

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2018-19

I.B.(PG)COLLEGE,PANIPAT,HARYANA

Date of Audit:

About the College

I.B. (PG) College is considered to be a premier co-educational institution in Haryana. It was founded in 1956 in the memory of the well wisher of Leiah Biradari Late Sh. Inder Bhan Dhingra. Keeping in view the requirement of education for women, this college was founded. In 1966, the college started working as a co-educational institute.

The college has been steadily built up over the past six decades, maintaining high traditions of scholastic excellence along with the culture of discipline and social service. The overall goal is to prepare the students to play roles in the society with responsibility and commitment.

External Academic and Administrative Audit Proceedings and Report

The External Academic and Administrative Audit team visited the College, respective academic and administrative departments, had interaction with the faculty, staff and students(whenever available), and made assessment based upon several dimensions.

The assessment and the report follow:

Teaching and Administrative Dimensions

Table 1 Average Values of Dimensions

Sr. No.	Teaching Dimensions	Scored Value (Xi)	Total Value (Ti)	Percentage (%)
1	Subject Knowledge	2.10	3	70.00
2	Planning and Delivery	1.50	3	50.00
3	Class Management	0.70	1	70.00
4	Communication skills	1.00	1.5	66.67
5	Other Activities like Research activities, Innovations, Best practices, use of ICT, Infrastructur, Administrative functioning	1.00	1.5	66.67
		% Average Teaching Dimensions = 68.67		

Academic and Administrative Index


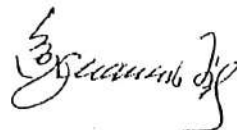
Table 2: Computation of Indices

Dimensions	Scored (Xi)	Total (Ti)	Weights (Wi)	Calculated Weighted Score (Wi x Xi)	Total Weighted Score (Wi x Ti)
1. Subject Knowledge	X1=2.10	3	0.3	0.630	0.9
2. Planning & Delivery	X2=1.5	3	0.3	0.45	0.9
3. Class Management	X3=0.70	1	0.1	0.070	0.1
4. Communication skills	X4=1.00	1.5	0.15	0.15	0.225
5. Other Activities like Research activities, Innovations, Best practices, use of ICT, Infrastructure Administrative functioning	X5=1.00	1.5	0.15	0.15	0.225
Index				$L = \frac{\sum_{i=1}^5 (Wi \times Xi)}{\sum_{i=1}^5 (Wi \times Ti)}$ $= 1.66/2.35 = 0.6170 \text{ i.e. } 6.1$ at the scale of 10	

Positive Observations

List only prominent positive observations:

1. The College has website
2. Admission process is followed as per Higher Education Department Haryana/affiliating University rules

3. Reasonable infrastructure
4. The College is coeducational and attracts both urban and rural background students
5. The College management is active
6. Extra curricular activities are amply visible.
7. Administrative set up is efficient, with quick work disposal and is aware of University rules

Negative Observations

1. The College website needs improvement
2. There is no waste water management scheme
3. Insufficient number of conferences, workshops organised
4. No social prominent welfare activity visible
5. Very few special classes are organised
6. Inadequate national level competitions/students activities
7. Faculty lacks sharp communication skills so as to have better class handling and delivery.
8. No MoU with Industry has been signed
8. No adequate research activities
9. The administrative staff, though efficient but hardly use computers.
10. The Offices need to be made paperless ultimately
10. No group insurance schemes for nonteaching, teaching and students exist

Suggestions for improvement

1. The College website needs improvement
2. The College should have waste water management scheme and get energy audit done
3. More conferences, workshops need to be organised
4. Should arrange social welfare activities for society
5. More extra/special classes need to be organised
6. More national level competitions/students activities need to be organised
7. Faculty needs sharpening and improving their communication skills



8. Maintenance, calibration of equipment and green activities need augmentation
9. MoUs to be signed with Industries/Professional Organizations so as to establish Industry-Academia interaction
10. More administrative staff to be made computer savvy, and offices be made paperless
11. Group insurance schemes be introduced, may be even in phases.

