

Anand Vihar College for Women

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Session-2020-21

INTRODUCTION

Anand Vihar College for Women is a proud progeny of Vanita Samaj, a group of laureate and socially aware women who strived to anticipate the country on the path of enormous success through quality education especially to women folk of the society. The College is spread over a lush green sprawling campus with excellent and sufficient built-up area. Over the decades the society has endeavored to establish and manage an educational institution striving to fulfill its well stated vision empowering the womenfolk with knowledge. The College is recognized as a leading educational institution offering education in the streams of Arts, Commerce, computer and Education. Since its inception in 1999, the college has been affiliated to the Barkatullah University, Bhopal, Madhya Pradesh. The UGC accorded the 2(f) and 12(B) status to the college. In 2016, the NAAC awarded the B+ Grade to the college. The college has been inclusive to accommodate socially and economically marginalized rural based and vernacular medium students. Thus, the college has shown its concern and commitment for social justice, ensuring equity and expanding the access to higher education.

Anand Vihar College for women believes in the overall development of the students. The College has an effervescent academic track record of securing the highest number of ranks, distinctions and first division in Barkatullah University. Participation of students in extra-curricular activities is emblazoned to ensure that education at Anand Vihar College for women is an effervescent learning experience. The college is imparting due care to foster the artistic talents of the students. The college also pays special attention to inculcate values in the students at every opportunity. Students are encouraged to join the NSS and Red Ribbon club.

The college extends Rural Outreach Program in God Bastis, a unique endeavor of the college, is an extension activity aimed at reaching out to the marginalized and underprivileged. The college envisions a life-oriented education that empowers girls' students to respond proactively to social concerns and work for the integrity of creation, there by building a civilization with broad perspectives and advancing the generation with theoretical approach. The college has always opened its doors to beneficiaries irrespective of caste, creed and community and works tirelessly towards the building of a better tomorrow of future India.

ABOUT THE VANITA SAMAJ

Anand Vihar College for Women is a proud progeny of Vanita Samaj, a group of socially aware and learned women dedicated to social cause, with the sole motto of uplifting women folk of the

society. In the year 1959-60, few awakened and enlightened women of Bhopal resolved to form a group named VANITA SAMAJ to spread light of education and to uplift women folk of the society. Vanita Samaj has accomplished successful sixty years of dedicated social service. Their path was full of thorns but they did not deviate and incepted Anand Vihar College for Women in 1999 to impart quality education for girls' students. The sapling planted twenty two years ago became a well-known name in the field of higher education.

MISSION

To offer quality education and develop a new generation of teachers and student aspirants equipped with the best knowledge, skills and human values.

VISION

A unique combination of Indian ethos along with modern ways of teaching to make a person fit to face modern day challenges.

Objectives:

The College has thoughtfully formulated its vision and mission keeping in view the fast changing globalised world. The main objectives of the College are:

- To transfer the relevance of the study of Humanities, Social Sciences, Commerce and Education in this globalised world, fostering self respect and a belief in the intrinsic goodness of human beings.
- To perceive the relevance of Indian sensibility and value system in a globalised era.
- To sensitize the students in areas of business ethics, computer and social responsibility along with teaching competencies.
- To foster an atmosphere of mutual respect and responsibility with gender sensitivity to sustain a stable family value system towards building a harmonious society and nation.
- To strive for overall development of the students and to elicit students' potential for succeeding in the existing hardcore competition.
- To make every student employable through holistic education and inculcation of competitive zeal.
- To focus on personality development of each student by augmenting positive attitude, leadership qualities and self - awareness.
- To improvise young women who, along with being job skilled, are adept to address the longer issues of life and become effective in building a strong modern India.

- To actively respond to the momentous issues of our society and socio- political environment of the world.
- To impart quality education in enliven manner to imbibe sense of identity among students.
- To inculcate national spirit and respect of our culture amongst our students and society at large.

THE COLLEGE AT A GLANCE:

Truly imbued to its objectives the College has an efficient and functionally organizational structure to manage and monitor administration and also to enshrine the prominent place in the society. The major plus point of the college is its well-established infrastructure, being supportive to curricular, extra-curricular and co-curricular activities on healthy lines. The college premises reflect a blend of elegant and modern structures housing the classrooms, catering to the needs of students. Classrooms are well-equipped with adequate furniture, lighting and ventilation along with Solar panel. Apart from this, the college has all the modern amenities along with LCD projectors and computer systems to help ICT enabled teaching learning. College library has rich collection of books to meet the changing demands of user community. To cope up with ever expanding fields of knowledge, the library is sufficiently equipped with ICT facilities, useful software packages and congenial environment to impart innovative teaching-learning programs. Computer labs with Internet connectivity as well as the computer systems to the departments and office are provided. In recent years, active efforts are going on to provide Wi-Fi facility and smart classes in recent years. Separate ladies rooms with all the basic amenities, Auditorium, multi media hall, Yoga and meditation room, open air auditorium and playground are the most essential feature of the college.

