

**NASRA COLLEGE OF ARTS AND SCIENCE**



**INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT  
CONSOLIDATED REPORT**


**2022-23**

**AUDIT TEAM**

**PRINCIPAL- Dr. ZUBAIR P  
VICE PRINCIPAL- Dr. NIKHIL DAS**

**REPORT AND ACTION TAKEN PREPARED BY IQAC  
NASRA COLLEGE OF ARTS AND SCIENCE**

  
**Co-ordinator  
IQAC  
Nasra College of Arts and Science  
Tirurkad  
IQAC Coordinator**

  
**Dr. P. Zubair  
Principal  
Nasra College of Arts and Science  
Tirurkad  
Principal**

## **CONSOLIDATED REPORT**

The Internal Academic And Administrative Audit for the academic year 2022-23 was undertaken by the respected principal Dr. Zubair P and Vice Principal Dr. Nikhil Das in March of 2023. The consolidated report is prepared by Mr. Abdul Basheer, IQAC coordinator on 28th March 2023, based on the data verified by the auditors

### **ADMINISTRATIVE AUDIT**

TOTAL NO OF STUDENTS- 853

TOTAL DROPOUT- 09

TOTAL RECRUITMENT OF FACULTY- 8

TOTAL RECRUITMENT OF NON-TEACHING STAFF- 2

#### **SUMMARY**

- Enrollment to department of Mathematics is 0
- Enrollment to PG programs is low
- Enrollment to other courses is satisfactory
- Recruitment of faculty is satisfactory and ll sanctioned sweats are filled
- Recruitment of non-teaching faculty is satisfactory
- Office infrastructure is satisfactory
- Office documentation is satisfactory
- University correspondence and data is up to date

### **ACADEMIC AUDIT**

#### **SUMMARY**

##### **Curricular**

- Excellent intake in certificate course
- Usage of ICT enabled by faculty is limited, require improvement
- Timebound internal examination
- Industrial visit and field visit undertaken by all departments.
- Remedial coaching was delayed
- Satisfactory levels of conferences and seminars and invited talks
- Require more functioning MoUs
- Coaching for higher education and competitive exams are 0 and dissatisfactory

**Facilities**

- Satisfactory lab facilities
- Satisfactory usage of library facilities
- Smart TVs in classrooms not used to full potential

**Faculty**

- Experienced faculty
- Increase in NET qualification of existing faculty
- Participation in institutional FDP satisfactory

**Extra-curricular**

- Enthusiastic participation of students in events
- Students initiated events limited
- Decline in extension activities
- Require more encouragement in students innovation

NOTES- The documentation and maintenance of the department/clubs/cells/committees minutes book is satisfactory.

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## ACTION TAKEN

Based on the data verified by the auditors and a report consolidated by IQAC the following actions are recommended.

### Documentation

1. All departments must maintain proper and timely record of all departmental activities and submit them to principal for verification
  2. All coordinators and convenors of clubs and cells must maintain proper record of all activities and have them verified by principal
  3. All verified documents must be submitted to IQAC for filing
- This action shall allow the institution to keep count and analyze improvements in the institutions' functioning

### Improvements

1. The BIRD initiative must be revamped to its full glory and all faculty and students must ensure the wellbeing of our community
2. Students' participation in research and innovation must be encouraged by all departments. And YIP coordinator will be assigned for the same
3. Faculty Qualification and Quality must be improved by clearing NET and participating in research, conferences and FDPs outside of the institution as well.
4. Student dropout must be dealt with all seriousness and counseling provided before finalizing the dropout. <sup>is to be</sup>
5. Remedial class for slow learners in all semesters can <sup>be</sup> provided based <sup>on</sup> the university exam results of 2021-22
6. The grievance redressal cell is decentralized to avoid delay in redressal, the documentation of redressal must be proper and in written format
7. FDP to be planned to improve use of teaching aids and faculty mentorship quality.