Dimension Score, At the scale of 10	Interpretation
Less than 5	Poor & calls for immediate action to improve on this dimension
Between 5 to 6	Satisfactory but still improvement is expected
Between 6 to 8	Good and try to excel in your teaching.
More than 8	Excellent and Maintain it through constant innovative

Remarks by Auditors.

1. Besides what has been observed as enlisted above, there seems to be more scope and potential for further improvement in all respects so as to bring in holistic excellence. The Faculty needs proper guidance, motivation and directions to improve upon. The administrative staff be trained to use computers.

Name, Designation & Sign of Academic Auditors with Date

1. Prof Dr S.K.Chakarvarti, Chairperson
(Former Professor, Chairman and Dean Academic,
National Institute of Technology, Kurukshetra-136119)

Signature with date
9/11/19

2. Prof Narender Kumar, Coordinator
(M.D. University, Rohtak)

Signature

3. Dr Krishan Kant, Member
Principal, Aggarwal PG College, Ballabgarh, Faridabad

Signature

9.11.2019

Signature
Principal
I.B. (PG) College, Panipat

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2019-20

I.B.(PG)COLLEGE,PANIPAT,HARYANA

Date of Audit:

About the College

I.B. (PG) College is considered to be a premier co-educational institution in Haryana. It was founded in 1956 in the memory of the well wisher of Leiah Biradari Late Sh. Inder Bhan Dhingra. Keeping in view the requirement of education for women, this college was founded. In 1966, the college started working as a co-educational institute.

The college has been steadily built up over the past six decades, maintaining high traditions of scholastic excellence along with the culture of discipline and social service. The overall goal is to prepare the students to play roles in the society with responsibility and commitment.

External Academic and Administrative Audit Proceedings and Report

The External Academic and Administrative Audit team visited the College, respective teaching and administrative departments, had interaction with the faculty, staff and students(whenever available), and made assessment based upon several dimensions.

The assessment and the report follow:

Academic and Administrative Dimensions

Table 1 Average Values of Dimensions

Sr. No.	Teaching Dimensions	Scored Value (Xi)	Total Value (Ti)	Percentage (%)
1	Subject Knowledge	2.27	3	75.67
2	Planning and Delivery	2.60	3	86.67
3	Class Management	0.77	1	77.00
4	Communication skills	1.05	1.5	70.00
5	Other Activities like Research activities, Innovations, Best practices, use of ICT, Infrastructure, Administrative functioning	1.28	1.5	85.33
		% Average Teaching Dimensions = 78.93		



Various Dimensions

Table 2: Computation of Academic and Administrative management Index

Dimensions	Scored (Xi)	Total (Ti)	Weights (Wi)	Calculated Weighted Score (Wi × Xi)	Total Weighted Score (Wi × Ti)
1. Subject Knowledge	X1=2.27	3	0.3	0.681	0.9
2. Planning & Delivery	X2=2.60	3	0.3	0.780	0.9
3. Class Management	X3=0.77	1	0.1	0.077	0.1
4. Communication skills	X4=1.05	1.5	0.15	0.1575	0.225
5. Other Activities like Research activities, Innovations, Best practices, use of ICT, Infrastructure, administrative functioning	X5=1.28	1.5	0.15	0.192	0.225
Index				$L = \frac{\sum_{i=1}^5 (W_i \times X_i)}{\sum_{i=1}^5 (W_i \times T_i)}$ $= 1.888/2.35 = 0.803 \text{ i.e. } 8.03$ at the scale of 10	

Positive Observations

List only prominent positive observations:

1. More academic activities are visible
2. Faculty Communication skills, academic traits and class room delivery have improved
3. The infrastructure for academics and administration functioning is continuously maintained
4. The College website has been improved




5. The Principal and the College Governing body has cordial relations that is working as catalyst for overall development and growth of the Institution
6. The students are more satisfied with the academic environment and facilities
7. Most of the administrative staff is familiar with computer and digital functioning

