



# AKAL DEGREE COLLEGE, MASTUANA

Internal Quality Assurance Cell (IQAC)

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

(ACADEMIC YEAR: 2019-20)

**Date/Duration of Audit:** 01-09-2020 to 11-09-2020 (8 Working days)

**Details of Programmes in the college:**

S.No.	Name of the Programme	Sanctioned Strength	Actual Strength
<b>UG</b>			
1	Bachelors in Arts	700	209
2	Bachelors in Science (Med, Non-Med & Non-Med with Comp. Sci.)	150	21
3	Bachelors in Commerce	60	34
4	Bachelors in Business Administration	40	22
5	Bachelors in Computer Application	40	21
6	Diploma in Agriculture	40	11
7	B.Voc (Software Dev.)	50	13
8	B.Voc (Retail Mgt.)	50	05
<b>UG Total</b>		<b>1130</b>	<b>336</b>
<b>PG Diploma</b>			
1	PG Diploma in Computer Application	35	24
<b>PG Diploma Total</b>		<b>35</b>	<b>24</b>
<b>PG</b>			
1	M.Sc (Information Technology)	30	06
2	M.Sc (Information Technology)-Lateral Entry	30	04
3	M.A (Punjabi)	30	09
4	M.A (English)	30	07
5	M.A (History)	30	15
6	M.A (Sociology)	30	07
7	M.A (Music)	30	05
8	M.Com	30	15
<b>PG Total</b>		<b>240</b>	<b>68</b>



## 1. CURRICULAR ASPECTS

S.No.	Item	IQAC Input	Remarks
1	Curricula developed /adopted have relevance to the local/ national /regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all programs offered by the Institution	Yes	Punjabi University Guidelines are followed
2	No. of new courses introduced in the year	04	M.A (English) M.A (Sociology) M.A (History) M.A (Music Vocal)
3	No. of programs in which Choice Based Credit System (CBCS) / Elective course system has been implemented	08	B.A, B.Sc, B.B.A M.A (Punjabi), M.A (English) M.A (Sociology) M.A (History) M.A (Music Vocal)
4	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	Yes	A no. of special lectures, competitions and similar events have been organised
5	Number of Value-added courses imparting transferable and life skills offered	04	Courses are running successfully

## 2.TEACHING-LEARNING AND EVALUATION

S.No.	Item	IQAC Input	Remarks
1	Number of full-time teachers	40	
2	Number of students enrolled	1073	
3	No. of permanent faculty with Ph.D	15	
4	Preparation and adherence to Academic Calendar and Teaching plans	Yes	Executed by IQAC
5	No. Teachers using ICT for effective teaching	44	
6	Remedial Classes for slow learners and backlog students	Yes	2 Sessions are conducted
7	Mentoring System	Yes	No. of Mentors= 38
8	Teachers attending PDPs/FDPs/Ref. Course/OC	Yes	01 Teacher attended
9	Organisation of Guest Lectures, Industrial Visits, Workshops, etc.,	Yes	
10	No. of Students undertaking field projects / internships	12	Students of BBA



### 3. RESEARCH & INNOVATIONS

S.No.	Item	IQAC Input	Remarks
1	The institution has a well-defined policy for promotion of research	Yes	
2	The institution provides seed money to its teachers	Yes	
3	Research Publications in journals	06	
4	No. of Faculty presented papers in conferences and symposia	03	
5	Books and chapters in edited volumes / books published, and papers in national /international conference-proceedings.	02	

### 4. CENTRAL LIBRARY FACILITY

S.No.	Item	IQAC Input	Remarks
1	Collection of rare books, manuscripts, or any other knowledge resource for library enrichment	Yes	
2	Expenditure for purchase of books & journals	Rs. 2,41,289/-	
3	Per day usage of library by teachers & students	94	
4	No. of Books Available in the Library	16984	
5	No. of Magazines Subscribed	11	
6	No. of Newspapers in the Library	11	
7	No. of Journals Subscribed	04	

### 5. EXAMINATION SECTION

S.No.	Item	IQAC Input	Remarks
1	Pass percentage of outgoing students	80.1%	
2	No. of Internal Exams Conducted in College	02	
3	No. of Students detained for shortage in attendance	Nil	
4	No. of Students failed to take the final examination due to failure in MSTs	Nil	

### 6. AMENITIES AND SPORTS FACILITIES

S.No.	Item	IQAC Input	Remarks
1	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	Yes	Indoor Stadium, Play Grounds & Multipurpose Hall
2	Awards/medals for outstanding performance in sports, Yoga /cultural activities at National/ International level	Yes	1 Gold, 2 Silver, 2 bronze medal in Boxing, 1 Gold, 1 Silver, 3 bronze medals in athletics, 1 Gold medal in Basketball in inter-

  
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			college championship, Punjabi University Patiala
3	Number of Sports, Yoga and cultural activities / competitions organised at the institution level.	3	1 Each
4	Barrier Free Env't. Of Differently-Abled	Yes	

### 7. INTERNET CONNECTIVITY

S.No.	Item	IQAC Input	Remarks
1	Institution frequently updates its IT facilities	Yes	
2	Student - Computer ratio	11:1	
3	No. of Computers for the Use of Students	100	
4	No. of Computers for the Use of Staff and other Administrative work	11	

### 8. PLACEMENTS AND HIGHER EDUCATION

S.No.	Item	IQAC Input	Remarks
1	No. Capability enhancement and development schemes	06	
2	No of students benefited by guidance for competitive examinations and career counselling offered by the institution	58	
3	Number of placements of outgoing students	25	
4	Students qualified in Competitive Examinations	Nil	

### 9. SOCIAL SERVICE AND EXTENSION ACTIVITIES

S.No.	Item	IQAC Input	Remarks
1	No. of Initiatives taken to engage with and contribute to local community	05	Various camps & field visits were organised
2	Number of students participating in extension activities	913	

### 10. ADMINISTRATIVE PROCEDURES

S.No.	Item	IQAC Input	Remarks
1	Budget allocation, excluding salary for infrastructure augmentation	Rs.20,00,000/-	
2	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Rs.5,72,233/-	Rs. 39811/- Including that of ACC
3	Budget Utilized for infrastructure Development	Rs.11,71,001/-	
4	No. of Students benefited by scholarships provided by the Govt.	178	Rs.1,89,425/- scholarships received under minority

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			scholarships
5	No. Students benefited by scholarships, freeships, provided by the institution besides govt schemes	112	Freeship of Rs. 2,19,310/- was given to 26 students belonging to sports category
6	Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	Yes	
7	Support to differently-abled students	Yes	
8	Professional development / administrative training programs organized by the Institution for teaching and non-teaching staff	02	One each for teaching and non-teaching

**11. SUGGESTIONS FOR IMPROVEMENT:**

- More students should be motivated by the mentors/Tutors so to increase their participation in extracurricular activities and the feedback process for the betterment of the college.
- Efforts should be made to increase the student intake in all the courses running in the college.
- More budget to be allocated for enhancement of ICT facilities.
- Teachers should be motivated to take part in conferences and publish their findings.
- Parents of the students should also be encouraged to participate in the feedback process for quality enrichment of the institution.

  
Co-ordinator, IQAC  
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