The College has planned programs to emblazon exposure to enhance the students' learning experience by augmentation of field trips, study tours, industrial visits, internship and arranging inter-departmental trips. In addition to guest lectures, invited talks, important days and events are organized from time to time. In order to encourage the students to shape their future and avail suitable jobs, the college has made ample provisions for students' support services. Due importance is given for the faculty enrichment and several need-based awareness programmes, trainings and workshops have been the integral part of the academic activity of the college. It is a matter of pride that the college is encouraging the faculty and students to publish their creative output through annual magazine **Twisha: the Brightness**. To anticipate and enhance research

activities in education arena at national and international level the college published bi annual research journal **SPECTRA**.

SPECIAL FEATURES OF THE COLLEGE:

It is a proud privilege for the college to have established IGNOU study centre to impart the higher education to the doors of the deprived women aspirants. The teaching faculty of the college is getting an opportunity in teaching and counseling of the distant learners to augment the country on the path of success with lantern of higher education. More than a cogent number of college students are pursuing different useful certificate and diploma courses in the college along with regular studies. The college has been associating with other universities, NGOs and professional centers through MOUs for overall development of the students. The College is demonstrated the credible social responsibility by organizing and participating in several national and international programs and movements. Teaching faculty of the college is collaborating to frame a strong backbone of teaching, learning, research, publication and over all academic development. Some of the faculty have been associated with literary, cultural and social organizations and contributed in their own way to make their identity felt by others along with enshrining the name of the college. All of them are committed and working as a team to achieve the academic excellence under guidance of Principal of the college with consistent and constant monitoring of all the activities of the college .The management of the college is very supportive with futuristic vision.

ACADEMIC AND ADMINISTRATIVE AUDIT

The main objective of an academic and administrative audit is to ascertain departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education. An increasingly prevalent trend in the higher education scenario in India in recent years is the willingness and drive by institutions and universities to introduce systems and practices in their work environment and establish high standards and benchmarks to guide their performance in keeping with the institution's vision and mission. All the well established colleges and universities in the country volunteer to subject their activities and performances to be critically reviewed and audited by national and international agencies. The contributions by national bodies such as the

National Assessment and Accreditation Council (NAAC) in the educational sector has sensitized an increasing number of forward-looking establishments in the country to participate, learn and benefit from the expertise and readiness of these agencies to foster such participatory learning. Creation of internal quality assurance mechanisms that help to inculcate the gains made from such efforts in the day-to-day work ethics and organizational culture of the institution is an indispensable requirement in any quality assurance scheme. The Internal Quality Assurance Cell (IQAC) advocated by NAAC belongs to such recommendations. The Institution completed First Cycle of accreditation by NAAC and received the certificate of accreditation securing 'Grade B+' with a Cumulative Grade Point Average of 2.59 out of 4.0 points. The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments and impart suggestions for further improvement of the quality of teaching, administration, and curricular and extra-curricular activities.

OBJECTIVES OF AAA: -

The main objective of Academic Audit is to evaluate the teaching, learning, evaluation, research and extension activities of the college and identify the issues that are to be attended in order to upgrade the overall academic quality.

The following are the major objectives of Academic Audit:

1. To understand the existing system and assess the administrative and academic amalgamation of the college and to suggest the methods for improvement for teaching, learning and evaluation, student support and progression.
2. To ascertain whether the college is functioning efficiently and effectively with proven records of capacity building, publications and extension over a period of time or not.
3. To identify the bottlenecks in the existing setup, to identify the opportunities for academic reforms in tune with vision and mission of the college.
4. To evaluate the optimum utilization of resources and issues concerning with academic and administrative management.
5. To identify the social outreach and inclusive growth practices related to academic up gradation of girls students.

6. To suggest the methods of improvement for sustaining quality in higher education.

AAA METHODOLOGY:-

The Principal of the college constituted inter-departmental committees along with the panel of dignitaries of different states from renowned educational institutes to conduct and review all the activities of all the departments, library and college office.

Composition of AAA:

1. Principal
2. IQAC Coordinator
3. Heads of departments
4. Senior faculty members
5. Respective in charges.
6. Experts from Renowned educational institutes

A-Dr.Rekha Gupta, Dean and Principal

Department of Education,RNTU,Bhopal.

B- Dr.Deepti Maheshwari, Dean

Department of Commerce,RNTU,Bhopal.

C-Dr.Rekha Pandey,Head of Department

Department of Arts, Madhyanchal University, Bhopal.

D-.Prof .Sanjay Piayasi, Department of Management

Anand Institute of Management, Bhopal.

Schedule of AAA

The meeting of the AAA Committee was held on the 10th August 2020. The Committee had a formal meeting in the office of the Principal. Dr. (Smt.) Madhu Mishra. The Principal threw light on the overall development of the college in nut shell and emphasized the progress made in the academic year 2020-21 in all the spheres of curricular and co curricular activities. Members of the Committee discussed the procedural issues with the experts from renowned Educational Institutes of the city to augment their exercise as per the programme schedule. The Committees visited all the teaching departments, support services, administrative sections and infrastructural facilities to explore the academic and administrative performance. They submitted their report to the principal of the college.

