

CAREER COLLEGE, BHOPAL

Internal Quality Assurance Cell (IQAC)

Academic & Administrative Audit Report

Session – 2021-22

Date: 10/12/2022

Name of the Institution	Career College, Bhopal
Establishment of IQAC	July 2007
Name of The IQAC Co-ordinator & Director	Dr. Swarna Sinha Dr. Anjali Choudhary
Number of IQAC meetings conducted in 2021-22	04

Audit Parameters

Sl. No.	Items	Remark
1.1	Academic Calendar	The academic calendar of the college is in adherence with higher education, M. P
1.2	Action plan for Academic departments	Well-coordinated as per the academic calendar
1.3	Action Plan for Working Committees	Excellent
1.4	Admission policy and fulfilment of reservation norms	As per Govt. of India norms education norms
1.5	Scholarship disbursement	Records have been maintained.
1.6	Curriculum enhancement	Appreciable efforts have been made
1.7	KSA- Knowledge Skill Assessment	Conducted as per the academic calendar.
1.8	Teaching Learning Evaluation	IQAC periodically reviews the teaching learning and evaluation process.
1.9	Application of ICT in teaching learning	Commendable
1.10	Skill development course	Very good. Records are maintained
1.11	Students progression	Satisfactory
1.12	Mentoring and monitoring of various committees through clearly stated objectives, policies and expected/achieved outcome	Functioning well

1.13	Research, Collaborations, MoUs Projects	Functioning well. Needs improvement
1.14	New additions in Library	Satisfactory
1.15	Feedback Mechanism	Excellent
1.16	Entrepreneurship and innovations	well-functioning

Administrative Leadership, Governance & Management

2.1	Decision making Process: Administrative Hierarchy, Decentralization of power and accountability	Well maintained system.
2.2	Financial guidelines	Well defined and in place
2.3	Books and accounts	Well maintained and audited

Dissemination & Exchange of Information

3	Organization of conferences, seminars and workshops	Exemplary
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IQAC & Feedback Mechanism

4	Feedback Review <ul style="list-style-type: none"> • Students • Alumni • Parents • Employers • Teachers 	Students ✓ Alumni ✓ Parents ✓ Employers ✓ Teachers ✓
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Documentation

5.1	Quality Assurance: Planning & Evaluation <ul style="list-style-type: none"> • Teaching Plan • Daily diary • Attendance Register 	Well maintained
5.2	Annual Report of College	Excellently compiled
5.3	Brief Reports and fact Sheets of the Activities/Programs conducted by <ul style="list-style-type: none"> • Academic Departments • Working Committees 	Systematic and well maintained
5.4	Career Research Initiative	Functioning well

Overall Analysis

1	Strengths	Location of college ICT Scholarship Effective implementation of NEP e-content development for Higher Edn.
2	Weaknesses	Non-receiving of Govt. scholarships on time Publications in Scopus and SCI Journals
3	Opportunities	Research Projects, upskilling for improving employability
4	Challenges	To achieve autonomy, Lack of Boy's hostel Pandemic affected student enrolment

Team for Internal Academic & Administrative Audit

1	Chairperson	<p style="text-align: center;"><i>(Signature)</i> डॉ. (श्रीमती) बिनय राजाराम डॉ. 68</p> <p style="text-align: center;">शोध निदेशक स्नातकोत्तर हिन्दी विभाग श्री सत्यसाई महिला महाविद्यालय हिन्दी सलाहकार, वित्त एवं खान मंत्रालय, बलनाथ-09826215072</p> <p style="text-align: center;">भोपाल भारत सरकार</p> <p style="text-align: center;">श्री सत्यसाई महिला महाविद्यालय भोपाल हिन्दी सलाहकार, वित्त एवं खान मंत्रालय, भारत सरकार बलनाथ-09826215072</p>
2	Member	