

**Report of the Academic Audit of Various Faculties of  
SMP Govt. Girls PG College, Meerut**

**9<sup>th</sup> July, 2024**

**The Audit Team**

**Chairperson: Principal, SMP Govt. Girls PG College, Meerut**

**Science Faculty**

***In-charge: Dr. Amit Kumar***

Members (Department In-charge)

Chemistry: Dr. Alka Chaudhary

Physics: Dr. Rajeev Kumar

Zoology: Dr. Kumkum

Botany: Dr. Vaibhav Sharma

Mathematics: Dr. Amit Kumar

**Arts Departments**

***In-charge: Prof. Anuja Garg***

Members (Department In-charge)

English: Dr. Monika Chaudhary

Hindi: Dr. Sudha Rani Singh

History: Prof. Anita Goswami

Economics: Prof. Bharti Dixit

Physical Education: Dr. Bharti Sharma

Political Science: Prof. Anuja Garg

Home Science: Dr. Gauri

Sociology: Prof. Lata Kumar

Music: Dr. Radha Rani

Drawing & Painting: Vacant

**Commerce Department**

***In-charge: Dr. Avesh Kumar***

Member (Department In-charge): Dr. Avesh Kumar

**Teacher Education Faculty**

***In-charge: Dr. Bhawna Singh***

Member (Department In-charge): Dr. Bhawna Singh

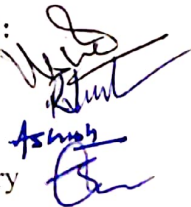
**Members of IQAC:**

Dr. Usha Sawhney

Dr. RC Singh

Dr. Ashish Pathak

Dr. Jyoti Chaudhary



## **Preface:**

The academic audit of SMP Govt. Girls PG College, Meerut was conducted on 9 July, 2024. The academic audit team comprises of one chairperson, four members of IQAC (Internal Quality Assurance Cell), four In-charges; one each to represent the respective faculty and one Department In-charge from each department and two External evaluators (professors from other colleges or universities) for an effective processing of the Academic Audit. Our college comprises of four faculties inclusive of Science, Arts, Commerce and Teacher Education.

The objective of the academic audit was to inspect and comprehend the students, teachers and collaboratively, the institution's up-gradation with the quality assurances on major specific points stipulated by National Assessment and Accreditation Council.

## **The Major Parameters Included:**

1. Teaching and Learning
2. Research and Extension Activities
3. Personal Profile (Achievements)

The audit team held separate meetings with the members of the faculty, students and non-teaching staff. The reports are compiled and appended.

**Note:** All the faculty members of the college are selected and appointed through UP Public Service Commission. The regular grade fixation and promotion criteria are absolutely based upon specific set of rules. These rules comprises of Orientation programs, Refresher courses, Short-term courses, Research publications, Research guidance, Project works, E-contents, Awards, Extension programs, Teaching and Learning record, Evaluation and Examination so on and so forth. Henceforth, all the faculties mandatorily complete the pre-requisites so as to maintain their eligibility for the respective post and also for an apt contribution to the qualitative up-gradation of the college by self-upgradation too.

The academic audit makes sure that the faculties are performing their best and are dedicated to prepare the students so as to groom and develop them to become a good academician and a dutiful citizen.

## **Introduction:**

SMP Govt. Girls PG College, Meerut, is a government institution governed by Department of Higher Education, Uttar Pradesh Government, established in 1999, affiliated to CCS University, Meerut and accredited with B+ Grade (2.61) by NAAC in the third cycle. The college initially began with Faculty of Humanities exclusively and later on in 2005 the faculties of Commerce and Science at UG Level were also introduced. The faculty of Teacher Education was introduced in 2009. The PG Courses were introduced in Humanities in 2005 and in Science and Commerce in 2014. The college initially started with a very small strength of 04 students and reached a modest figure 1658 in present session 2023-24.

In the beginning, the college was offering education to both the sexes (males & females) for approximately two years but later on observing the need of the hour which was to focus more on women's education in the local area; the college began to admit only women.

In 1999, the college began with nine subjects in Humanities and Home Science was introduced in 2014. Now college offers 17 undergraduate courses, 15 postgraduate programs, and a research centre for 16 subjects inclusive of all the four faculties.