AAA Report

1-Name and Address of the College:

Anand Vihar College for Women, Bhopal

E-mail:

anand.vihar@yahoo.co.in

2- Status of the College: by management:

I. Government II. Private III. Constituent College of the University

3-Name of University to

Barkatullah University, Bhopal(M.P.)

which the College is affiliated:

4-Date of establishment: 19th July 1999.

19th July 1999

5-Type of Institution:

a. By Gender

i. For Men ii. For Women iii. Co-education

b. By Shift

i. Regular ii. Day iii. Evening

c. Source of funding

i. Government ii. Grant-in-aid iii. Self-financing

6- Details of UGC recognition:

i) 2(f) ii) 12(B)

7- Name of departments:

- 1) Commerce and Management
- 2) Education
- 3) Arts

8- Facilities imparted by the college:

1. First aid kit available.
2. Surrounded by number of specialty hospital
3. Power house and solar panel installed.

The AAA committee visited all departments, Library, sports section, Computer Laboratory, Curriculum Laboratory, NSS office and office of the college. The faculty members made PPT presentation about the performance of their respective departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college. The effervescent activities of the institution and excellence of the academic enshrinement of teachers, students and other staff members is laudable. The outstanding leadership of the lady Principal definitely makes all the difference. Her untiring efforts to hold the rich traditions and conventions of the college are reflected through the visibility of the college as a college of difference among the other affiliated colleges of BarkatUllah University.

EXECUTIVE SUMMARY OF AAA

Criteria I: Curricular Aspects

The College imparts conscientious efforts to create an academic environment which offered maximum opportunity for students to pursue their courses. Many innovative certificate programs and add-on courses were introduced keeping in mind the national goals, Skill India and Start up India. The College has already initiated the process of curriculum restructuring through CRAC. The IQAC conducted numbers of National and international webinars on various topics

restructuring as a part of quality assurance procedure. The variety of programs focused on the pedagogy adopted within the context of curriculum to ensure valid transmission of knowledge and evaluation. Devout efforts were taken by the college to assure quality through feedback from parents, teachers, students, alumnae and academicians. Thrust of the curriculum is in promoting value based education, women empowerment, gender sensitization, skill development, competency in communication skill, personality development, and conscientising the students about environment protection. The College campus has effervescent admission procedures, student attendance, staff and students profile, AQAR, evaluation, feedback, results, and campus placements.

Criteria II: Teaching Learning and Evaluation

The institution is committed in providing quality academic excellence as well as human excellence. The academic audit confirms that quality is inextricable to teaching and learning. The faculty in the aided and the self-financing sector despite of having many challenges is extremely committed in contributing maximum to their students. Teaching and learning are the main focus of the academic management. All the departments maintain an academic plan which is well monitored by the HODs. Another remarkable feature of the teaching learning environment is the personal relationship and bond that exist between the teachers and the students. The high learners and the slow learners are identified at the beginning of the academic year. All the departments have integrated an interactive teaching learning methodology to maintain quality. There is considerable evidence showing that the continuous assessment supports student learning. Traditional testing methods are combined with innovative methods to make the learning experience unique. The teachers provide guidance for assignments and seminars. The attendance is carefully monitored and remains free from manipulations. The instructional methods to a

certain extent provide the students to think analytically, to understand the premise of the study and communicate confidently.

Performance in each course of study is evaluated based on:

1. Continuous Internal Assessment throughout the semester and year wise pattern.
2. Final examination at the end of the semester. The assessment pattern includes different cognitive levels for all the tests conducted during the academic session.
- 3-The assessment pattern is communicated to all the students at the beginning of the semester and year.
- 4-The audit shows the main concern of the institution is improving the quality of learning which also involves an assessment to what extent the students master the content of the course.
- 5-Mentoring and tutoring are well monitored and documented.
- 6-Remedial teaching is provided for weak students.
- 7-The college has taken special care to inculcate good values among students and has entrusted the responsibility to a core committee of teachers.
- 8-Students and teachers participate in International, National, State and Regional seminars and conferences.
- 9-Teachers Diary is acknowledged by the Principal and the HOD. This is a document that carries information about the teaching contents and comprehensive self- appraisal.

10-The curricular and the co-curricular activities are well balanced in the Teaching Learning environment to provide holistic education to the students.

11-The Admission committee is vigilant in making the admission process transparent and efficient.

12- IQAC provides Faculty enrichment programs.

13-Teaching pedagogy is well integrated with many activities which provide the students learn differently.

14-IQAC ensures quality in teaching and learning through periodical assessment, feedback, by organizing capacity building programs for teachers and students.

15- Grievance redressal cell for students to eradicate their issues.

