

ACADEMIC &
ADMINISTRATIVE AUDIT
REPORT (INTERNAL)

2021-22



Uday Pratap College

Varanasi, Uttar Pradesh



An autonomous institution affiliated to
Mahatma Gandhi Krishi Vidyapith, Varanasi (U.P.)

INTRODUCTION

The Academic Audit of the College was conducted on 11th and 12th May 2022. The Audit was conducted based on the criterion of the NAAC covering all academic activities of the College aimed at providing the opportunity for a regular and strategic overview of the entirety of the College's Teaching and Learning activity. Faculty wise total five teams were formed each for one faculty viz. the Faculty of Agriculture, Faculty of Science, Faculty of Commerce, Faculty of Arts and Faculty of Education. The Panel Members investigated criteria-wise the different aspects of the faculty and its departments, and authenticated them with the supporting pieces of evidence. This report consolidates the findings of the panel and puts forth the suggestions and area of improvement possible in the future. The detailed report is as under:

Audit Panel Members

Expert – 1 Dr. Rajiv Krishna Singh
Professor, Department of Commerce,
Udai Pratap College, Varanasi

Expert – 2 Dr. Chandra Prakash Singh
Professor, Department of Geography,
Udai Pratap College, Varanasi

CRITERIA-WISE ADMINISTRATIVE AND ACADEMIC AUDIT REPORT

. No.	Criteria	Observations																								
1	Curricular Aspects																									
1.1	Curricular Planning and Implementation	<p style="text-align: center;">CURICULUM AND SYLLABUS</p> <p>The college demonstrates a thorough process in syllabus development, incorporating diverse teaching methods. The range of courses offered, including UG, PG, and Ph.D. programs across Arts, Science, Commerce, Agriculture, and Teachers Education, is commendable. The emphasis on experiential learning, industry integration, and international exposure showcases a commitment to holistic education.</p> <p>Inputs to students are through:</p> <ol style="list-style-type: none"> 1. Lectures Chalk & Talk 2. Online lecture and seminars 3. Power Point Presentation Case study 4. Role Play, simulation, GD etc. <p>COURSES OFFERED:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. B. A.</td> <td style="width: 50%;">13. M. Com.</td> </tr> <tr> <td>2. B. Com.</td> <td>14. M. Sc. (Ag.) Agricultural Economics</td> </tr> <tr> <td>3. B.Sc. (Hons.) Agriculture</td> <td>15. M. Sc. (Ag.) Horticulture</td> </tr> <tr> <td>4. B. Sc. (Math group)</td> <td>16. M. Sc. (Ag.) Animal Husbandry & Dairying</td> </tr> <tr> <td>5. B. Sc. (Bio group)</td> <td>17. M. Sc. (Ag.) Soil Science</td> </tr> <tr> <td>6. B. Ed.</td> <td>18. M. Sc. (Physics)</td> </tr> <tr> <td>7. M. A. (Hindi)</td> <td>19. M. Sc. (Chemistry)</td> </tr> <tr> <td>8. M. A. (Economics)</td> <td>20. M. Sc. (Mathematics)</td> </tr> <tr> <td>9. M. A. (Geography)</td> <td>21. M. Sc. (Botany)</td> </tr> <tr> <td>10. M. A. (Sociology)</td> <td>22. M. Sc. (Zoology)</td> </tr> <tr> <td>11. M. A. (Political Science)</td> <td>23. Ph. D.</td> </tr> <tr> <td>12. M. A. (Ancient History)</td> <td></td> </tr> </table> <p>The features of the Programmes are:</p> <ol style="list-style-type: none"> a) Well-structured curriculum covering a broad range of subjects. b) Integration of skill development and interdisciplinary courses. c) Comprehensive coverage of commerce-related subjects. d) Inclusion of modern accounting and financial tools in the curriculum. 	1. B. A.	13. M. Com.	2. B. Com.	14. M. Sc. (Ag.) Agricultural Economics	3. B.Sc. (Hons.) Agriculture	15. M. Sc. (Ag.) Horticulture	4. B. Sc. (Math group)	16. M. Sc. (Ag.) Animal Husbandry & Dairying	5. B. Sc. (Bio group)	17. M. Sc. (Ag.) Soil Science	6. B. Ed.	18. M. Sc. (Physics)	7. M. A. (Hindi)	19. M. Sc. (Chemistry)	8. M. A. (Economics)	20. M. Sc. (Mathematics)	9. M. A. (Geography)	21. M. Sc. (Botany)	10. M. A. (Sociology)	22. M. Sc. (Zoology)	11. M. A. (Political Science)	23. Ph. D.	12. M. A. (Ancient History)	
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		<ul style="list-style-type: none"> e) Specialized curriculum focusing on agricultural sciences. f) Practical fieldwork and experiential learning opportunities. g) Rigorous mathematics curriculum with a balance of theory and applications. h) Integration of modern mathematical tools in coursework i) Rural Agricultural Work Experience Programme j) In-depth coverage of biological sciences. k) Practical emphasis on laboratory work and research methodologies.
