



**JAGAT NARAIN LAL COLLEGE**

**KHAGAUL, PATNA-801105**

(A Constituent unit of Patliputra University)

**Academic and Administrative Audit Report**

**Year- 2023**

  
**IQAC Director**  
**N.L. COLLEGE**  
**KHAGAUL, PATNA 801105**


  
**PRINCIPAL**  
**J.N.L. COLLEGE**  
**KHAGAUL, PATNA**

## Academic and Administrative Audit

(Year- 2023)

This is to inform that Academic and Administrative Audit for Year 2018 -2023 will be held from dated 28/04/2023 to 26/05/2023. All the faculties are expected to be Present there.

  
IQAC Director Signature  
IQAC Director  
J.N.L. COLLEGE  
KHAGAUL, PATNA 801101

  
PRINCIPAL  
J.N.L. COLLEGE  
KHAGAUL, PATNA  
Principal Signature

## **Members of Academic Audit Committee**

**1. Dr. Syed Sarwar Imam**

Assistant professor  
Department of Political Science  
J N L College, Khagaul

**2. Dr. Medhavi Sudarshan**

Assistant Professor  
Department of Zoology  
J N L College, Khagaul

**3. Dr. Awantika Kumari**

Assistant Professor  
Department of Sanskrit  
J N L College, Khagaul


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## Principal Message

I'm glad that the college's academic and administrative audits (across several departments) were recently carried out to evaluate the calibre of the academic programs offered there. The IQAC has released a report on the recent academic and administrative audit of the institution, which reviewed the quality of academic procedures across all departments. We have begun the process of ensuring quality and self-introspection for the institution's better growth.

This method allowed us to identify our strengths and shortcomings and implement remedial steps based on peer team comments. As a strive to enhance and maintain the quality of teaching learning and related processes, young faculty members who have high-quality academic and research expertise as well as international exposure have been appointed during the past few years. With the help of some support, college is working to improve infrastructure and research facilities to meet global standards. These initiatives aim to improve student expertise and competitiveness, as well as streamline processes to achieve excellence.

The Academic Audit Report supports the College's goal of becoming a top-tier international institute.




**PRINCIPAL**  
**M. L. COLLEGE**  
**CHAGAU, PATNA**  
Principal Signature

## Preface

IQAC emphasises the importance of academic audits in recognising an institution's strengths and flaws. The College recently performed an academic & administrative audit using an internationally approved instrument and following NAAC recommendations.

Departments conduct self-study and expert assessments in relevant domains. The report covers all elements of academic activity in the departments, from teaching to assessment, student assistance to progression, and research to extension. The present audit reveals that the major strength of the college are a pool of highly qualified and internationally recognized faculty members who excel in their fields. The shortage of faculty members is still there but recruitment process of government and appointment of guest teachers is contributing to maintain student: teacher ratio.

The IQAC believes that the remedial actions implemented by departments and the college will improve the quality and level.

  
IQAC Director Signature  
IQAC Director  
J.N.L. COLLEGE  
KHAGAUL, PA.  
201308

## **About the College**

Established in 1960 through the generous donation of land by the esteemed freedom fighter and Bihar Cabinet minister, Late Jagat Narain Lal, Jagat Narain Lal College has been a beacon of education in the heart of Bihar. Its humble beginnings in the 1950s grew into a pivotal institution situated just 1 km south of Danapur Railway Station and 5 km from the Jay Prakash Narayan International Airport. Nestled along the picturesque NH-98, about 500 meters from Moti Chowk in Patna, this college was a pioneering force in providing education to the agrarian communities of this semi-urban region. It has remained the sole educational institution offering education up to the post-graduation level, catering specifically to the needs of this area. Originally affiliated with Bihar University, Muzaffarpur, the college later became a constituent unit of Magadh University, Bodh Gaya, and in 2018, became part of the newly constituted Patliputra University, Patna. Today, Jagat Narain Lal College boasts an enrollment of almost 2200 students, providing education in three faculties—Science, Arts, and Humanities—up to the Degree Honours level. Moreover, it offers post-graduate programs in History, Political Science, Chemistry, and Zoology, empowering students from economically and socially disadvantaged backgrounds. The institution has also introduced four vocational courses—B.Sc. in Biotechnology, B.Sc. in Information Technology, B.C.A., and B.Com.—further diversifying its educational offerings. With a vision to enhance the quality of life for economically, socially, and educationally marginalized sections of society, the college remains steadfast in its commitment to imparting quality higher education. The college's journey, from its inception with a noble cause to its current stature as a multi-disciplinary educational hub, reflects its unwavering dedication to upliftment through education.