### Recommendations for preparing Year plan

1. Include orientation for CUET and other higher education competitive exams
2. Pre Plan both internal examination dates as well as assignment and seminar dates.
3. Recognise class toppers in semester exams
4. Appreciate student participation and achievements outside of the institution during department inauguration or farewell



NASRA COLLEGE OF ARTS AND SCIENCE

## ADMINISTRATIVE AUDIT

Department - Office

Date - 31.03.2023 (Academic year - 2022-23)

Name and Designation of Auditors -

1. Dr. Zubair. Q (Principal)
2. Dr. Nikhil. M. (Vice principal)

superintendent - Mr Rajaw P

Signature of superintendent

Signature of Auditor



# ADMINISTRATION AND MANAGEMENT AUDIT

Criterion	Item for Audit	Verification	Comments	Suggestions
Students	Enrollment- Sanctioned Seats	336 <del>536</del>		
	Drop out	69	verified as per TC	
Faculty	Adherence to Policy and Guidelines	yes		
	Recruitment to Sanctioned Posts	posted	timely Recruitment	
Non-Teaching Staff	No. of Non-Teaching staff	16		
	Satisfactory Sanctioned Post	10		Technical positions required along with for
Policy	Human Resource	yes		
	Reservation	yes		
	Strategy Plan/Follow-up	yes		Need more technical training
Office Infrastructure	No. of Computers	4		
	No. of Printers/ scanners/ Photocopy Machine	3		

OFFICE FUNCTIONING

Documentation	Maintaining of Copies of Vouchers/ Bills/ Application/ Requests/ Sanctions	yes	Audited	
	Follow-up on Applications/ Requests	Done	Delay in statutory provision to departments	
	Maintenance of copy of University Correspondence	yes		
Students	Uploading of Admission details	yes		
	University Exam Registration/ Hall Ticket distribution	yes	timely	
	Conducting of University Exam	yes	efficient.	
	Internal Mark/ Attendance Uploading	yes	timely	Department should respond more timely
	Registration of Faculty on University Portal	yes	timely.	
Faculty	CV camp registration	yes		
Accounts	Audit	yes		

6

7

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9





NASRA COLLEGE OF ARTS AND SCIENCE

**ACADEMIC AND ADMINISTRATIVE AUDIT**

Department- *Commerce*

Date- *29.05.2023*

Name and Designation of Auditors-

1. *Dr. P. Zubair Professor*
2. *Dr. Nikhil M. Vice Principal*

HOD-*Ms. Sreerakha*.

Signature of HOD

Signature of Auditor

Criterion	Items for Audit	Verification (Number/ Yes or No)	Comments	Suggestions for Improvement
Curriculum	Program Syllabus and Curriculum	YES	monitored in department	
	Add on/ Certificate/ Audit Course	YES		termine students require more skill development courses
	Teaching Methods and Teaching Aid	YES	satisfactory	
	ICT Enabled Tools usage	YES		use of TCS to be more efficient.
	Project Work UG/PG	YES		
	Internal Examination/Marking	YES		
	PIA	YES		
	Industrial Visit/ Field Visit	YES		
	University Exam Result Evaluation	YES		
	Remedial Coaching	No		Recommended remedial classes
Timely Completion of Curriculum	YES			

- Book market online
- Be an entrepreneur
- Only one knowledge

Co-Curricular Activities	Conferences/Seminars/Workshops	YES	<ul style="list-style-type: none"> <li>- Fly your dream</li> <li>- How to face an interview</li> <li>- important advertisement</li> </ul>
	Invited Talks	YES	<ul style="list-style-type: none"> <li>- Mr. Mayzel (President of ICA, Former CEO of media on) COMNIA</li> </ul>
	Interaction with Industry Experts /Research Centers/ Higher Education Institutions	NO	<ul style="list-style-type: none"> <li>- Gradway to Research, 1 day FDP</li> <li>- with gate way to Research.</li> </ul>
	Collaborations and MOUs	YES	<ul style="list-style-type: none"> <li>- PTO Govt college, Govt college mlp, Govt eng and farmy</li> <li>- month's internship, 1500, Aholic</li> <li>- IT</li> </ul>
	Coaching for Higher Education/ Internships	YES	

Extra Curricular	Magazine/ Newsletter	NO	
	Celebrations	YES	
	Exhibitions/ Fests	YES	<ul style="list-style-type: none"> <li>- In summer poster presentation</li> </ul>

Infrastructure			
No. of Classrooms	11		
No. of ICT enabled Classrooms	11		
No. of Computers (excluding Lab)	1		
Lab Facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Computer Lab is used for BCom CA

Faculty			
No. of Faculty	15		
NET/PhD Qualified Faculties	3		
Seminars/Conferences/ Workshops	Yes		
FDP	Yes	UGC Care publication and Research Ethics.	
Invited as Resource Person	Yes		