The college has 01 Principal, 49 permanent faculty members and 01 head clerk, 02 junior clerks and 02 peons as office staff.

The college held an academic excellence inspection through National Assessment and Accreditation Council (NAAC) acquiring Grade B in the year 2012, Grade B+ in 2017 and Grade B+ in 2024. The most important point which is to be considered by the academic audit's team in this session, is the third cycle of NAAC Accreditation.

The vision of the college is to liberate knowledge, build and groom the personalities of the students and work for the betterment of the society. The college is focused to follow the strong belief in our Indian philosophy and knowledge; we see education as an effective tool which helps in preparing each student as a dedicated citizen with self-reliance, high ideals, noble thoughts and duty consciousness.

As, the institution is working to serve the nation's most noble profession of teaching and guiding to prepare good citizens, our motto is to develop women leaders. These women leaders shall be well equipped and fully empowered to nurture themselves and their family to live a happy and meaningful life. The college strives on the fact that education is being imparted to the students so that it can bring wisdom which shall uplift the mind and soul to achieve ultimate goals by crossing all the hurdles that arise from ignorance, incapability and other societal taboos. Our aim is to foster the supreme quest for truth and inquiry, creativity and love for knowledge.

### **Academic Audit (Internal):**

#### **Observations of the In-charges of the Faculties:**

The Academic Audit team of the college reviewed all the academic programs and co-curricular activities under the banner of departmental council conducted by various departments running under the respective faculty. It included three aspects; Teaching and Learning and Research & Extension Activities and Personal Profile (Achievements).

Each department showcased the department's annual academic calendar's executions through a well-prepared presentation providing a thorough understanding of the course objectives and its outputs. The co-curricular activities were recorded in the departmental registers. The departments held various intra and inter-departmental academic and co-curricular competitions which enables the students in polishing their knowledge and skills. Our college head, the principal also forms

various committees as per the need, for a smooth functioning and apt execution of different objectives. Few committees are formed in-house and few are mandatory to function by the instructions of the government.

Departments and various committees invite different subject experts in specialized areas of the respective programs to deliver extension lectures covering the multi-disciplinary aspect, a special feature of NEP.

Each and every department owns a departmental (subject dedicated) library. The college has a central library and an E-library as well. Students visit these libraries during their free periods so as to enhance their knowledge inclusive of multi-disciplinary studies as well.

The aim of the college is to impart higher education to all the students in a way that they can be made independent and a better citizen of the nation. All the students are duly counseled for employment opportunities by the respective departments. The department very well fulfils its responsibility at the initial stage followed by further efforts of the Career Counseling Cell which organizes job fairs and also awareness programs as and when government or any agency walks-in to do so at proper intervals of time throughout the session.

The students are facilitated with hands-on-training through Skill Development Courses in seven major professional areas under the umbrella of NEP 2020. The college is truly following NEP 2020 norms and is determined to organize inter-departmental lectures, workshops, seminars, educational visits and tours. The departments polish the students' talents by holding different competitions at intra and inter-departmental levels.

The college as a research center is accomplishing worthy research works which shall benefit the society and the nation as large. Many Pre-Ph.D viva voce submissions and final Ph.D viva voce submissions has been conducted in this academic session also. The academic audit form of the respective research guide clearly exhibits the number of research scholars being guided and also the viva-voce being held under their supervision.

The committee of the internal academic audit got convinced with the performance of the departments of the respective faculty. The members had a face-to-face interaction with the students and took their feedback as well. The students were absolutely satisfied and content with the teaching-learning system and expressed their thankfulness towards the principal and the college teachers for arranging maximum output from the available resources.