### **Vision**

To create a distinctive educational atmosphere infused with humanistic principles and social commitment.

## **Mission**

Through critical thinking, communication, creativity, and cultural awareness, the institution fosters academic and career success by providing high-quality educational experiences and support services for students. It emphasises equity, accountability, and equity in educational achievements. The purpose is to provide innovative job-oriented courses and skill development to improve students' employment prospects.

## **Academic and Administrative Audit Concept**

The process of assessing an academic institution's efficacy and efficiency is known as Academic and Administrative Auditing (AAA). Academic audit is a systematic review of the quality of academic processes in an institution, aimed at enhancing academic activities. Administrative audit evaluates the efficiency and effectiveness of administrative procedures, including policies, strategies, and functions of various departments, and controls the overall administrative system. The college reviews the academic activities and programs in the departments as well as the institution at regular periods by conducting the audit. A self-evaluation and a site visit by different members is the part of the peer review process for it. Analysing and assessing the academic and administrative procedures of the organisation is the goal of this academic and administrative audit. It helps the institute to raise the standard of the organisation overall. It guarantees the appropriate and efficient use of the institution's systems, facilities and infrastructure. The Audit provides insights on the institution's strengths, shortcomings, opportunities, and difficulties. According to its reports, corrective and enhancing actions are implemented in a forward-thinking way.

## **Academic & Administrative Audit Process**

The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. Internally it is being done by the IQAC through various processes such as student feedback analysis, preparation of academic performance report of departments etc. Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process externally. The purpose of the academic audit is to encourage departments to evaluate

quality of their education processes there by assure and regularly improve the quality of teaching and learning processes as well as academic and research outputs.

In order to attain excellence in the teaching-learning process, the academic audit committee was established by the college. The Internal Quality Assurance Cell (IQAC) of the college develops tools and guidelines to enhance quality across all levels of the college.

### **Academic Strength of College**

Currently, the college offers the following courses:

1. UG Regular Courses: 14 subjects
2. PG Courses: 4 subjects
3. UG Vocational Courses: 4 subjects

### **Year Wise Students in different Department**

<b>Course</b>	<b>Subject</b>	<b>Sanctioned seats for current year</b>	<b>Year 2018</b>	<b>Year 2019</b>	<b>Year 2020</b>	<b>Year 2021</b>	<b>Year 2022</b>
B.A. Economics	Economics	226	174	209	226	223	194
B.A. English	English	81	77	85	75	73	71
B.A. Hindi	Hindi	100	40	59	100	100	91
B.A. History	History	232	262	223	232	232	216
B.A. Philosophy	Philosophy	53	9	13	14	16	15
B.A. Political Science	Political Science	223	218	226	217	223	206
B.A. Psychology	Psychology	161	90	105	159	139	133
B.A. Sanskrit	Sanskrit	43	-	-	-	1	8
B.A. Urdu	Urdu	43	8	6	19	18	28
B.Sc. Botany	Botany	185	1	9	6	12	43
B.Sc. Chemistry	Chemistry	186	10	63	59	43	60
B.Sc. Math	Math	186	64	133	101	78	87
B.Sc. Physics	Physics	186	39	103	94	85	121
B.Sc. Zoology	Zoology	186	31	43	61	96	104
B.Sc. IT	Information Technology	40	0	0	0	0	--
B.Sc. Biotech	Biotech	40	0	0	0	0	1
B.C.A.	Computer Application	40	0	0	0	2	12

