



**KARANJIA AUTONOMOUS COLLEGE,
KARANJIA, DIST- MAYURBHANJ, ODISHA**

**ACADEMIC & ADMINISTRATIVE
AUDIT REPORT
2023-24**



(Affiliated to MSCB University, Baripada, Mayurbhanj, Odisha)

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT, 2023-24

The Academic Audit of all the Regular departments of both the campuses of the College was conducted for the session 2023-24 on 30th & 31st May 2024 by the following members:

1. Prof. Jogeswar Mohanta, Principal
2. Prof. Subash Chandra Jena, Co-ordinator, IQAC
3. Prof. Narendra Kumar Sahoo, Registrar, D.D. University, Keonjhar, Odisha.
4. Prof. Dr. Jayanta Kumar Parida, Director, School of Social, Financial and Human Sciences, KIIT, Bhubaneswar, Odisha.

The committee visited various departments and assessed their preparation for the ensuing 3rd Cycle NAAC and Autonomous Team visit in 2023-24 as per the checklist provided by IQAC, following the schedule below:

Sl No.	Date	Time	Department
1	30.05.2024	10.00 AM to 12.15 PM	English, Odia, Sanskrit, Sociology, Santali, Education
		2.25 PM to 1.45 PM	MA in English, MA in History
		2.30 PM to 5.30 PM	Economics, History, Political Science and Philosophy
2	31.05.2024	10.30 AM to 1.30 PM	Botany, Zoology, Mathematics, Geology
		2.30 PM to 5.30 PM	Chemistry, Physics, Commerce, Computer Science

An academic Audit was conducted based on the Academic Performance of the Institution. The observations made by the team are mentioned below.

GACR	Academic Audit Report – Criteria wise
1. Curricular Aspects:	
i) Curricular Planning and Implementation:	<p>CURRICULUM AND SYLLABUS: Model CBCS Syllabus has been implemented from the academic session 2019-2020 and it was partially changed in 2022-23. Introduction of AECC-EV-Ethics and Values from the session 2021-2022. The syllabus is prepared by Board of Studies consisting of subject experts from external and internal faculty of the Institution. Based on the feedback the syllabus is finalized, examined by the HOD. HOD presents to the Board of studies and Academic Council for Approval. Inputs to students are through: Lectures Chalk & Talk Power Point Presentation Case Study, Virtual Class Room Teaching, Role Play, Group Discussion etc.</p> <p>COURSES OFFERED: 1. B. A. in Economics, English, Pol. Science, History, Sanskrit, Philosophy, Odia,</p>

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	<p>Education, Sociology & Santali.</p> <p>2. B. Sc.in Physics, Chemistry, Botany, Mathematics, Zoology, Geology & Comp. Science.</p> <p>3. B. Com in Accountancy.</p> <p>4. M.A. in English & History.</p> <p>5. Odisha State Open University (For distance course of B. A and M. A)</p> <p>The Features of the Programme are:</p> <ol style="list-style-type: none"> 1.Introduced multidisciplinary course 2. Post Graduate courses in different subject 3.Countinuous students orientation programme 4.Refference material by learning partners 5.Field visit 6.Industry integrated certificate course
ii) Curricular Design and Development	<ol style="list-style-type: none"> 1. The Syllabi are revised once in 3 years with minor revisions every year. 2. Process - Inputs are taken from different stake holders keeping eye over the present needs the society and industry. 3. SEC- Skill Enhancements Courses are made Compulsory for each and every Student. 4. Internships. 5. Project, Seminar, 6. Study Tour, 7. Review Literature, 8. Cases study by the faculties, Team teaching. 9. Shared teaching of one subject by 3 faculties.
iii) Academic Flexibility:	<ol style="list-style-type: none"> 1. Faculty flexibility in handling number of subjects and participating in add on, value added courses and extracurricular activities 2. CBCS system provides the choice of taking credits in a year across the semesters. 3. Model CBCS with total – 148 credits. 4. A Faculty has full freedom to plan and execute the outreach programmes.
iv) Curriculum Enrichment:	<ol style="list-style-type: none"> 1.Blended Model of Teaching 2. Bridge Courses Organised before regular classes 3. Mentor Mentee Programme 4. Leadership, Planned skill development programmes. 5. Remedial Classes for slow learners. 6. Learning management system introduced and used – Google, Zoom, Microsoft Team, different Learning app like EBSCO.
v) Feedback System:	<ol style="list-style-type: none"> 1. Screening of deficiency of students: <ol style="list-style-type: none"> a. Feedback through mentoring system- on going process b. Feedback through LMS 2. Feedback is collected through online and offline mode from different stake holders like students and parents. 3. The collection of Feedback these are analysed and action has taken accordingly.
2. Teaching-Learning & Evaluation:	
i) Catering to Student Diversity:	<ol style="list-style-type: none"> 1. Orientation Program conducted 2. Bridge course & Remedial classes 3. Internships & Placements provided 4. Mentoring & Counselling 5. Recognizing achievements