Department Administration	Department Meetings-regular Meetings to discuss programs and issues	Yes		
	Association Meetings are held regularly	No		
	Communication with Administration/Office-efficient to fulfill department needs	No		Dept. needs are fulfilled in time.
	Documentation- follows proper channel and maintains documents of department Activities	Yes		

Feedback	Students Feedback	Yes		
	Teachers Feedback	Yes		
	Parents Feedback	No	Processing	
	Steps Taken on Feedback	Yes		



NASRA COLLEGE OF ARTS AND SCIENCE

**ACADEMIC AND ADMINISTRATIVE AUDIT**

Department - Management & Commerce. (BBA, B.Com Co-op)

Date - 29.05.2023

Name and Designation of Auditors -

1. Mr P Zubair
2. Dr Piplid Das

HOD - Mr Shabeeb Ali

  
Signature of HOD

  
Signature of Auditor



Criterion	Items for Audit	Verification (Number/ Yes or No)	Comments	Suggestions for Improvement
Curriculum	Program Syllabus and Curriculum	✓ Yes		
	Add-on/ Certificate/ Audit Course	Yes		
	Teaching Methods and Teaching Aid	Yes		
	ICT Enabled Tools usage	Yes		
	Project Work UG/PG	Yes		
	Internal Examination/Marking	Yes		
	PTA	Yes		
	Industrial Visit/ Field Visit	✓ Yes		
	University Exam Result Evaluation	Yes		
	Remedial Coaching			
Timely Completion of Curriculum	Yes			

Co-Curricular Activities	Conferences/ Seminars/Workshops	Yes,	as scheduled in program	
	Invited Talks	Yes,	"	
	Interaction with Industry Experts /Research Centers/ Higher Education Institutions	Yes,	"	
	Collaborations and MOUs	Yes,	"	
	Coaching for Higher Education/ Internships	-	"	

Extra Curricular	Magazine/ Newsletter	Yes,		
	Celebrations	Yes,		
	Exhibitions/ Fests	Yes,		

Infrastructure		No. of Classrooms		
No. of ICT enabled Classrooms		6		
No. of Computers (excluding Lab)		1		
Lab Facility		NA		

Faculty		No. of Faculty		
NET/PhD Qualified Faculties		8		
Seminars/Conferences/Workshops		Yes		
FDP		Yes		
Invited as Resource Person		Yes.		

Department Administration	Department Meetings-regular Meetings to discuss programs and issues	Yes.		
	Association Meetings are held regularly	-		
	Communication with Administration/Office- efficient to fulfill department needs	Yes.		
	Documentation- follows proper channels and maintains documents of department Activities	Yes.		

Feedback	Students Feedback	Yes.		
	Teachers Feedback	Yes		
	Parents Feedback	Yes.		
	Steps Taken on Feedback	Yes		



NASRA COLLEGE OF ARTS AND SCIENCE

**ACADEMIC AND ADMINISTRATIVE AUDIT**

Department- *SOCIOLOGY*

Date- *30.05.2023.*

Name and Designation of Auditors-

1. *Dr Zubair P. Prinspal*  
*Nasra College of Arts and Science*
2. *Dr Nikhil Das*  
*Vice Prinspal*

HOD- *Mrs Adhika CP.*

Signature of HOD

Signature of Auditor

Criterion	Items for Audit	Verification (Number/ Yes or No)	Comments	Suggestions for Improvement
Curriculum	Program Syllabus and Curriculum	Yes	updated	
	Add-on/ Certificate/ Audit Course	Yes		
	Teaching Methods and Teaching Aid	Yes	Utilizing ICT tools	Provide New Microphones
	ICT Enabled Tools usage	Yes	''	
	Project Work UG/PG	Yes		
	Internal Examination/Marking	Yes		
	PTA	Yes	Reports submitted	
	Industrial Visit/ Field Visit	Yes		
	University Exam Result Evaluation	Yes		
	Remedial Coaching	Yes	timely completion	
Timely Completion of Curriculum	Yes	few special classes.		