B.Com	Commerce	40	0	0	0	0	--
P.G. History	History	30	0	0	0	0	27
P.G. Political Science	Political Science	30	0	0	0	0	28
P.G. Chemistry	Chemistry	30	0	0	0	0	26
P.G. Zoology	Zoology	30	0	0	0	0	29

### Faculty Strength (Department wise):

#### Regular Course

Department	Sanctioned post	Current status
Economics	03	03 (01 in deputation, 01-Guest)
English	02	02 (01 -Guest)
Hindi	03	02 (01 -Part Time)
History	02	02 (01 on deputation)
Philosophy	02	02
Political Science	03	02
Psychology	02	02
Sanskrit	01	01
Urdu	01	01 (Part-Time)
Botany	01	01
Chemistry	02	01
Math	03	01(Part-Time)
Physics	02	01(Guest)
Zoology	02	01
Environmental Science	01	00

#### Self Finance & Vocational Course

Department	Faculty Available
Information Technology	02 (Part-Time)
Computer Application	
Biotech	01(Part-Time)
Commerce	01(Part-Time)

## **Academic & Administrative Audit Method**

The Academic Audit Committee visited all the department of the college first in 28/04/2023 and finally in 25/05/2023. The committee members interacted with the faculty members of the respective departments to assess the academic performance of the college.

### **Criteria for academic & Administrative audit are as follows**

1. Curricular Aspects
2. Teaching, Learning & Evaluation
3. Research and Consultancy
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership and Management
7. Institutional Values and Best Practices

Based on the NAAC criteria, an academic audit that included every academic activity the college offered was carried out. The observations made by the committee are as follows -

#### **1. Curricular Aspects: Academic Aspects and Co-curricular Activities**

JNL College is affiliated to Patliputra University, Patna. The college follows Patliputra University's curriculum. Most departments aimed to effectively provide curriculum. Maintaining the lesson plan and course progress record. Implementing this strategy in a planned manner can improve overall teaching and learning experiences. The departments follow Patliputra University's academic calendar. Postgraduate studies will be given in four subjects at the institution beginning in 2022, with the entire course divided into four semesters. Following the implementation of the New Education Policy, a new syllabus for graduate level was implemented in 2023 as a four-year graduate course in which colleges follow the curriculum and academic calendar established and given by the university. Faculty members use a

variety of techniques to impart important knowledge to students, such as lectures, role plays, simulations, Power Point presentations, chalk and talk, and group discussions to UG regular/vocational as well as PG courses. Continuous student orientation program, field trips, guest lectures, and reference materials by learning partners have also been included for student improvement. The CBCS system allows faculty to manage several topics and participate in value-added courses and extracurricular activities. Students can take credits throughout the year & between semesters. Bridge courses are organised prior to regular sessions, and mentoring is provided on a regular basis.

## **2. Teaching and Learning Process**

JNL College's teaching faculty make major contributions to student learning, research, publication, and overall academic and personality development. The college's administration prioritises the academic needs of its faculty, students, and staff. The Teaching-Learning process employs a variety of approaches, including experiential learning, participatory learning, and problem solving methodologies, all of which make use of ICT facilities and e-resources. All academic activities are carried out strictly according to the academic and activity calendar. Orientation program was held for every new session. We offer bridge courses and remedial classes, mentoring and counselling, and recognition for successes. The method used included lectures, case studies, student engagement in class, assignments, team discussions on various topics, and technological environment modifications (e-source of knowledge and information) and presentations made by students. We give guidance and support for competitive exams and encourages students to take competitive tests. Parent Teacher Association meetings were conducted also. Students believe the teacher has strong subject expertise. Faculty participate in research and publish articles and books. Monitoring of discipline and classroom participation of students, Student-wise data of learning – visual, auditory and use of computerized presentations. Faculty can choose to participate in non-academic activities. Faculty members can participate in both in-house and off-site programs during their leave. These programs aim to assist faculty development. Faculties are promoted to attend Orientation and Refresher courses and Development programs as well as seminars and workshops. In addition to their academic responsibilities, faculty members participate in social and cultural activities.