1.2	Curricular Design and Development	<ul style="list-style-type: none"> 1) Clear and systematic syllabus development process involving subject teachers. 2) Approval by the Board of Studies and subsequent endorsement by the academic council ensures academic rigor and relevance. 3) Designing curricula that respond to the dynamic requirements of industries and society. 4) Regular reviews to ensure the relevance of courses in a changing landscape. 5) Syllabus of B. Sc. (Hons.) Agriculture is based on ICAR's 5th Deans' Committee recommendations and that of M. Sc. (Ag.) is based on the ICAR's BSMA guidelines. 6) Department level scrutiny of the syllabus is done every year to make it more comprehensive and minor revisions are done as and when required. 7) BOS of respective department and academic council of the college duly approve any change in syllabus. 8) Adoption of the latest syllabus as per the National Education Policy-2020 for all UG and PG programs. demonstrates commitment to aligning with national education reforms. 9) Interdisciplinary certificate courses like PG diploma in computer application, CCC, Diploma in biotechnology and Diploma in environmental Science are also offered to impart Skill based training. 10) Shared teaching of one subject by 1-3 faculty members
1.3	Academic Flexibility:	<ul style="list-style-type: none"> 1) The college promotes faculty flexibility, allowing them to handle multiple subjects and engage in extracurricular activities across various faculties. 2) The institution offers a range of elective courses allowing students to tailor their academic path. 3) Implementation of varied learning modes, including online and hybrid formats. 4) The CBCS system offers students the freedom to choose credits across semesters, fostering a dynamic learning environment. 5) Faculty has full freedom to plan and execute the outreach programmes
1.4	Curriculum	<ul style="list-style-type: none"> 1) The integration of online platforms like Google Classroom and

	Enrichment:	<p>Teachmint, along with corporate internships and bridge courses, reflects the college's commitment to modern and practical learning approaches.</p> <ol style="list-style-type: none"> 2) The focus on industry relevance and continuous improvement is evident across diverse faculties. 3) Online interaction through online terminal used effectively. 4) Corporate/Industrial internship – planned for 4-6 weeks 5) Bridge courses organized 6) before regular classes 7) Mentoring done. 8) Leadership skills development programme planned.
1.5	Feedback System	<p>The feedback system, including Google forms and class mentoring, is effective in identifying and addressing student deficiencies. Industry surveys, placement feedback, and alumni input contribute to the ongoing enhancement of program design. The following methodology is adopted for effective feedback mechanism.</p> <ol style="list-style-type: none"> 1. Screening of deficiency of students <ol style="list-style-type: none"> a. Feedback through Google forms b. Class mentoring – ongoing process. 2. Design of programme: <ol style="list-style-type: none"> a. A prior survey of industry sector regarding their requirement is conducted. b. Feedback from placement is obtained. c. Feedback from alumni is obtained. 3. Interdisciplinary courses are offered– in the form of open elective. Skill training with field exposure attempted.
2	Teaching-Learning & Evaluation	
2.1	Catering to Student Diversity	<p>The college acknowledges student diversity and provides specialized programs for advanced and slow learners. Orientation programs, one-to-one coaching, and competition-oriented tests reflect a student-centric approach. The institution assesses the learning levels of the students, after admission and organizes special Programs for advanced learners and slow learners:</p> <ol style="list-style-type: none"> 1. Orientation Program for Entry Level Students 2. Special Program for Advanced Learners: <ol style="list-style-type: none"> a. One-to-one coaching for NET/JRF, GATE, and ICAR-PG exams b. Competition-oriented unit tests. 3. Special Program for Slow Learners: <ol style="list-style-type: none"> a. Bridge course b. Retest/ remedial classes.
2.2	Teaching-	Utilizing lectures, case studies, and participatory methods, the college employs