#### **In-charge of various faculties:**

Science  
Commerce  
Teacher Education  
Humanities

Dr. Amit Kumar  
Dr. Avesh Kumar  
Dr. Bhawna Singh  
Dr. Anuja Garg

#### **Report of Academic Audit**

**Date:** 09/07/2024

**Auditee:** SMP Govt. Girls PG College, Meerut

**Auditor I:** Prof. Anuj Kumar, Department of Physics, CCS University, Meerut

**Auditor II:** Prof. Prashant Kumar, Director, Department of Journalism and Mass communication, CCS University, Meerut

**Faculties/ Departments Visited:**

1. Science (05 Departments)
2. Commerce (01 Faculty)
3. Teacher Education (01 Faculty)
4. Humanities/ Language/ Fine Arts (10 Departments)

**Audit Parameters:**

1. Personal Profile
2. Teaching and Learning
3. Evaluation/ Examination
4. Research and Extension Activities
5. Curriculum Design and Implementation
6. Infrastructure and Learning Resources
7. Student Support and Progression
8. Governance and Leadership
9. Best Practices

**Academic (External) Audit team's Observations:**

The team performed a systematic scrutiny starting from the first parameter till the last parameter of each and every department. All the faculty members were assessed as per the norms of UGC and CAS and were found up to the mark. As 3<sup>rd</sup> cycle of NAAC accreditation took place in this session 2023-24, the college is found all intact for and after the smooth inspection by the NAAC peer team.

**Personal Profiles** of all the teachers was assessed to check whether they have been active in teaching and learning, research and extension activities and their achievements, if any. The audit was categorized on three factors, i.e., Satisfactory/ Good or Excellent.

All the faculty members are involved and were found good at delivering their lectures through conventional and ICT medium both. The **Teaching and Learning** is the core area of the profile of the teacher wherein each one was found good. Followed with the mandatory courses (orientation/refresher/short-term) and FDPs, the teachers are into self-upgradation process too.

The **Evaluation and Examination** process is followed by all the teachers. One Internal Exam is conducted in UG courses and two are conducted in PG courses as per the norms set by the university. The evaluation work is done for all the papers under the respective allotted courses.

Many teachers are contributing by setting question papers for university level examinations as well.

The **Research and Extension Activities** are performed on a regular basis by each teacher, department, UGC & Research Cell and Extension Lecture Cell. Most of the faculty members of various departments are involved in guiding research works. It is found that number of research scholars keep increasing in each session. A good number of Ph.D degrees are awarded every year. There had been a quarterly session for the research scholars to check their research progresses at a set interval of time. The research scholars took an initiative under the UGC & Research and Development cell to coach the PG students for SLET/NET examinations in the college campus itself.

Seven departments have prepared skill courses which can be assessed under **Curriculum Design and Implementation** pointer under NEP 2020. The students are getting professional skills sharpened by these courses and it has enhanced the course curriculum as well. The college took an initiative to run a basic and an advance computer course at its doorsteps to make the students technically sound.

The college has worked upon strengthening the **Infrastructure and Learning Resources** by installing ICT gadgets. There has been an installation of three smart boards and one over-head projector. Also, a room has been fully furnished as a smart classroom. The entire campus is now Wifi facilitated along with an E-learning park. A computer lab is constructed in Chemistry department. These facilities have supported the teachers in enhancing their teaching skills using these effective tools. The students are also benefitted with the usage of ICT techniques.

Each and every faculty dedicatedly provide **Student Support and Progression** through Mentor-Mentee Scheme and Career Counseling Cell. The mentors (teachers) are allotted with their mentees (students) who are free to contact their respective mentor as and when a need arise apart from their scheduled meetings. Various MoUs were signed with other universities to provide better opportunities to the students of the college along with an exchange program.

Teachers motivate and inspire students to participate in various units of the college comprising of NSS, NCC, Rangers along with Mission Shakti, Azaadi ka Amrit Mahotsav and Sadak-yaatayat suraksha etc to instill **Governance and Leadership** qualities.

The college assessment was done to analyze the **Best Practices** being followed in the campus. These best practices were found to be an enhancing part of the student's personalities and also a contribution to the society at large fulfilling social causes and also skill-based learning. College is actively running sewing course at the sewing kendra established in the collaboration of Singer Machines and Rotary Club Meerut stars, Meerut. Students are benefitted at a large scale with an extremely nominal fee. A village has been adopted wherein teachers contribute through donations and also run awareness programs for different social causes. College students contribute by encouraging the village kids for literary and cultural technology-based teaching etc. Records were verified for each and every point mentioned under academic audit's pointers.

Data of SC/ ST/ OBC students was checked and verified. The UG & PG time-tables were reviewed to understand the class engagement system. It was also cross-checked whether there is an alternative being set in case of any classes being left due to unavoidable circumstances, for example; faculty development courses, leaves and absenteeism due to administrative duty allotment. In such circumstances, the classes are mostly covered by research scholars and PG students whenever needed.