Their effect on these fields is considerable.

Evaluation process includes Class room interactions, tests and exams as Internal assessments and Assignments & presentations as per syllabus designed for their curriculum. Initiatives focused on the needs of students include: student seminars and workshops, student exchange programs, CBCS introduction, orientation, bridge courses, and full-time faculty mentoring and counselling.

### **3. Research , Consultancy & Extensions**

To promote research many faculties are involved in mentoring PhD students provided by University. Three faculties who are not having Phd, enrolled in Patliputra University PhD program to gain better research oppurtunitie. College has a well-planned library and internet facility to cater to the needs of research. Online journal/e-content available for faculties as well as postgraduate students. All faculties publish 2 or 3 papers per year in reputed National as well as International Journals and books. PG students are also encouraged by faculty for project work and research work. There is e-library and inflibnet facility for access of journal and thesis available online for their betterment.

### **4. Infrastructure and Learning Resources**

The college features well-thought-out, technologically-enabled classrooms that are conducive to learning. Smart class facilities and online class facilities are also accessible to not only educate college students, but also in an effort by universities to reach out to other colleges where faculty are unavailable for student improvement. In the college, there is sufficient space to conduct both inddor and outdoor games.The college library includes volumes of books in all academic areas, all in the most recent editions. There is a well-established campus Wi-Fi network for IT infrastructure that allows both teachers and students free access. Numerous instrumentation facilities are connected to the science lab, enabling seamless practicals at both undergraduate and postgraduate levels. A moderate level of computer lab and language lab is also maintained for students . The campus of college is neat, clean and hygenically maintained. Development committee was constituted to oversee the overall upliftment

of the college infrastructure. Regular meeting are conducted to access the requirement and take action on the basis of direction of IQAC.

## **5. Student support and progression**

A number of departments are offering students activities aimed at improving their skills and developing their potential. The upward trajectory of students' education is heartening. Weaker students attend remedial programs. NSS & NCC wing is working well for students progression. Students are encouraged to involved in extra curricular activities held in the college. The college's sports department has consistently given students plenty of chances to engage in physically healthy, intellectually engaging, and socially responsible sports and games. Regular cultural events at college give a platform to the students to reveal their hidden talents. Students participate in extracurricular activities such as seminars, lectures, workshops, rural camps, blood donation drives, cleanliness initiatives, and awareness campaigns to address social concerns.

## **6. Governance, Leadership and Management:**

The college's vision is to attain academic excellence while also caring for marginalised and impoverished students. The university governs the admission policy, which is based only on merit and takes into account all reservation requirements. Finance Committee looks into the financial management. Faculty motivation policy is employed to improve faculty profile. Incentives are decided to provide to faculty for attending conferences or publish their paper. There is well structured monitoring system as IQAC to monitor outcome of courses. IQAC is proactive in innovating curriculum on a regular basis. Faculty performance is evaluated effectively. Student performance is also evaluated effectively. There exist committed faculty and other personnel, efficient administration, and decent infrastructure of college.

- (i) **Administrative Audit** - The internal audit of general administrative department of JNL College, Khagaul for the financial year 2022-2023. All type of leave records are up to date. Leave applied online and offline mode are entered by the office after they are received in hardcopy from the teacher

availing the leave. All teaching and non-teaching staff joining and leaving file are maintained. All permanent teaching & non-teaching staff service book are upgraded and found to be complete in order. Entries in the procurrent register, staff register, stationary issues register, library and sports register are complete and as per official procedure. Promotion related document of faculty and non teaching staffs are properly maintained by the general section.