Negative Observations

1. Inadequate academic activities like FDP, Seminars, by the Departments
2. Lesser number of extracurricular activities like celebrations of important events and curricular activities
3. Inadequate ICT facilities in the Class rooms
4. Very limited Wi-Fi facilities on the campus
5. IQAC needs to be proactive
6. No MoU signed with Industries
7. No facilities and amenities for personal hygiene of girl students
8. No software for improved academic delivery available
9. No waste water management, green audit and energy audit have been done
10. Lesser research activities
11. Not all the administrative staff use computers

Suggestions for improvement

1. The College should have more academic activities like FDP, Seminars, to be organised by the Departments
2. More number of extracurricular activities like celebration of important events and curricular activities be arranged
3. Adequate ICT facilities in the Class rooms be created
4. Augmentation of Wi-Fi facilities with better bandwidth on the campus is required
5. IQAC must meet frequently, arrange seminars, Lectures from experts for the faculty
6. Have MoU signed with Industries
7. Enhance facilities and amenities for girl students
8. Procure software for improved academic delivery



9.The fresh students need proper orientation

10. Waste water management, green audit and energy audit must be carried out by competent agencies.

11.Motivate Faculty for creating research environment, get more projects funded by external sources. The College of its own may also frame a research promotional policy.

12.The Administrative staff Offices be made paperless

13. Group Insurance schemes be implemented

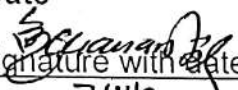
Dimension Score, At the scale of 10	Interpretation
Less than 5	Poor & calls for immediate action to improve on this dimension
Between 5 to 6	Satisfactory but still improvement is expected
Between 6 to 8	Good and try to excel in your teaching.
More than 8	Excellent and Maintain it through constant innovative

Remarks by Auditors.

1. Besides what has been enlisted above, there is always a scope for improvement, though the Audit clearly shows a visible improvement when compared with the last report. The Faculty seems more motivated, and prepared. The academic environment and the ambience seem to have a better transformation. The administrative staff is efficient.

Name, Designation & Sign of Academic Auditors with Date

1.Prof Dr S.K.Chakarvarti, Chairperson
(Former Professor , Chairman and Dean Academic,
National Institute of Technology,Kurukshetra-136119)


Signature with date
7/11/20

2.Prof Narender Kumar, Coordinator
(M.D.University,Rohtak)


7/11/2020

3..Dr Krishan Kant, Member
Principal, Aggarwal PG College, Ballabgarh, Faridabad


7.11.2020

External Academic and Administrative Audit of I .B. Post Graduate College, Panipat

January 7, 2022

Overall Coordinator/Facilitator: **Coordinator IQAC IB PG College**

Session I 10:00 am-10:30 am	Meeting and Presentation by the Principal
Session II 10:30 am-11:00 am	Visit to the Department's Presentations by the Heads of Departments
Session III 11:00 am-12:00 noon	Presentation by Societies/ Fora/ Cell (NSS, NCC, YRC, Women Cell, etc.)
Session IV 12:00 noon-1:00 pm	Visit to Physical Facilities and Sports Facilities <ul style="list-style-type: none"> • IQAC Room (Verification of documents and meeting with IQAC Team) • Girls Common Room, YRC, RRC, Swachchhta Senani, Canteen, Health Centre, etc. • Library • NSS and NCC • Gym & Sports • Research Labs • Vermi Compost Unit and Solar Power Station • Language Lab, Computer Lab, e- Learning and other Labs
1:00 pm-2:00 pm	Lunch
Session V 2:00pm - 2:30 pm	Visit to the administrative Office
Session VI 2:30 pm - 3:00pm	Report writing, Checking Documentary evidences. Discussion and modifying the draft Peer Team Report and finalization
Session VII 3:00pm - 4:00 pm	Sharing the Peer Team Report with Head of the Institution and IQAC Coordinator Finalizing the EAA Report & handing it over to Principal

Chairperson	Prof. (Dr.) S.K. Chakarvarti Ex-Professor NIT, Kurushetra
Member Coordinator	Prof. Nasib Singh Gill Member, Coordinator MDU, Rohtak
Member	Dr Krishan Kant Principal Aggarwal P G College Bllabgarh
Member	Dr. Manoj Shukla Associate Professor Coordinator IQAC, , Aggarwal College Ballabgarh