Criteria III: Research, Consultancy and Extension

The College has always promoted Research as an integral part of curriculum. It was the pioneering efforts of the college to publish by annual multi-disciplinary research journal- **SPECTRA**. The college has a tradition to organize National and International level seminars and workshops for research scholars and teaching fraternity. The focuses of these programs are to locate and address the paradigm shift that we witness in academic research. The college has numbers of functional MoUs with educational, technical and centers for academic excellence for collaborative activities. The other major activities which go beyond the routine class room include Free Medical Camps, Education Programs, Art and Craft training for the students, Dance and drama workshops for the students and computer training programs for the students. The NSS unit of the college has also won much recognition for their commendable service to society and

student activities. The NSS volunteers give special orientation to god bastis and nearby slum area to augment literacy, health awareness and plantation drives.

Extension activities are innovative and have strengthened in the post accreditation period. Extension activities are well integrated in to the teaching Learning environment. Research initiatives and publications have improved. The college amalgamated more awards and recognition for the faculty and the institution along with organization of international and national seminars.

Criteria IV: Infrastructure and Learning resources

The college is diverse and vibrant institution in Bhopal and it is located at the heart of city. Our mission is to transform lives of girls' students through excellent education. The institution aims to meet society's needs through our socially responsible agenda and build rewarding careers for students, staff and all the main stake holders. The college is spread in a lush green campus with the academic ambience. The institution has launched number of add on courses with a focus on employability and the faculty is committed to improve the learning outcome of all the students, which includes supportive infrastructure facilities. The library is automated with SOUL .Subscription to N-List of INFLIBNET provides access to journals and e-books. Wi-Fi facility has been installed in the library and numbers of classrooms are Wi-Fi enabled. There are number of recourse rooms and laboratories labs for the students.

Criteria V: Student Support and Progression

The college is committed to the well-being and safety of the students. The institution provides assistance wherever possible to ensure that their learning experience is fulfilling, healthy and

proactive. The institution has a frame work to engage and support an excellent team of people, especially those involved in teaching, learning and student support in strategic or in practice roles. Enabling Student access, retention, attainment and progression are embedded in the curricula and in all programs and is a part of the inclusive culture of the institution. Students from marginalized and economically challenged sections are given extraordinary support. The college is embedding flexible learning and online provision to facilitate access to all. All the departments are providing comprehensive personal tutoring systems for all students as part of their programme. Orientation programs are organized to nurture a sense of belonging, to promote engagement and enhance attainment of concept.

Student support Initiatives -

- Grievance Redressal Cell
- Career Guidance Cell
- Placement Cell
- Anti-Ragging Cell
- Sexual-Harassment Cell
- Financial support given to students through various government and management scholarships
- The College magazine published annually
- Remedial Classes are conducted for slow learners.
- High Learners are identified and provided opportunity to enhance their potential.

Academic monitoring takes place through Continuous Internal Assessment

- The NSS unit amalgamated to promote shared responsibility and commitment in serving society.
- Annual Sports Day to enhance sports culture.
- Placement Cell to develop progression plans with students and to enable career and academic progress.
- Creating networks with alumni to offer guidance

Criteria VI: Governance & Leadership

The institution has a clear and shared Vision and Mission statement. Governance and Leadership are well defined to achieve human and academic excellence. The institutional leadership has always been participatory. It is a process of encouraging, persuading, and directing others to make decisions to perform in accordance with the vision and mission of the institution in an effective manner. The institution has strategic move to foster creativity and accountability as the Institution has multi-tier system of leadership with The Principal to participate in creating strategic plans, draft policies, approval of plans and modus operandi of the programs to ensure quality. The academic and administrative activities are carried out in consensus with stated policies of the institution. The college pertain participatory management and team leadership to promote entrepreneurship, global knowledge network and to strive for academic excellence and innovation. Transparency in Faculty appointment is based on merit. IQAC organizes Professional Development Programs for teaching and nonteaching staff. The college encourages faculty to introduce skill-based initiatives along with academic instruction. New certificate and add on programs are introduced in the curriculum to equip the students with key skills. The Extension activities are augmented so that the students develop leadership skills and engage with

communities, society and enterprises. Governance and Leadership focus on transforming the institution into engines for new ideas through research. The college has a purchase committee to plan and allocate budget for academic and administrative activities. The college strives to create 'Academia-Industry routes' depending upon the students' aspirations and capabilities.