- (ii) **Admission Process** - Students apply for admission to Patliputra University through a centralized portal, which then selects them based on merit and college choice. They register on the college website, take admission through the portal, print out an application form, attach required documents, which are verified by the respective department, and submit their application in the general section for online validation.
- (iii) **Examination Department** - College examination department is responsible for the conduction of internal assessment and management of external assessment by university. Resources for internal assessment are provided by the examination department to respective academic departments. Exam department is also responsible for uploading marks of internal assessment of the university portal. Exam department is also responsible for issuing of CLC, TC & Bonafide certificates (online application) and also keeping TR.

## **7. Institutional Values and Best Practice**

Our college is a vibrant hub of innovative teaching methods and comprehensive learning experiences. We foster student engagement through tutorials, home assignments, quizzes, and invigorating debates held annually. Our dedicated faculty embraces cutting-edge IT-enabled teaching approaches, ensuring a dynamic educational environment. Quality assurance is a cornerstone here, with the college subjecting itself to regular self and external evaluations. Embracing the globalized nature of higher education, we integrate technology seamlessly, promoting the nation's development while nurturing global competencies among our students. Proudly standing as torchbearers for eco-consciousness, we undertake numerous initiatives for environmental sustainability. Our campus boasts energy-efficient LED lighting and solar energy installations, creating a green haven that significantly reduces our carbon footprint. Ongoing construction plans include innovative water

harvesting and vermicomposting units, further demonstrating our commitment to eco-friendliness. In our pursuit of an inclusive and harmonious environment, we champion gender equality, cultural harmony, and citizen rights and duties through engaging lectures, seminars, and webinars. Notably, every Saturday, we illuminate minds both within and beyond our campus with the enlightening 'Samvidhan Path,' instilling a profound sense of civic responsibility. Celebrating national and international days and festivals, our NSS volunteers spearhead impactful awareness programs on gender sensitization and equity, contributing to a more inclusive society. Our focus on students as catalysts for societal change drives our 'Student Centric Activities' and 'Constitutional Literacy Programme: Know Your Rights and Duties through Samvidhan Paath' initiatives. These endeavours aim to foster a deep appreciation for nature, instil patriotic fervour, and instigate a sense of civic duty among our students, recognizing their immense potential in shaping a brighter tomorrow.

## **Recommendations by Committee for Quality Enhancement of the College**

The audit committee members suggest the following actions to improve the College's quality In light of their findings:

1. College need more faculties for betterment of students for many departments.
2. Seating arrangements of some classroom should maintain properly.
3. Blackboard in some classroom have to be replaced.
4. Students should participate in the more extended activities.
5. Increase cooperation for teacher exchange, student exchange, and internships.
6. Teachers should engage in more FDP programs to improve teaching quality.
7. Science Lab at the college level should be improved.
8. Research culture need upgradation.
9. The library will become more digital and enhance its sitting capacity.
10. Computer Lab should be improved.
11. There should be online access to leave records by the teaching and non-teaching staffs.  
Maintain all the records in succession.
12. Seeking partnership with institutional funding agencies on initiatives.

## Summary and Final Report

The Academic and Administrative Audit of all the departments of Jagat Narain Lal College , Khagaul was conducted.

In order to meet its objective , the committee physically visited all the departments and verified the documents and the academic records. The committee composed recommendations for department and college levels for the enhancement of academic standing and the efficient operation of college administrative procedures based on the examination of pertinent documents.

Committees at the college level value the role played by the Greivance Redressel Cell and the placement cell & Student Counselling Cell. The committee also appreciates the college's e-library. The committee also encourages the Department of Political Science, History, and Economics to take the initiative in assisting students with various competitive exams. It is also urged that the Department of Chemistry and Zoology as Science wing make progress so that the two-year PG program runs smoothly with lab experiments equipped with new technology in very short duration of their approval. Committee suggests more improvements be made to vocational course departments. Committee appreciate college administration for keeping everything running well in spite of a smaller number of teaching and non-teaching staff members. Overall, using the resources available, the various departments and college work to create programs and activities that are focused on the needs of the students.

### Signature of Committee members

Sham .

Awantika Kumari

Melhari Sudoshan  
26/5/2023.