

BT Institute of Excellence, Makronia, Sagar

6.5.2: The Institution reviews its teaching process, Structure and methodologies of operations and learning out comes at periodic intervals through IQAC setup as per norms and recorded the improvement in various activities.

INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT (AAA) COMMITTEE ACADEMIC YEAR 2022-2023

NOTICE

DATE: 21.06.2023

All the HOD's & In charges of the departments are here by informed that the internal academic and administrative audit for the academic year 2022-2023 will be conducted from 10.07.2023 to 12.07.2023 as per the given schedule. All the HOD's of the respective departments are requested to keep all the files ready with supporting documents for verification.

The points are given to the departments for internal audit carried out by AAA committee under the guidance of IQAC. The teams of the teachers will verify the following files during their visit to the departments for internal audit.

1. Daily Dairy
2. Perspective plan of the department.
3. Attendance records
4. Work load distribution
5. Use of ICT class rooms and innovative teaching-learning methods employed
6. Lectures- series
7. Internal Examination (MID- I & II)
8. University result analysis done by department
9. Achievements of the department both faculty and students
10. Student progression record
11. Extra- Curricular activity files - NSS/ NCC/ Sports/ Cultural/ Library
12. Lectures and Seminars -Series
13. Certificate Courses/ Value Added Courses / Skill Enhancement Activities/ ICT Computing Technology/ Language Development activities/ Life Skill Developments
14. MOU Related Progress



Principal

INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT COMMITTEE
ACADEMIC YEAR 2022-2023

To,
HOD Science / Humanities/ Commerce / Education / Computer Application
In charges- NSS/ NCC/ Sports/ Cultural/ Library
BT Institute of Excellence,
Makronia, Sagar.

Schedule of the visit of Internal Academic Audit Committee to the departments. AAA committee members will visit various departments & Library and office in the college as per following schedule between the dates 10.07.2023 to 12.07.2023. The schedule of teachers visit to various departments is as follows.

S.No.	Names of Committee Members	Visit Date	Department	Name of HOD
1. 2. 3. 4.	Dr. Akriti Kanojia Deepti Patel Dr. Ritu Jain Rubel Mishra	10-07-2023	Science	Dr. Sanchita Jain
1. 2. 3. 4.	Dr. Chandrakant Pandey Ms. Nigar Hashmi Ms. Alka Asati Mr. Sabir Azad	10-07-2023	Humanities	Dr. Suresh Kori
1. 2. 3. 4.	Dr. Sanchita Jain Mr. Vaibhav Namdeo Ms. Aditi Jain Ms. Anjali Dubey	11-07-2023	Commerce	Dr. Ritu Jain
1. 2. 3. 4.	Dr. Suresh Kori Anushikha Upadhyay Dr. Ritu Jain Dr. Sanchita Jain	11-07-2023	Education	Dr. Chandrakant Pandey
1. 2. 3. 4.	Ms. Anjali Dubey Dr. Akriti Kanojia Ms. Kiran Tiwari Ms. Hemlata Pandey	12-07-2023	Computer Application	Mr. Sabir Aazad
1. 2. 3. 4.	Dr. Sanchita Jain Dr. Suresh Kori Dr. Ritu Jain Dr. Akriti kanojia	12-07-2023	NSS/ NCC/ Cultural/ Sports/ Library	Ms. Anajli Dubey Mr. Akash Litoriya Ms. Nitya Shrivastav



ACADEMIC YEAR 2022-2023
Report of Internal Academic and Administrative Audit

The AAA Committee has visited the departments as per the Schedule and the team has identified certain short coming which have to be fulfilled by the departments in the given time.

Department: Science

Date of Visit: 10-07-2023

S.No.	Committee Observations	Committee Suggestions
1	Department has completed the activity like perspective plan work distribution departmental meetings	Satisfactory
2	Daily dairy record of the staff is good	Satisfactory
3	Progression record of outgoing students is not satisfactory	Students Progression records need to be updated
4	Use of ICT class room and innovative teaching method is not satisfactory	Put more emphasis on the use of ICT class room and innovative teaching
5	Programs like Nationals festivals, Birth anniversaries etc. are organized	Satisfactory
6	University results of the department are good	Satisfactory
7	The record of prominent alumni and progression Record of outgoing students is maintained better	Satisfactory
8	Students' participation in university, State national, international academic events	Satisfactory
9	Daily dairy record of the staff	Good
10	Indoor games infrastructure	Satisfactory
11	Student faculty ratio	Satisfactory
12	Digital library	Available
13	Separate reading room for staff	Available
14	Students are enrolled as per government rules	Satisfactory
15	Office running	Satisfactory
16	Extra- Curricular activity files subject association related to students- NSS/ NCC/ Sports/ Cultural/ Magazine	More Sports Activities Required.
17	Lectures and Seminars - series	Subject related Expert Lectures to be organized.
18	Certificate Courses/ Value	Certificate Courses related to



	Added Courses / Skill Enhancement Activities/ ICT Computing Technology/ Language Development activities/ Life Skill Developments	local need may be added. More students should be motivated to attend yoga classes.
19	MOU Related Progress	Industrial Trip and Field visits to be promoted.
20	Library	More Encyclopedia and Journals should be purchased.