Co-Curricular Activities	Conferences/ Seminars/Workshops	y	<ul style="list-style-type: none"> <li>- world class about assessment day</li> <li>- project orientation programs</li> <li>- inter departmental quiz</li> <li>- competitions</li> <li>- Talk on Meritocracy and need of social inclusion</li> </ul>	
Invited Talks	y			
Interaction with Industry Experts /Research Centers/ Higher Education Institutions	y	<ul style="list-style-type: none"> <li>- On day workshop on Research methodology</li> </ul>		
Collaborations and MOUs	y	<ul style="list-style-type: none"> <li>- no new MOUs</li> </ul>	<ul style="list-style-type: none"> <li>- ensure functioning of HODs</li> </ul>	
Coaching for Higher Education/ Internships	No			

Extra Curricular	Magazine/ Newsletter	Yes	Hand written for women competition	
Celebrations	Yes			
Exhibitions/ Fests	Yes	Participated on Saturday in workshop events		

Infrastructure			
No. of Classrooms	3		
No. of ICT enabled Classrooms	3		
No. of Computers (excluding Lab)	1		
Lab Facility	NA		

Faculty			
No. of Faculty	3		
NET/PhD Qualified Faculties	3	NET qualified.	
Seminars/Conferences/ Workshops			Require more participants
FDP	3	1st time publication and Research ethics.	
Invited as Resource Person	No.		

Department Administration	Department Meetings-regular Meetings to discuss programs and issues	Yes	verified number list.	
	Association Meetings are held regularly	Yes	NO documentation.	
	Communication with Administration/Office-efficient to fulfill department needs	No	Delay in processing applications	
	Documentation- follows proper channels and maintains documents of department Activities	Yes		Documentation delayed. need to be up to date.

Feedback	Students Feedback	Yes		
	Teachers Feedback	Yes		
	Parents Feedback	Yes		
	Steps Taken on Feedback	Yes		



NASRA COLLEGE OF ARTS AND SCIENCE

**ACADEMIC AND ADMINISTRATIVE AUDIT**

Department- Maths (BSc Maths)

Date- 23.03.2023

Name and Designation of Auditors-

1. Dr P Zubair
2. Dr Nihal Das,

HOD- Mrs Shahina

  
Signature of HOD

  
Signature of Auditor

Criterion	Items for Audit	Verification (Number/ Yes or No)	Comments	Suggestions for Improvement
Curriculum	Program Syllabus and Curriculum	Yes		
	Add-on/ Certificate/ Audit Course	NIL		
	Teaching Methods and Teaching Aid	Yes		
	ICT Enabled Tools usage	Yes		
	Project Work UG/PG	Yes		
	Internal Examination/Marking	Yes		
	PTA	Yes		
	Industrial Visit/ Field Visit	No		
	University Exam Result Evaluation	Yes		
	Remedial Coaching	-	100 first years.	
Timely Completion of Curriculum	Yes			

Co-Curricular Activities	Conferences/Seminars/Workshops	yes	college making, 1/cross word/puzzle Digital poster making,	
	Invited Talks	NIL		
	Interaction with Industry Experts /Research Centers/ Higher Education Institutions	NIL		
	Collaborations and MOUs	NIL	N/A	
	Coaching for Higher Education/ Internships	NIL		

Extra Curricular	Magazine/ Newsletter	NIL		
	Celebrations	yes		
	Exhibitions/ Fests	yes		



Infrastructure		No. of Classrooms		
No. of ICT enabled Classrooms		3		
No. of Computers (excluding Lab)		5		
Lab Facility		one		
		1		

Faculty		No. of Faculty		
NET/PhD Qualified Faculties		2		
Seminars/Conferences/ Workshops		NIL		
FDP		yes		
Invited as Resource Person		1		
			UIC core publication and research activities	

Department Administration	Department Meetings-regular Meetings to discuss programs and issues	yes		
	Association Meetings are held regularly		only 1 class.	
	Communication with Administration/Office-efficient to fulfill department needs	yes		
	Documentation- follows proper channels and maintains documents of department Activities	yes		

Feedback	Students Feedback	yes		
	Teachers Feedback	yes		
	Parents Feedback	yes		
	Steps Taken on Feedback	yes		Disagreement due to act of administrator



NASRA COLLEGE OF ARTS AND SCIENCE

**ACADEMIC AND ADMINISTRATIVE AUDIT**

Department- *Computer Science (BCA)*

Date- *24.03.2023*

Name and Designation of Auditors-

1. *Dr. Zubair . P* *Prinicipal*
2. *Dr. Nikhil . M.* *Vice Prinicipal*

HOD- *Mr Azhar*

Signature of HOD *Azhar*

*Azhar*  
Signature of Auditor

Criterion	Items for Audit	Verification (Number/ Yes or No)	Comments	Suggestions for Improvement
Curriculum	Program Syllabus and Curriculum	Yes		
	Add-on/ Certificate/ Audit Course	Yes	Require more time for technical courses.	
	Teaching Methods and Teaching Aid	Yes		
	ICT Enabled Tools usage	Yes		
	Project Work UG/PG	Yes		
	Internal Examination/Marking	Yes		
	PTA	Yes	6 semesters	2nd sem, 4th sem after meeting pro field
	Industrial Visit/ Field Visit	Yes		
	University Exam Result Evaluation	Yes		
	Remedial Coaching	No		
Timely Completion of Curriculum	Yes			

