

**SHAHEED CAPTAIN VIKRAM BATRA COLLEGE, PALAMPUR**

***Academic Administrative Audit Report***

**Year 2018-19**

**Date of Audit: 15/11/19**

**Audit Team:**

- 1. Dr. Anita Singh, Professor & Head, Biology and Environmental Sciences,  
College of Basic Sciences, CSK Himachal Pradesh Krishi Vishvavidyalaya,  
Palampur**
- 2. Dr. Prajya Mishra, Principal SCVB Govt. College, Palampur**
- 3. Dr. Sujit Surroch, Co-ordinator IQAC, SCVB Govt. College, Palampur**
- 4. Dr. Sanjay Gupta, Head of Chemistry Department, SCVB Govt. College, Palampur.**
- 5. Dr. Suresh Sharma, Head of Mathematics Department, SCVB Govt. College,  
Palampur**

**Following are the overall observations made by the Academic – Administrative Audit Committee on the basis of the inputs collected from the various departments of the college:**

- Total number of students for the academic session 2018-19 was 3354. There are 42 members as Permanent faculty and 12 as Self Financing/Temporary faculty.**
- The academic results in various Graduation, Post Graduation and Self-Financing Courses were very good.**
- 16 Audio Visual rooms have been made available for the purpose of teaching learning.**
- Library is equipped with software 'SOUL 2.0'. All the books include bar code technology for the speedy circulation of the books, Identity Cards of the students as well as of the teachers have bar codes. RFID device is also set up in the library as anti-theft device.**

- **A Women Redressal Cell has been constituted for the Redressal of Sexual Harassment of girl students and Women Employees.**
- **An 'Alumni Association' has been constituted and the registration is in progress. (Initiative of IQAC)**
- **Parent –Teacher Association has been formed. (Initiative of IQAC)**
- **Keeping in view the demands of the staff and few requirements of the college, some renovations have been done. An indoor sports training room for the students, separate departmental room for Economics and a small cabin for the staff to have lunch in the staff room were made and a Gymnasium has been set up. Since the college roof is leaking at some places, its repair has been done.**
- **Infirmary has been set up in the college campus for providing medical assistance to the students and staff.**
- **Installation of Solar Power Generation Plant with a capacity of 16 kW is underway.**
- **Incinerator for the solid waste disposal has been installed to keep the campus clean.**
- **New posts in the subject of Tour & Travel and Education has been created and with the appointment of the faculty in these two subjects, admission has been given to the students. (Initiative of IQAC)**
- **Process of starting One year Certificate Course, one year Diploma and one year Advanced Diploma course in German has been initiated. (Initiative by IQAC)**
- **Outsourcing has been done to pick up the plastic waste from the college campus, girls hostel and staff quarters.**
- **One week 'Basic Computer Training Program' for the teaching and non-teaching staff was organized by the department of BCA. (Initiative of IQAC)**
- **Three one day workshops were organized by Department of Computer Sciences for the students and staff on 'Digital Literacy for Women', 'Electronic Waste and Health Hazards' and 'PC Management' (for the staff) helping in data management of the college.**
- **House exams/Mid Term exams for all the classes are conducted as per the curriculum.**

Following are the recommendations of the Audit Team:

1. An Internal Complaints Committee should be formed covering all the categories of complainants.
2. Organization of more Seminars/Workshops on the use of ICT in Quality Teaching Learning Methodology and Environment.
3. More workshops for the students on ICT and other skill development Programs should be organized.
4. More class tests should be conducted in addition to the house test/mid term exams, assignment and their performance should be consolidated in the form of their internal assessment.

Signature of the Academic Administrative Audit Team

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