	Learning Process	<p>innovative practices like providing course material in advance. The emphasis on meeting future employer demands is a commendable practice. 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> <ol style="list-style-type: none"> a. Course material – given to students for “self-study” in advance and discussed in the class. This is a time saving method for faculty. b. Demands of future employers are kept in mind while drawing the curriculum. c. Participatory learning methods employed. d. Practices shared teaching methods
2.4	Teacher Quality	<p>The faculty exhibits strong subject knowledge, engages in research, and undergoes periodic evaluations. The college promotes effective infrastructure use, ICT integration, and continuous professional development, ensuring a high standard of teaching.</p> <ol style="list-style-type: none"> 1. Subject knowledge of the teacher is sound as per the opinion of the students 2. Faculty are engaged in research and publishing papers and books. 3. Faculty evaluation is done periodically by the stakeholders. 4. Monitoring of discipline and classroom participation of students, 5. Use of computerized presentations. 6. Faculty feedback taken every semester. 7. Effective utilization of staff. <ol style="list-style-type: none"> a. benefit of research / book writing- incentives, non-monetary recognition. b. Routines – avoid teachers in non-academic activities. c. Choice to faculty to get involved in non- academic activities. 8. Infrastructure - adequate classrooms and other facilities – I-net speed, 24X7 availability, 9. Incorporation of changes in industry 10. Programmes are conducted for faculty members both in-house and outside with leave. These programmes are organized to support faculty development.
2.5	Evaluation Process and Reforms	<p>The evaluation process is comprehensive, including class interactions, tests, assignments, and internal assessments. The use of both internal and external examiners ensures a robust evaluation system.</p>

		<p>Evaluation process.</p> <p>A) Classroom interactions B) Tests and exams C) Assignments and presentations (Internal assessment)</p>
2.6	Student Performance and Learning Outcomes	<p>The college's student-oriented initiatives, including seminars, CBCS, orientation, and mentoring, contribute to favorable feedback. The emphasis on continuous improvement is reflected in these constructive practices.</p> <p>Student oriented initiatives are:</p> <p>a) Student seminars and workshops b) Introduced CBCS c) Orientation d) Bridge courses e) Mentoring and counselling by full time faculty f) Certificate courses.</p> <p>STUDENT FEEDBACK</p> <p>a) Expectations met by the institution. b) Academics – excellent c) Challenging assignments d) Good admission policy e) Fee structure – no grievance f) Library timings – no concerns were raised. g) Placement – needs improvement</p>
3	Research, Consultancy & Extension	
3.1	Promotion of Research	<p>The college actively promotes research through doctoral programs, UGC-funded projects, and initiatives for faculty research. The encouragement of student research and initiatives for faculty development are noteworthy.</p> <p>1. Doctoral Degree Programmes are offered in all PG departments. 2. Research-based dissertation writing is compulsory for PG students. 3. UGC-funded research projects are conducted. 4. Student Research: guiding them to choose the subject, conducting and reporting process. 5. Research Initiatives for faculty – a. leave for PhD, b. academic leave for seminars, conferences, etc. c. book writing,</p>