Criteria VII: Innovations and Best Practices

The mandate of the institution is to impart quality education and create enablers who are globally effective and who are globally mobile. The institution is committed to create unique pathways to enable young women to achieve the ESE factor (Education, Social mobility and Economic independence). Innovations are a part of the inclusive culture of the institution and conscientious efforts are taken to transform the mindset of young women to become seekers of knowledge and entrepreneurs. The best practices of the Institution contribute to create an effective system of quality culture in curriculum. An effective system of learning mobility is made available with equitable open access. Innovations become Reference points to make a paradigm shift from current system of learning in following manner:-

- Shift from Input to Output.
- Content to Competence
- Teacher centered to student centered learning.
- Create Strategic Aggregations
- Organizing international conferences

Green Initiatives

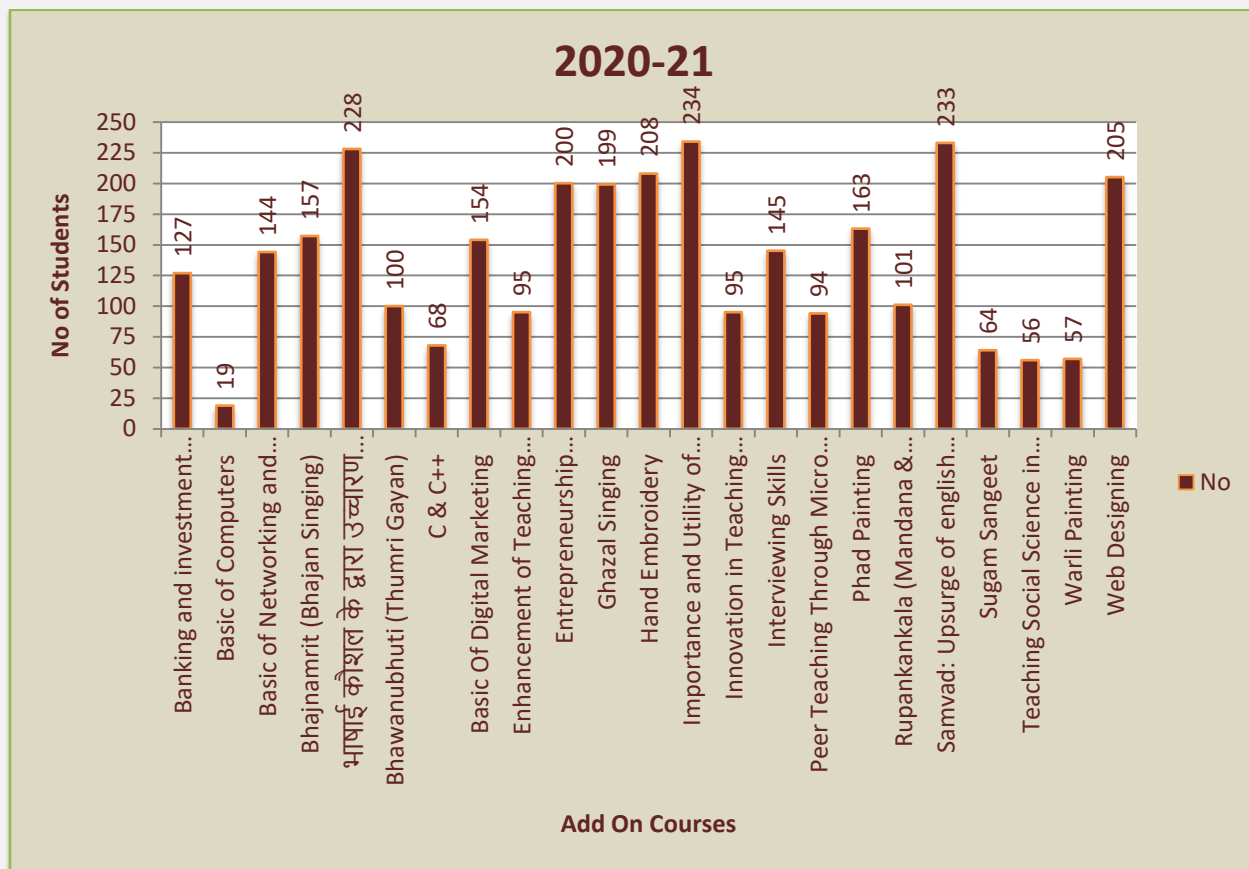
- Solid Waste Management Eco- friendly practices that encourage a spirit of environmental friendliness are implemented.
- The thrust was on greening initiatives such as plantation drive, conservation of water bodies, promoting water literacy, cleaning of college campus, solid waste management and endorsing the use of eco-friendly products.
- Clean Audit is conducted by Municipal Corporation.
- Solid Waste generated within campus is segregated at source.
- Green Audit is augmented by IQAC.
- Energy audit is undertaken by **CONCEPT ENERGY SAVER**, a government recognized auditing unit.
- Prohibition of carrying plastic carries bags.