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	<p>6. Scholarships provided</p> <p>7. Guidance & Support for professional exams provided</p> <p>8. Encourages students who take up competitive exams</p> <p>9. Enterprise Resource Planning (ERP) implemented</p> <p>10. Parent Teachers Association meetings are held</p> <p>11. On Job Training provided</p> <p>12. 02 Nos. of Alumni Meet were held</p> <p>13. Entrepreneurship – start-up companies are encouraged.</p> <p>14. The students of Mathematics dept. of this institution along with 5 different colleges actively participated a Mathematics workshop (MTTS) organised by the dept. of Mathematics of Karanjia Autonomous College, from 14.10.2023 to 15.10.2023.</p>
ii) Teaching Learning Process:	<p>1. Process adopted; lectures, case studies, class room participation, assignments, debates among teams on subjects, changes in environment – technological (e- source of information and knowledge), Student presentations.</p> <p>BEST PRACTICES:</p> <p>1. Course material – students are given for “self-study” in advance and discussion in the class. This is a time saving method for faculties.</p> <p>2. Demands of future employers are kept in mind while drawing the curriculum.</p> <p>3. Participatory learning methods are employed</p> <p>4. Team teaching methods</p>
iii) Teacher Quality:	<p>1. Subject knowledge of the teacher is sound as per the opinion of the students</p> <p>2. Faculties are engaged in research and publication of papers and books</p> <p>3. Faculty evaluation is done periodically by the stake holders</p> <p>4. Student counselling based on the student SWOT is conducted during admission.</p> <p>5. Monitoring of discipline and classroom participation of students,</p> <p>6. Student-wise data of learning – visual, auditory.</p> <p>7. Use of computerized presentations.</p> <p>8. Faculty feedbacks are taken every semester</p> <p>9. Growth opportunity is provided by making faculties HODs in every 3 years.</p> <p>10. Effective utilization of staff.</p> <p>11. Benefit of research / book writing- incentives, non-monetary recognition.</p> <p>12. Routines – To avoid teachers in non-academic activities. Choice of faculty to get involved in non-academic activities</p> <p>13. Infrastructure – adequate classrooms and other facilities</p> <p>a. I-net speed, 24X7 availability,</p> <p>b. Wi- fi 24X7 availability</p> <p>14. Programmes are conducted for faculty members both in-house and outside with leave.</p>