The pedagogy followed in engaging classes was discussed and reviewed for effectiveness. The SWOC (Strength, Weaknesses, Opportunities and Challenges) analysis conducted by the faculties was reviewed. Both documentary and non-documentary (interviewing students & teachers) evidences were checked. The performance of the faculties was assessed based on the alignment of the NAAC's seven criteria highlighting the eligibility criteria for the grades' fixation and promotion processes.

Interaction with the departmental council (a team of students representing all the classes) was organized to gather the feedback of the departmental activities. The council was found active and well-trained by the faculties of the respective departments.

A face-to-face interaction was held with the special government-initiated committees. The respective In-charges proved to be functioning for positive outcomes through documentation and non-documentation format both as per the requirements.

Two units of NSS, one unit of NCC and one of Rangers all were found effectively executing events as per their activity calendar. All these units' function with 100% of their potential to run awareness programs and knowledge-imparting programs for the development of society leading to a strong nation. The involvement of good number of students was observed under these umbrellas which proves that the college is truly extending full support and volunteer spirit in contributing to the social responsibility causes.

An official discussion with the IQAC members, In-charges of various faculties and departments helped in getting the vision for the future, sharing the previous results and findings so as to make new suggestions for the development of the college.

A meeting was held with the office staff and the fourth-class employees to understand how the maintenance and functioning of the building is taken care of. Though there remains a scope of development all the time but the present resources are being utilized in a systematic way delivering maximum benefit in the functioning of the college.

#### **Collaborative observations:**

1. The faculty profile of the departments is found to be of good standard. All the faculty members' personalities prove their coming from institutions of high repute. All of them have been selected by UPPSC and appointed by Department of Higher Education, Govt. of Uttar Pradesh.

2. The energy and potential amongst the faculty members is perfectly utilized in uplifting the institution and contributing further to National Level of competence.
3. Many events were organized in collaboration with other organizations to provide a wider platform to the students. Few MoUs were also signed with other organizations so as to facilitate students with more facilities apart from available resources in the college premises. Such initiatives are building better opportunities to the students, teachers and administration as well.
4. College IQAC being decorated with renowned stakeholders from various societal arenas is functioning at par with the excellence accepting their suggestions and support both. Stakeholders' contributions through different manners are exemplary in upgrading and polishing the students for a worthy competency in the outside professional world.
5. The college is determined to take necessary measures to take care of resource preservation and maximum utility features to build a self-sufficient campus along with an Eco-friendly premise. Eco club, E-waste management and Compost pits are properly functioning in the college.
6. The government-initiated programs like; Mission Shakti, Azaadi ka Amrit Mahotsav, Jal Sanrakshan, SVEEP, UP Rajya Sadak Suraksha Parishad Mahaatma Gandhi Rashriya Graamin Shiksha Parishad and many more are actively performing the assigned tasks in a result-oriented direction boosting the morale of the students and spreading the awareness amongst the people of the society and surrounding.
7. The students are being trained to learn leadership skills by providing them platforms like; departmental council membership, NSS, NCC and Rangers units etc. They get to learn a lot by following the footsteps of national heroes and national pride movements through a vast learning that they get by the celebrations of all national festivals and birthdays of national heroes.
8. In comparison to the last session, teachers of the college have put many more sincere efforts in execution of the research activities.
9. The teachers are involved in Teaching and learning followed by Examination and Evaluation assignments resulting into a smooth functioning of classes and generation of results at intra-level of the college. The external exams results are processed by the university; only conducting those exams within the college campus is college's responsibility.
10. The college has contributed by preparing skill courses and implementing them under the umbrella of NEP 2020.
11. Various departments execute educational tours and field trips for the practical understanding of the subject and providing exposure for multi-disciplinary avenues.



### **Interaction with the Students:**

The team interacted with the students' groups and the following observations were made:

1. The learning outcome of all the courses were clear to the students.
2. The students were found positive and highly appreciative of the college.
3. The students were able to quantify the efforts of teachers and the principal with examples; to showcase the standards and benefits that they get from various initiatives taken by the teachers and the departments respectively.
4. The students were found to be counseled aptly on what they wanted to do after their under-graduation and post-graduation courses.
5. It was observed that the students possessed a belongingness towards their college.