OBSERVATIONS OF ACADEMIC AND CO-CURRICULAR ACTIVITIES

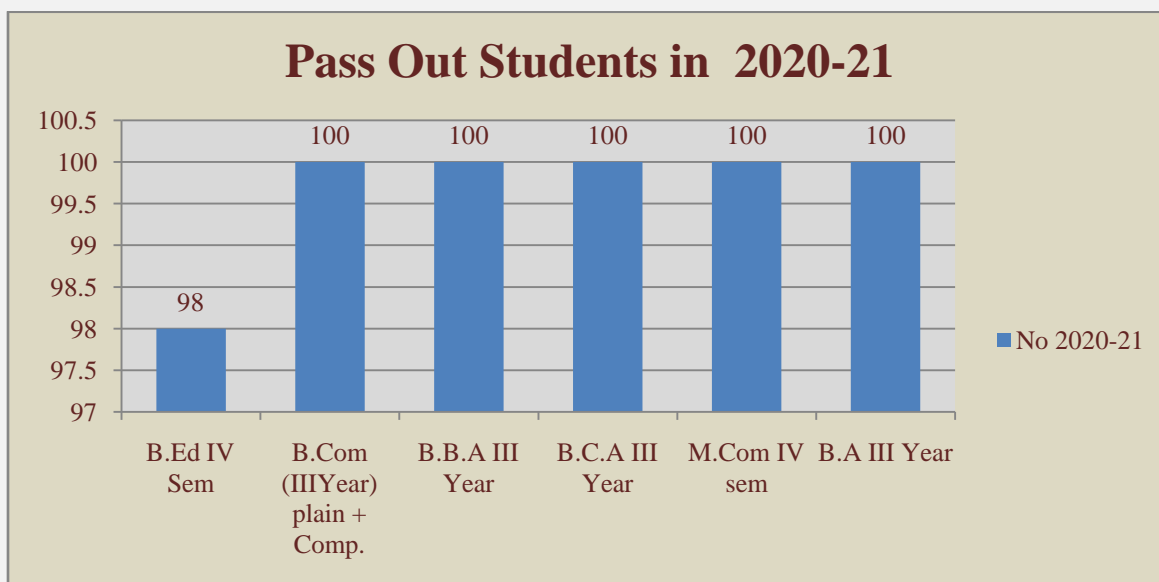
- (i) Maintain good academic standards through innovative and learning methods.
- (ii) Focus on learner-centric teaching to make learning a happy, joyful and. fruitful experience.
- (iii) Sensitize students on vital social issues raging across the globe and guide them to emerge as socially responsible citizens of the nation.
- (iv) To motivate students to achieve discipline, self-mastery and professionalism.
- (v) Enable students to meet the needs, demands and challenges ahead and excel in life.
- (vi) To emblazon all round development of students and groom their talents meaningful co-curricular, extracurricular activities with an emphasis on the ethics are conducted.

(vii) To have a positive approach towards development and progress of youth, highlight their inherent powers and inspire them to realize their full potential through effective teaching through integrity .