3.2	Research Facilities	<ol style="list-style-type: none"> 1. Institute has a well-planned library and internet facility to cater to the needs of research. 2. Well maintained experimental fields and dairy unit is available for carrying out research 3. Adequate facility for research scholars 4. Online journal/E-content available 5. Extended library timings
3.3	Research Publications and Awards	<ol style="list-style-type: none"> 1. While the college doesn't have its own research-based publications, faculty and student contributions to national and international journals are encouraged.
3.5	Consultancy	Consultancy opportunities are yet to be explored by the institution.
3.6	Extension Activities and Institutional Social responsibility	<p>The college instills leadership and social responsibility among students through mandatory outreach programs, entrepreneurship initiatives, and participation in social and cultural activities.</p> <ol style="list-style-type: none"> 1. Leadership is encouraged among students by outreach programmes to inculcate: <ol style="list-style-type: none"> a. Social concern b. Character building c. Entrepreneurship Network is active
3.7	Collaborations	The College has functional MoUs with many educational institutes and industries, where through student exchange and knowledge-sharing mechanism, a holistic learning approach is promoted.
4	Infrastructure and Learning Resources	
4.1	Physical Facilities:	<ol style="list-style-type: none"> 1. The faculty of agriculture has a well-designed environment friendly class rooms and conference rooms. 2. The college has well developed sports facilities and it houses the hostel of sports authority of India. 3. The college also has well developed dairy and agricultural research farms. 4. It has well equipped farm machinery workshop for hands on training.
4.2	Library as a Learning Resource	The central library of college has latest editions of volumes of books and has high speed internet connectivity.
4.3	IT Infrastructure	Free access to high speed internet facility is available to faculty member in their office and students access the same in library.
4.4	Maintenance of Campus Facilities	Hygienically maintained campus through regular cleaning. Green platoon of the college promotes environment friendly practices and afforestation
5	Student Support and Progression	

5.1	Student Mentoring and Support	<p>COUNCELLING:</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. PTA – parent teacher association
5.2	Student Progression	<ol style="list-style-type: none"> 1. Undergraduate students perform well in national-level entrance tests organized by CUET and secure admission in reputed institutes all over India. 2. Postgraduate students qualify NET, GATE and other research entrance test to secure admission in top ranking research institutes in India. 3. Students also qualify competitive exams of state govt, central govt. and PSUs
5.3	Student Participation and Activities	<p>The Physical education department of the college has always provided ample opportunities for students to participate in sports and games that are physically wholesome, mentally stimulating and socially sound.</p> <ol style="list-style-type: none"> 1. Indoor games area - Gym, Table tennis – Carom – and others. 2. Outdoor Games – Basketball, volley ball, cricket, hockey, football 3. NSS, NCC and rovers/rangers facility for students. 4. Participation at the National Republic Day parade as an NCC/NSS contingent <p>Social and cultural activities organized are:</p> <ol style="list-style-type: none"> 5. Leadership & Rural Camps 6. Seminars, lectures, workshops on social issues 7. Blood donation camps 8. Cleanliness drives, awareness campaigns & recycling projects 9. Reaching out to communities in distress and at times of emergencies
6 Governance, Leadership and Management		
6.1	Institutional Vision and Leadership	<ol style="list-style-type: none"> 1. Vision statement is clear and noble <ul style="list-style-type: none"> • Staunch Patriotism and Valor • Institute supports students from marginalized and poor segments of society