iv) Evaluation Process and Reforms:	<p>Evaluation process.</p> <p>1. Class room interactions</p> <p>2. Tests and examinations</p> <p>3. Assignments and presentations Internal assessment</p> <p>4. 20 marks mid-term test for B.A/B. Com students and 15 marks for B.Sc students.</p>
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	<p>5. 80/60 marks semester examination based on model CBCS pattern syllabus include both subjective and objective questions.</p> <p>6. After completion of semester examinations all the answer scripts are coded confidentially and sent for valuation. Results are published with in stipulated time. Throughout this process sanctity is maintained.</p>
v) Student Performance and Learning Outcomes:	<p>Student oriented initiatives are:</p> <ol style="list-style-type: none"> 1. Students seminars and workshops 2. Student exchange programmes among the institutions signed MoU with us 3. Introduction of model CBCS 4. Bridge courses 5. Orientation 6. Mentoring and counselling by full time faculty 7. Certificate courses like Yoga, NSS, YRC 8. Recognized achievements- Scholarships from state, Central Govt. <p>8. The students of Mathematics dept. of this institution along with 5 different colleges actively participated a Mathematics workshop (MTTS) organised by the dept. of Mathematics of Karanja Autonomous College, from 14.10.2023 to 15.10.2023.</p> <p>Student feedback:</p> <ol style="list-style-type: none"> 1. Flexibility offered 2. Students' Admission done through SAMS 3. Academics-excellent 4. Moderate Fee structure 5. Infrastructure- Wi-Fi campus, GYM (both Indoor & Outdoor) & Running track 6. Certificate, Add-on Courses- adequate 7. Placement- Commendable
3. Infrastructure and Learning Resources:	
i) Physical Facilities:	<ol style="list-style-type: none"> 1. The Institution has a student friendly environment, 15 Nos. of smart class rooms, well-furnished classrooms, Well-equipped Laboratories, 05 Nos. of departmental seminar rooms and well-furnished 300 seated conference hall. 2. There is ample facility for indoor and outdoor games.
ii) Library as a Learning Resource	<ol style="list-style-type: none"> 1. Library with latest editions of volumes of books 2. Sufficient number of journals are available to meet the research idea among the students and faculties. 3. e- learning sources accessible to all students 4. Automated Library having with INFLIBNET Soul 3.0 5. e- Library Facilities
iii) IT Infrastructure	<p>Wi-Fi campus, Well-furnished Computer Laboratory for B.Sc. Computer Science and free provides free access to faculty and students, IT Laboratory for general students & Language Laboratory.</p>
iv) Maintenance of Campus Facilities:	<ol style="list-style-type: none"> 1. The campus is regularly maintained by the college Authority as per the Govt. norms. 2. Solid and waste garbage disposed up by the N.A.C., Karanja regularly. 3. Hygienic conditions are maintained within the campus and hostels. 4. Drinking water facilities were provided both the students and the faculty members through waterpurifier.
4. Student Support and progression:	

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i) Student Mentoring and Support:	<p>COUNSELLING:</p> <ol style="list-style-type: none"> 1. SWOT at entry level 2. Identification of slow learning students 3. Remedial measures taken, suggests remedies for non-performers. <ol style="list-style-type: none"> a. Observation b. Questionnaire c. Work on weaknesses 4. Alumni & PTM– Parent Teacher Meeting
ii) Student Progression:	<ol style="list-style-type: none"> 1. NSS, NCC and YRC for the students 2. Participation at the National Republic Day parade as an NCC/NSS contingent. 3. Number of students have cleared state and national level entrance test to get admission in the institution of high importance like NIT, IIT, and Central University.

5. Governance, Leadership and management:

i) Institutional Vision and Leadership:	<ol style="list-style-type: none"> 1. Vision statement is clear and noble 2. To achieve academic excellence with social concern 3. The Institution supports the students from marginalized and poor segments of society through different State and national level Scholarship programme.
ii) Strategy Development and Deployment:	<ol style="list-style-type: none"> 1. All the admissions are done by SAMS, Odisha adhering to the guide line framed by the department of Higher Education Odisha. 2. PLACEMENT CELL: (No full-time placement officer-full time faculty is given additional responsibility).
iii) Financial Management and Resource:	<ol style="list-style-type: none"> 1. The Institution constitutes a Finance Committee consisting of Staff members chaired by the principal & Accounts Bursar & University Nominee to looks in to the financial management of the institution. 2. CAPA is done for maintaining transparency.
	<p>Monitoring system:</p> <ol style="list-style-type: none"> 1. The institution has a structured system to monitor outcome of courses, value added courses. 2. IQAC is proactive in innovating curriculum on a regular basis. 3. Faculty performance is evaluated effectively. 4. Student performance is evaluated effectively. 5. Remedial classes for students 6. Faculty and students exchange programme.

6. Overall Analysis: Observation

i) Institutional Weakness	<ol style="list-style-type: none"> 1. Insufficient classrooms 2. More permanent faculties are required. 3. Strengthening of Internal Quality Assurance System 2. Limited space for academic expansion, 3. The placement cell is required for more active 4. Due to official works the academic work hampered. 7. Limitation – for inter-disciplinary course 8. More computers are required for use of the students.
ii) Institutional	<ol style="list-style-type: none"> 1. To become an unitary university



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Opportunities:	2. Faculty and student exchange programme. 3. New programmes, choice of electives, dual electives 4. New PG Courses in various subjects 5. Industry- Academia consultation 6. Enhancement of research activities
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iii) Institutional Challenges:	1. Copying with Changing policies of the government 2. Competition with private Universities and Colleges, handling modern students in discipline 3. Faculty retention 4. Space for expansion 5. Academic excellence in the line with changing domestic and global employers' demands 6. Providing all types of modern academic facilities to all students from diverse back ground.
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Action Taken against the recommendations of the previous audit report:

- Sports & Athletic activities are promoted - State Level Inter-college chess (men & women) tournament was organised from date 28.11.2023 to 29.11.2023.
- Participation in Inter- University chess (men & women) tournament at University of Science and Technology, Meghalaya from date 02.01.2024 to 12.01.2024.
- All types of Audits have been conducted by the registered chartered firms on the basis of the approval of Higher Education Department Govt. of Odisha and reports submitted and uploaded on the college website.