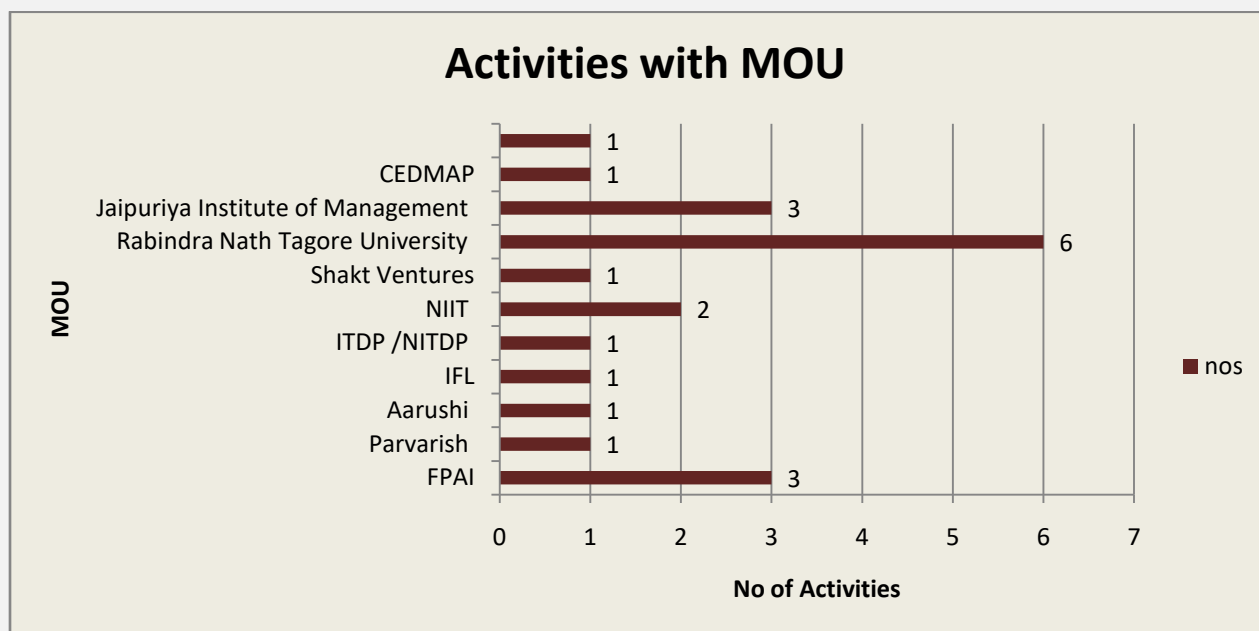
CRITERION I: CURRICULAR ASPECTS



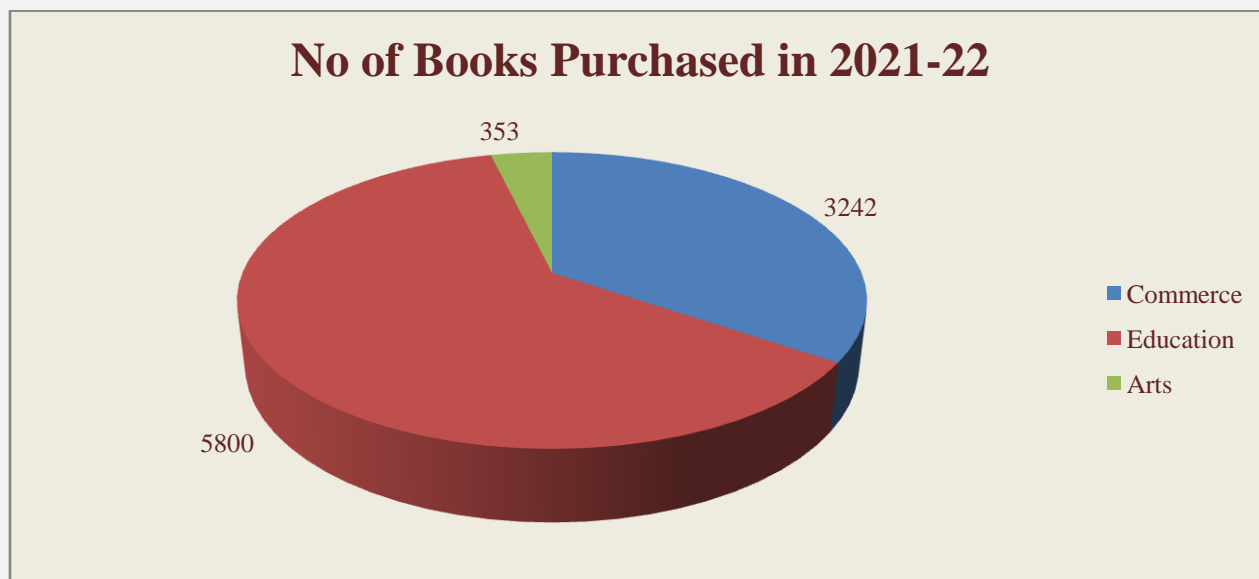
Criterion II: Teaching Learning and Evaluation



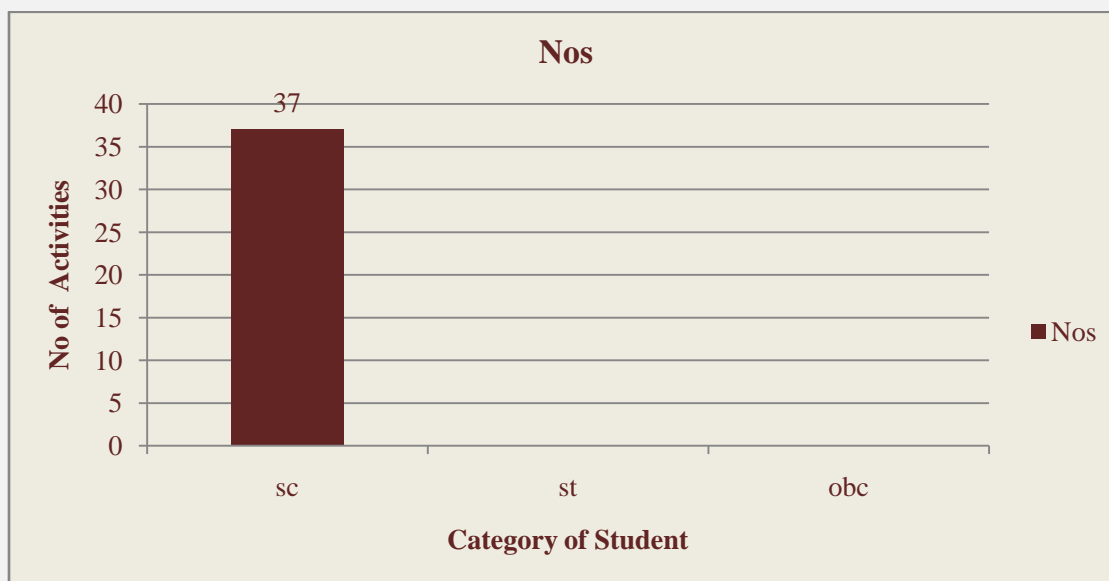
Criterion III: Research, Consultancy and Extension