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

I .B.POST GRADUATE COLLEGE, PANIPAT

Date of Audit: 7th January 2022

About the College

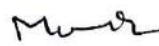
Established in the year 1956, I.B. (PG) College situated in the historical city of Panipat has a proud legacy of serving society through consistently providing quality holistic higher education to aspirants and its saga of excellence of sixty five years is testimony of the commitment, zeal and zest of its founders towards this noble mission. At present 78 academics along with 90 non-teaching staff members are catering to the needs of 2437 students enrolled in ten UG programmes and four PG programmes across Arts, science commerce. Computer and Management faculty respectively. Teaching-learning ecosystem in the institution, comprising various practices and programmes has immense potential and provides ample opportunities to the students to horn their skills. The institution has a well in-built mechanism for organising co-curricular and extra-curricular activities and this provides wider scope of experiential learning., also provide opportunities to students to unleash their creativity. The sprawling campus 2.54 acres with well-ventilated 80 classrooms, fully-equipped 13 Science labs, 05 Computer labs and 03 spacious AC seminar hall. The newly constructed science block has 60000 sq.ft and having 5 storeys. The library is has good stock of books with Web-OPAC facility. Robust infrastructure, experienced faculty, well managed and planned academic structure, great campus life, placement record, rich alumni base are the reflection of committed and visionary leadership.

External Academic and Administrative Audit Proceedings and Report

The External Academic and Administrative Audit team visited the College and its various student support services. The team also visited the administrative office and departmental presentations were also made by respective departments. The audit team had interaction with the Principal and Coordinator(IQAC), I. B. College, and made assessment based upon several dimensions.



Page 1



The assessment and the report follows:
Academic and Administrative Dimensions

Table 1 Average Values of Dimensions

Sr. No.	Teaching Dimensions	Scored Value (Xi)	Total Value (Ti)	Percentage (%)
1	Subject Knowledge	2.53	3	84.33
2	Planning and Delivery	2.61	3	87.00
3	Class Management	0.80	1	80.00
4	Communication skills	1.20	1.5	80.00
5	Other Activities like Research activities, Innovations, Best practices, use of ICT, Infrastructure, Administrative functioning	1.30	1.5	86.66
				% Average Teaching Dimensions =84.40%

Various Dimensions

Table 2: Computation of Academic and Administrative Management Index

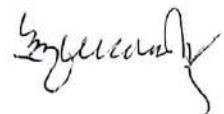
Dimensions	Scored (Xi)	Total (Ti)	Weights (Wi)	Calculated Weighted Score (Wi × Xi)	Total Weighted Score (Wi × Ti)
1. Subject Knowledge	X1=2.53	3.0	0.30	0.759	0.900
2. Planning & Delivery	X2=2.61	3.0	0.30	0.783	0.900
3. Class Management	X3=0.80	1.0	0.10	0.080	0.100
4. Communication skills	X4=1.20	1.5	0.15	0.180	0.225
5. Other Activities like Research activities, Innovations, Best practices, use of ICT, Infrastructure, administrative functioning	X5=1.30	1.5	0.15	0.195	0.225
Index				$L = \frac{\sum_{i=1}^5 (W_i \times X_i)}{\sum_{i=1}^5 (W_i \times T_i)}$ $= 1.997/2.35 = 0.849 \text{ i.e. } 8.49 \text{ at the scale of } 10$	

Positive Observations

1. The college aims at continuous improvement of quality and achieving academic excellence.
2. All the academic activities in the college are regulated by the affiliating university through the syllabus/courses and examinations..
3. The college is coming up with 5 storey new Science and administrative block.
4. The management is proactive and benevolent.
5. The Principal is very progressive and dynamic.
6. The college administration is working as a catalyst for overall development and growth of the Institution.
7. The college has state of the art labs for experiential learning.
8. There appear to be sincere and effective efforts to bring academic as well as infrastructural excellence through innovative, modern programmes and through procuring lab equipment.
9. Some of the students represented the college at National and International level in sports.
10. ECA and extension activities are in place.
11. Financial and other essential audits are being done regularly
12. The college administration practices decentralization and involve all faculty in decision making
13. The college made strenuous efforts to develop adaptability and resilience to face the Covid-19 pandemic
14. The faculty across department is committed, competent and dedicated towards nurturing and delivering excellence