The members of the committee visited the different departments, assessed their preparation according to the check list provided by IQAC and made the following recommendations to be carried out immediately for submission of AQARs, IQA & SSR by August- 2024 and application to UGC for re-conferment of Autonomy.



1. Departmental Profiles are prepared and follow up is continuous.
2. Ensured Mentor-Mentee records updation.
3. Provide learning materials used in class to be uploaded on the LMS 4.
4. Geo-tagged photographs of the various events/facilities available in the departments.
5. Keeping track of scholarship, progression and placement of their students.

Review of the Recommendations and compliance by the college in the last 5 years, the duration of the Assessment are herewith mentioned below (Post accreditation quality initiatives (second and subsequent cycles)

- Online application and admission system, Online examination, e-despatch have been implemented.
- With the grant of major funding viz. IDP- World Bank and Infrastructure grants from the State Govt. resources are mobilized and equitable distribution is made to the various teaching departments. A corpus fund is established, as recommended.

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- Altogether, around 176 co-curricular activities have been organized by various departments in the last 5 year period.
- Sports facility has been enhanced and a State-level Inter-college chess tournament has been organised by the College from 28.11.2023 to 29.11.2023 for the academic session 2023-24. Two gymnasias, one in-door and another open gym especially for campus residents have been set up. Three Ladies' hostels and two Boys' hostels, one quarter for the principal and two quarters for staff are there. Duty doctors visit boys' and Ladies' hostels regularly.
- The extension activities of the college are laudable and has gone an extra mile to build the institute-community relationship by offering various activities like, Witch hunting, Nisha Nivarana, Health & Hygiene, Mushroom cultivation, AIDS awareness, Self-defence programme for Girls, Gender equality, Voters awareness, Awareness of Forest Fire, Disaster Management, Cyber Security and medicinal plant- indigenous knowledge.
- 38 Faculties have been joined being sponsored by the Higher Education Department, Govt. of Odisha to the institution after the last Peer Team Visit in 2016.
- A comprehensive vision and action plan has been developed and attempts are being made to fulfil each of the goals therein.
- IQAC has been regularly monitoring and conducting various activities related to academics, sports, extension and administration.
- The Institution has a strong mechanism for delegation of power and operational autonomy to all the functionaries to work towards the decentralisation and participatory management. And it has been strictly adhered for the smooth functioning of the management and ensuring a democratic work culture within the institution.
- As the college has been granted Autonomous status in the year of 2011 by UGC and confirmed by the State Govt. in 2015. Since 2015 the college is working in democratic spirit by giving autonomy to different departments for making alternations and changes about 20% of syllabus keeping in view of the local needs and it is also unanimously decided by the meeting of the Board of Studies and Academic Council respectively.
- The Administration in the college has been decentralised by the authority by assigning of several Bursars such as Administrative Bursar, Accounts Bursar, Academic Bursar and Heads of the Depts, Board of Studies, Board of Conducting the Examinations & Academic Council. There are also various committees such as Finance Committee, Purchase Committee, Construction Committee, Beautification committee, Examinations Committee, Library Committee and Grievances Redressal Committee, Sexual harassment cell & Anti-Ragging Cell to look after the various related issues.
- e-despatch, CAPA (College Accounting Procedure Automation), Bulk messages through Whatsapp Group of students and faculties, SAMS (Student Academic Management System in online mode), Information to students through website karanjiacollege.com have been introduced for smooth management of the administration.



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Recommendations for Quality Enhancement of the Institution:

1. Urgent expansion of physical facilities with regard to Academic Extension may be added. After expansion of new Academic Block, Central Library and New Administrative Block this problem will be more or less solved.
2. Library Automation is likely to be completed. Digitalization is required and increase of the seating capacity.
3. Construction of Boys' & Girls' hostels is required to be completed.
4. More skilled based UG courses need to be introduced
5. More PG courses in related disciplines need to be introduced.
6. More Self-financing courses are required to be introduced.


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