Co-Curricular Activities	Conferences/Seminars/Workshops	Yes	College, Digitalpath, crossword puzzle Sohronu Pravang Khatolgaon IIT	
	Invited Talks	NIC		
	Interaction with Industry Experts/Research Centers/Higher Education Institutions	Yes	Diversity IV Sushil Innovative, Fabur park, Tum	
	Collaborations and MOUs	Yes	Sohronu. Sushil	
	Coaching for Higher Education/ Internships			

Extra Curricular	Magazine/ Newsletter	NIC		
	Celebrations	Yes		
	Exhibitions/ Fests	NIC		

Infrastructure		No. of Classrooms		
No. of ICT enabled Classrooms		3		
No. of Computers (excluding Lab)		1		
Lab Facility		Yes		

Faculty		No. of Faculty		
NET/PhD Qualified Faculties		3		
Seminars/Conferences/ Workshops		1		
FDP		1		
Invited as Resource Person		No		

Department Administration	Department Meetings-regular Meetings to discuss programs and issues	Yes (Monthly)		
	Association Meetings are held regularly	Yes	1x per month	
	Communication with Administration/Office-efficient to fulfill department needs	Yes		
	Documentation- follows proper channels and maintains documents of department Activities	Yes		Need more updating on website.

Feedback	Students Feedback	Yes		
	Teachers Feedback	Yes		
	Parents Feedback	Yes		
	Steps Taken on Feedback	Yes		





NASRA COLLEGE OF ARTS AND SCIENCE

**ACADEMIC AND ADMINISTRATIVE AUDIT**

Department - English (BA English)

Date - 28.03.2023

Name and Designation of Auditors -

1. Dr. P. Lakshmi

2. Dr. M. Lalitha Devi

HOD - Miss Prasejia

Signature of HOD

Signature of Auditor

Criterion	Items for Audit	Verification (Number/ Yes or No)	Comments	Suggestions for Improvement
Curriculum	Program Syllabus and Curriculum	Yes		
	Add-on/ Certificate/ Audit Course	Yes.		Need more course on computer system
	Teaching Methods and Teaching Aid	Yes.		
	ICT Enabled Tools usage	Yes.		
	Project Work UG/PG	Yes.		
	Internal Examination/Marking	Yes.		
	PTA	Yes.		
	Industrial Visit/ Field Visit	Yes	Yes Nam Com Students	
	University Exam Result Evaluation	Yes.		
	Remedial Coaching	Yes.		
Timely Completion of Curriculum	Yes			

Co-Curricular Activities	Conferences/ Seminars/Workshops	Yes.		
Invited Talks	Yes.			
Interaction with Industry Experts /Research Centers/ Higher Education Institutions	No.			
Collaborations and MOUs	Yes.	<p>Flly high. <del>Atad</del> 'lakhya            - street play (sahi maoo kumbhar)            (st. manvi)</p>		
Coaching for Higher Education/ Internships	Yes.			

Extra Curricular	Magazine/ Newsletter	No		
Celebrations	Yes.			
Exhibitions/ Fests	Yes.			

Infrastructure		No. of Classrooms		
	No. of ICT enabled Classrooms	3		
	No. of Computers (excluding Lab)	1		
	Lab Facility	No.		

Faculty		No. of Faculty		
	NET/PhD Qualified Faculties	8.7		
	Seminars/Conferences/ Workshops	1		
	FDP	1.		
	Invited as Resource Person	2.		

Department Administration	Department Meetings-regular Meetings to discuss programs and issues	Yes.		
	Association Meetings are held regularly	No.		
	Communication with Administration/Office-efficient to fulfill department needs	Yes.		
	Documentation- follows proper channels and maintains documents of department Activities	Yes.		

Feedback	Students Feedback	Yes		
	Teachers Feedback	Yes		
	Parents Feedback	Yes.		
	Steps Taken on Feedback	Yes.		