Regular arrangement of seminars and group discussions, vi. Proctorial and Mentoring system, vii. Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, viii. Encouraging students to participate in various social outreach programmes, ix. Arrangement of Study tours, Field visits and submission of project reports, x. Special class for better progression of students.

(6) Department of Zoology:-

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mrs. Ranju Sahoo	Reader	M.Sc,M.Phil
2	Mrs. Soumya Parida	Lecturer	M.Sc
3	Dr. Muktikanta Nayak	Lecturer	M.Sc,M.Phil,Ph.D,PDF
4	Mr. Charan Sebak Satpathy	Demonstrator	M.Sc
5	Mrs. Soumya Mayee Mishra	Demonstrator	B.Sc
6	Mr. Tushar Ranjan Nayak	Store Keeper	M.Sc
7	Mr. Sridhar Barik	Lab. Attendant	I.A
8	Mr. Nayan Chandra Muduli		I.A

2. Total No. of U.G Students:-85

3. Teacher: Student Ratio -1 : 28

4. **Infrastructural Facility:** 02 Seminar room, 02 Laboratory, 01 Departmental office with library.

5. Examination Result:100%

6. **Activities for student enrichment:** **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

C.COMMERCE STREAM

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Dharanidhar Moharana	Lecturer	M.Com
2	Mr. Tapan Kumar Jena	Lecturer	M.Com
3	Mr. Subrat Kumar Pradhan	Lecturer	M.Com,M.Phil
4	Mr. Laxmidhar Samal	Lecturer	M.Com,M.Phil
5	Miss. Swarna Lata Nayak	Lecturer	M.Com
6	Mr. Ayusman Samal	Lecturer	M.Com
7	Mr. Pankaj Kumar Behera	Lecturer	M.Com

2. Total No. of U.G & P.G Students:-348

3. **Teacher: Student Ratio** -1 : 50

4. Total No. of Publication by Faculties:-04

5. **Infrastructural Facility:** 04 Seminar room, 02 Smart Class Room, 01

Departmental office and 01 Library.

6. **Examination Result:UG:92% and PG:100%**

7. **Activities for student enrichment:** **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

D. Vocational Wing**B.Voc (Tourism & Hospitality Management) Department****1. Staff Position:**

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Tofan Singh	Lecturer	M.T.H.M
2	Mr. Amit Kumar Baral	Lecturer	M.T.T.M

2. Total No. of U.G Students:-150**3. Teacher: Student Ratio –1 : 75**

4. Infrastructural Facility: 01 Seminar room, 01 Departmental office with library.

5. Examination Result:95%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

B.Voc (Retail Management) Department

1. Staff Position:

Sl No	Name of the Staff Members	Designation	Qualification
1	Mr. Himansu Sekhar Sahoo	Lecturer	MBA
2	Mr. Nihar Ranjan Sahoo	Lecturer	MBA,Mphil

2. Total No. of U.G Students:-124

3. Teacher: Student Ratio -1 : 62

4. Infrastructural Facility: 01 Seminar room, 01 Departmental office with library.

5. Examination Result:59%

6. Activities for student enrichment: **i.** Completion of Course in time using ICT tools, **ii.** Provision of doubt clearing and remedial classes, **iii.** Provision of study materials, seminar books and previous year's questions from question bank, **iv.** Regular Unit-wise test and its discussion, **v.** Regular arrangement of seminars and group discussions, **vi.** Proctorial and Mentoring system, **vii.** Regular parent-teachers and alumni meet with the collection of feed-back from stake holders, **viii.** Encouraging students to participate in various social outreach programmes, **ix.** Arrangement of Study tours, Field visits and submission of project reports, **x.** Special class for better progression of students.

Chapter-V

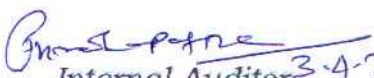
CONCLUSION

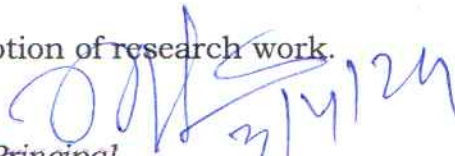
It is found that an academic and administrative audit is to ascertain departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education.

Chapter-VI

RECOMMENDATIONS

1. Students may be motivated for reading text and reference books as per CBCS based Syllabus.
2. The time gap between the completion of examination and publication of result should not exceed 45 days.
3. Extra mural lecturers must be arranged regularly for the holistic development of staff and students.
4. More number of Career counseling programmes should be arranged.
5. The teacher-students interaction through proctorial activities must be promoted.
6. The alumni activity of the college may be strengthened through a database
7. The laboratory facility may be improved to meet the requirement of newly inducted CBCS curriculum.
8. Regular field visits, study tours, industry linkage activities may be arranged.
9. A student recreation center with indoor game facility may be established.
10. The Yoga, gymnasium and sports facility for the students may be strengthened.
11. Provision of awards by the institution may be available for students and staff members for their exceptional curricular and extra-curricular achievements.
12. Considering the growing demand, the college may take initiatives to open more number of PG courses in different departments.
13. The college may take appropriate steps to maintain required teacher: student ratio by filling up of the vacant posts.
14. Research activities may be improved for both faculties and students.
15. Alumini financial contribution to the college development may be enhanced.
16. Campus placement cell may be set up for employment.
17. Guest house may be constructed in the campus.
18. Research infrastructure may be facilitated for promotion of research work.


Internal Auditor 3-4-24
(Dr. Prasanna Kumar Mohapatra)


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