Suggestions for Improvement

1. Academic calendar of the institution needs to be prepared separately in sync with KUK.
2. The college website needs to reflect the link of AISHE & NIRF as is mandatory under NAAC Guidelines.
3. The Vision and Mission statement of the institution should be displayed in the various places like Corridors, Labs, Offices, Library and students' common places.
4. The college website needs to highlight " Best Practices" adopted in preceding years and also prevailing ones.
5. A link for functional MoUs should be created on the college website highlighting activities. More MoUs should be signed in the proper documented formats with Industries/ organization
6. It is well known that in the years to come the scope of blended learning is bound to increase where both online and offline mode shall be in vogue. It is very necessary to enhance and sustain the digital capabilities of teachers and


Mangshu

- hence need for up-skilling and re-skilling with modern digital pedagogy tools. There is a need to focus on building teachers' digital skills capabilities. Each faculty member should be provided a separate space so as to operate from the office.
7. Extra-curricular activities like celebrations of important days and events and curricular activities need to be enhanced.
 8. IQAC needs to be more proactive and proper documentation should be done
 9. Office automation enabled by customized Software should be accomplished at the earliest so as to make a paperless office.
 10. Motivate the Faculty for creating a research environment, get more projects funded by external sources. The College of its own may also frame a research promotional policy.
 11. The College should have more academic activities like FDP, Seminars, to be organized by the Departments.
 12. Perspective plan should be prepared and be approved by the governing body
 13. Wastewater management, green audit and energy audit must be carried out by competent agencies.
 14. The college should have a registered Alumni Association.
 15. The college needs separate departmental rooms equipped with ICT facilities for proper functioning.
 16. The college Library is in urgent need of revamping and modernization. It needs immediate computer automation so that all the processes concerning the e-resources are student friendly and computerization of administrative offices. Separate corner be created for students interested in competitive exams and tests
 17. Extra-curricular activities like celebrations of important days and events and curricular activities need to be strengthened.

Dimension Score At the scale of 10	Interpretation
Less than 5	Poor & calls for immediate action to improve on this dimension
Between 5 to 6	Satisfactory but still improvement is expected
Between 6 to 8	Good and try to excel in your teaching.
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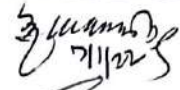
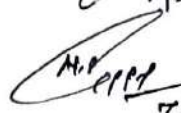




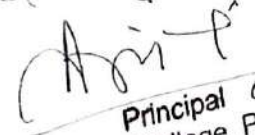


Remarks by AAA Team

Besides what has been enlisted above, there is always a scope for improvement. Sky is the only limit. The Faculty needs more motivation and preparedness for bringing in excellence. The academic environment and the ambience seem to have a potential for better transformation.

Name, Designation & Sign of Academic Auditors with Date

- | | <u>Signature with date</u> |
|---|---|
| 1. Prof. (Dr.) S. K. Chakarvarti, <i>Chairperson</i>
(Former Professor, Chairman and Dean Academic,
National Institute of Technology, Kurukshetra, Haryana) | 
7/1/22 |
| 2. Dr Nasib Singh Gill, <i>Member Coordinator</i>
M.D.University,Rohtak | 
7/1/2022 |
| 3. Dr Krishan Kant , <i>Member</i>
Principal, Aggarwal College Ballabgarh
Faridabad, Haryana | 
07.01.2022 |
| 4. . Dr. Manoj Shukla, <i>Member</i>
<i>Cordinator ,IQAC</i>
Aggarwal College Ballabgarh, Faridabad | 
07/01/2022 |

I agree with the report

Principal 07/01/22
I.B. (PG) College, Panipat