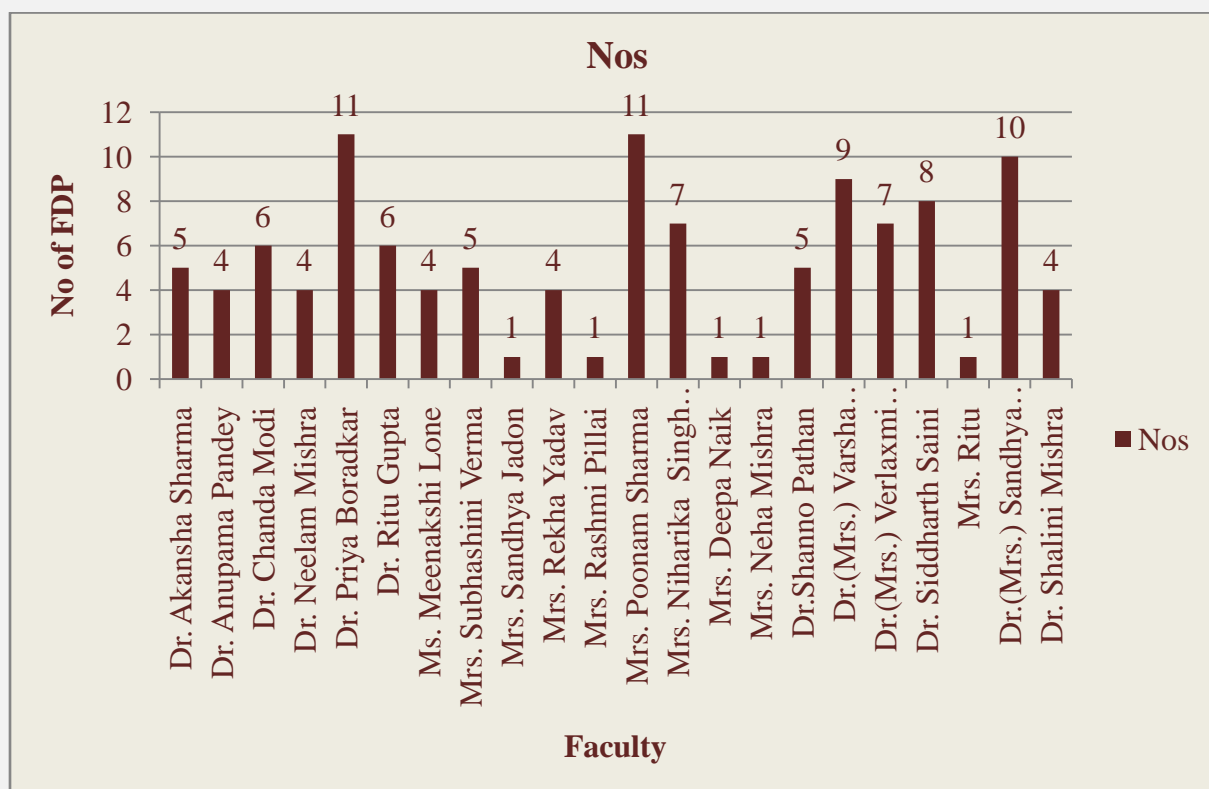
Criterion IV: Infrastructure and Learning Resources



Criterion V: Student Support and Progression



Criterion VI - Governance, Leadership and Management



ACADEMIC AND ADMINSTRATIVE AUDIT REPORT

The AAA team visit was intended to assess and suggest improvement in the performance of teachers, students', administrative staff and the college as a whole in a holistic manner and have a realistic view about what is the present status of academic standards of higher education in this college. The audit team also interacted with all the sections of the teaching, non-teaching staff and students. The team visited the library along with reading rooms, computer labs and the whole campus area. The interaction provided first-hand information about the working of the different departments. Based on the information collected the team has made the following observations.

OBSERVATIONS: -

- Dynamic leadership of the Principal is visible through the best performance and achievements of the students.
- College is functioning under the direction of well stated vision and mission.
- Faculty is well qualified and committed to impart quality education.
- Implant training program, submission of project work and strict monitoring of teaching - learning process.
- Innovative teaching methods are augmented and the classrooms are well equipped.
- Special and expert lectures are integral part of the teaching-learning.
- National level seminars and workshops are conducted.
- Laudable facilities for indoor games along with efforts are made to maintain the multi-purpose play ground on which many sports and games be played.
- Toiling toil of the college is visible through the best performance and achievements of the students.
- Basic amenities like clean wash rooms and drinking water and a congenial office environment is sought.
- College website is fairly covering all sorts of information about the college.
- College has taken appropriate measures to provide basic training to administrative staff about the use of IT, office management and file arrangement.
- It is observed that there is close cooperation and coordination among the sections, departments and support services.

RECOMMENDATIONS: -

- Special attention is given to the students from vernacular medium and rural areas.
- Need-based and job fetching short term courses be initiated.
- Hobby centre encourage the needy girls for self employment and earn their college fees and be independent.
- The members of Alumni association need to develop networking for helping and guiding the students in getting employment.