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4	Use of ICT class room and innovative teaching method is not satisfactory	Satisfactory
5	Programs like Nationals festivals, Birth anniversaries etc. are organized	Satisfactory
6	University results of the department are good	Satisfactory
7	The record of prominent alumni and progression Record of outgoing students is maintained better	Need to be Improved
8	Students' participation in university, State national, international academic events	Satisfactory
9	Daily dairy record of the staff	Good
10	Indoor games infrastructure	Satisfactory
11	Student faculty ratio	Satisfactory
12	Digital library	Available
13	Separate reading room for staff	Available
14	Students are enrolled as per government rules	Satisfactory
15	Office running	Satisfactory
16	Extra- Curricular activity files subject association related to students- NSS/ NCC/ Sports/ Cultural/ Magazine	More Extension Activities Required.
17	Lectures and Seminars - series	Subject related Expert Lectures to be organized more.
18	Certificate Courses/ Value Added Courses / Skill Enhancement Activities/ ICT Computing Technology/ Language Development activities/ Life Skill Developments	Certificate Courses related to local need may be added. More students should be motivated to attend yoga classes.
19	MOU Related Progress	Historical place visits to be



		planned.
20	Library	More sports magazine should be purchased.



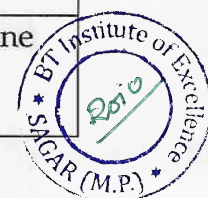
S.No.	Committee Observations	Committee Suggestions
1	Department has completed the activity like perspective plan work distribution departmental meetings	Satisfactory
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4	Use of ICT class room and innovative teaching method is not satisfactory	Put more emphasis on the use of ICT class room and innovative teaching
5	Programs like Nationals festivals, Birth anniversaries etc. are organized	Satisfactory
6	University results of the department are good	Satisfactory
7	The record of prominent alumni and progression Record of outgoing students is maintained better	Satisfactory
8	Students participation in university, State national, international academic events	Satisfactory
9	Daily dairy record of the staff	Improvement Required
10	Indoor games infrastructure	Satisfactory
11	Student faculty ratio	Satisfactory
12	Digital library	Available
13	Separate reading room for staff	Available
14	Students are enrolled as per government rules	Satisfactory
15	Office running	Satisfactory
16	Extra- Curricular activity files subject association related to students- NSS/ NCC/ Sports/ Cultural/ Magazine	More Job - oriented Activities Required.
17	Lectures and Seminars - series	Subject related Expert Lectures to be organized.
18	Certificate Courses/ Value Added Courses / Skill Enhancement Activities/ ICT Computing Technology/ Language Development activities/ Life Skill Developments	Certificate Courses related to Self-Employment Skill based may be added. More students should be motivated to attend yoga classes.
19	MOU Related Progress	Industrial Trip and Field visits to be promoted.
20	Library	More business-related magazine should be purchased.



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4	Use of ICT class room and innovative teaching method is not satisfactory	Satisfactory
5	Programs like Nationals festivals, Birth anniversaries etc. are organized	Satisfactory
6	University results of the department are good	Satisfactory
7	The record of prominent alumni and progression Record of outgoing students is maintained better	Need to be Improved
8	Students participation in university, State national, international academic events	Satisfactory
9	Daily dairy record of the staff	Good
10	Indoor games infrastructure	Satisfactory
11	Student faculty ratio	Satisfactory
12	Digital library	Available
13	Separate reading room for staff	Available
14	Students are enrolled as per government rules	Satisfactory
15	Office running	Satisfactory
16	Extra- Curricular activity files subject association related to students- NSS/ NCC/ Sports/ Cultural/ Magazine	More ICT based teaching practices to be initiated.
17	Lectures and Seminars - series	More Interactive seminars may be initiated.
18	Certificate Courses/ Value Added Courses / Skill Enhancement Activities/ ICT Computing. Technology/ Language Development activities/ Life Skill Developments	Awareness about NEP-2020s More students should be motivated to attend yoga classes.
19	MOU Related Progress	Visit to Higher Education Institutions to be initiated.
20	Library	More education-related journals should be purchased



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11	Student faculty ratio	Satisfactory
12	Digital library	Available
13	Separate reading room for staff	Available
14	Students are enrolled as per government rules	Satisfactory
15	Office running	Satisfactory
16	Extra- Curricular activity files subject association related to students- NSS/ NCC/ Sports/ Cultural/Magazine	More Job - oriented Activities Required.
17	Lectures and Seminars - series	More practical approach interactive experts' seminars to be initiated.
18	Certificate Courses/ Value Added Courses / Skill Enhancement Activities/ ICT Computing Technology/ Language Development activities/ Life Skill Developments	Certificate Courses related to Self-Employment Skill based may be added. More students should be motivated to attend yoga classes.
19	MOU Related Progress	Advance Awareness program towards AI to be initiated.
20	Library	Computer related online journals may be subscribed.



Analysis of Academic and Administration Audit

S.No.	Committee Observations
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11	Student faculty ratio
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14	Students are enrolled as per government rules
15	Office running
16	Extra- Curricular activity files subject association related to students- NSS/ NCC/ Sports/ Cultural/ Magazine
17	Lectures and Seminars - series
18	Certificate Courses/ Value Added Courses / Skill Enhancement Activities/ ICT Computing Technology/ Language Development activities/ Life Skill Developments
19	MOU Related Progress
20	Library



Analysis of academic and administrative audit

ACADEMIC YEAR 2022-2023

Each point has given 5 credits and all 20 points have total 100 credits. The grading is considered from percentile.

S.No.	Department	Total	Percentage	Grade
1.	Science	65	65%	A
2.	Commerce	62	62%	A
3.	Humanities	60	60%	A
4.	Education	73	73%	A+
5.	Computer application	71	71%	A+

Scale for Gradation

A++	A+	A	B+	B	C	D
>80%	80-71	70-61	60-51	50-41	40-31	30-21