		<p>2. Investment on faculty:</p> <p>a) Faculty is granted full paid leave for attending faculty development programmes in line with the demand and for pursuing higher studies.</p> <p>b) Deputation to national seminars, workshops by universities and educational institutions encouraged</p> <p>c) Faculty attrition is minimal</p>
6.2	Strategy Development and Deployment	<p>Admission policy:</p> <p>i. Admission Committee approved by the Management looks into the admission policy</p> <p>ii. Admission is done based on entrance exam merit.</p> <p>iii. Special weightage is provided to students having NCC, Scouts certificates.</p>
6.3	Faculty Empowerment Strategies	<p>a) Higher Education Department of Uttar Pradesh does appointment of faculty through state level exam of UPHESC.</p> <p>b) Full time HODs are appointed.</p> <p>c) Faculty encouraged to attend external programmes</p> <p>d) HODs prepare budget – academic expenses pertaining to their departments.</p>
6.4	Financial Management and Resource	<p>1. The Finance Committee of the college looks into the financial management</p>
6.5	Internal Quality Assurance System	<p>The college has a structured system to monitor outcome of courses, value added courses.</p> <ul style="list-style-type: none"> • IQAC is proactive in innovating curriculum on a regular basis. • Faculty performance is evaluated effectively • Student performance is evaluated effectively

OVERALL ANALYSIS

S. No.	Parameter(s)	Observation
1	Institutional Strengths	<ul style="list-style-type: none"> • Sound management and administration • Committed and qualified faculty • Updated curriculum and good placement record • Automation and strong alumni network • Good placement record, • Good quality of students

		<ul style="list-style-type: none"> • Strong Alumni • Well-developed dairy and agricultural research farm
2	Institutional Weakness	<ul style="list-style-type: none"> • Lack of Industry interface, • Limited space for academic expansion, • Insufficient faculty • Insufficient technical and supporting staff • The lab infrastructure is insufficient to cater the present sanctioned strength of the students • Routines take over academic work • No Digital library • Limitation – for inter-disciplinary course
3	Institutional Opportunities	<ul style="list-style-type: none"> • To become a university • Faculty and student exchange • New programmes, choice of electives, dual electives • Industry institution interface cell • Collaboration with foreign universities for offering joint programmes • Research and exchange programmes • Enhance research activities
4	Institutional Challenges	<ul style="list-style-type: none"> • Coping with Changing policies of the government • Vacant faculty positions that are to be filled by state govt. • Financing academic development • Academic excellence in line with changing domestic and global employers' demands

Recommendations for Quality Enhancement of the Institution:

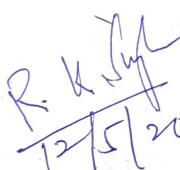

- 1) Quantify planned activities for better assessment
- 2) Seek collaboration with funding agencies
- 3) Explore collaborations with industry bodies
- 4) Improve lab infrastructure
- 5) Focus on communication and soft skills
- 6) Encourage faculty publications and training
- 7) Undertake external funded research projects
- 8) Enhance incentives for faculty and students
- 9) More no of latest text book volumes has to be purchased
- 10) More Indexed journals at least Scopus indexed to be subscribed.
- 11) Library –to become digital and increase the seating capacity

- 12) Publications and participations in FDP, seminars, conferences and workshops by faculty members are to be encouraged by reimbursement of registration fees.
- 13) Incentives may be given to the faculty by the management for publishing papers and producing 100% results.
- 14) External funded research projects to be taken up by the faculty members.
- 15) Since the time frame of 90 days classes is not met in any of the semesters, examination duration should be reduced by minimizing/eliminating the gaps between two papers.
- 16) The lab infrastructure seems insufficient to cater the present sanctioned strength of the students, so it should be improved.
- 17) Importance has to be given for communication and soft skills classes.

Conclusion

While fundamental rules and regulations are followed, and the college exhibits several strengths, addressing weaknesses and seizing opportunities is vital for sustained growth. The commitment to continuous improvement and quality enhancement is evident.

Signature of the Academic Panel Members

Subject Expert - 1	Dr. Rajiv Krishna Singh Professor, Department of Commerce, Udai Pratap College, Varanasi	 12/5/2022
Subject Expert - 2	Dr. Chandra Prakash Singh Professor, Department of Geography, Udai Pratap College, Varanasi	 22.05.2022