### **Interaction with the Research Scholars:**

1. The scholars were happy with their research guides and the support system that they acquire from the college.
2. The UGC & Research Development Cell takes care of the scholar's centric issues.
3. The cell also organizes need - based meetings with the research scholars providing a platform to them to share their works and experiences from time to time.
4. The JRF scholars found the government's system well-planned and motivating to run their research expenses so as to obtain the maximum output out of the available resources.
5. The scholars showed their feelings of dedication, devotion and belongingness and volunteered their contribution for the college's up-gradation through their work participation.

### **Interaction with Non-Teaching Staff:**

1. The team had a meeting with the non-teaching staff as well. They are generally happy. The concerns they shared were regarding the vacant seats of non-teaching posts. As most of the staff is not IT trained, and it's the need of the hour hence, the requirement is to fill those positions with technically sound people.
2. The out-sourced staff too expressed their contentment while working in the college campus. They are performing their duties in the best of their capacities to take care of the infrastructure and premises.

### **Suggestions:**

The team suggested few exercises to be executed in future for further development of the teachers and the college in the academic frame work of the CCS University:

1. The students must be encouraged to participate in more inter-university events. The teachers too may try to volunteer their candidature for various inter-university assignments. This will help in providing an exposure to the academic & co-curricular achievements enhancing the level of education at Regional, State, National and Inter-national levels. Presently, the involvement in the above-mentioned activities is also found to be worthy enough to report that the college is performing great.
2. The senior professors from various colleges and universities shall be invited to deliver talks on multi-disciplinary topics for the holistic development of the students. Their expertise of teaching and learning tools shall polish the students' personalities and raise their self-confidence internally and externally both. The lecture-extension cell is definitely active in the college and is organizing good number of intra-departmental and inter-departmental lectures in present scenario as well.
3. The college is a stand-alone academic institution of government in Meerut city imparting the best education and best counseling to the girl students coming from rural backgrounds. More funds from the government shall be demanded which will positively contribute in infrastructural development and maintenance resulting in acquiring an increase in number of admissions.

#### **Academic Audit (External):**

The external members of the academic audit committee took the report from the internal members and after their own assessment of the entire scenario, few points were brought forward. These points were to be considered for respective actions so that it can lead to a smooth functioning of the college.

1. The posts of lab assistants and technicians are vacant which creates a dis-comfort in running the laboratory assignments smoothly.
2. The position of librarian is not yet created, which once get created and filled shall ease the functioning of the library.
3. Few more classrooms and labs are needed to run the Teacher Education program as per the demand of the course curriculum.
4. Need of a multi-purpose hall for organizing national workshops, seminars for the students and the teacher's development programs
5. Lack of play ground to execute sports activities in an effective manner due to the construction of new building.

**In the above-mentioned context, the following measures were taken:**

1. A reminder letter has been sent to the concerned government bodies:

- a. To fill the posts of lab assistants and technicians.
- b. To create the post of librarian.
- c. To check for the possibilities to get one building solving the issue of classrooms and labs to run B.Ed courses.

#### **Compliance Status of Previous Session:**

1. The construction of the road is done henceforth, the previous issue of road connecting the college with the main road is sorted.
2. Letters have been sent to the respective authorities regarding point number 1, 2, 3 & 4.
3. An MoU was signed between SMP Govt. Girls College, Meerut and Meerut College, Meerut for the facility of playground. The problem has been sorted temporarily with a collaborative effort of two academic institutions witnessing a healthy way of growth & development.
4. The college took an initiative to clean the open area covered by trees at the back side of the Science & Commerce building so as to maintain it for the canteen facility & got the tender process fulfilled as per norms to hire a vendor for that purpose. Hence, the issue regarding a canteen was also resolved.

#### **Summary:**


The academic audit of session 2023-24 exhibits a sincere advancement in the academic and co-curricular scenarios from the previous sessions. All the functioning pillars of the college administration system; inclusive of fourth class, office staff, faculty members, stakeholders, guests and visitors and the principal were found contributing with their best of the capacities so as to prepare a smooth work environment. The true backbone of the college; the students were found content, satisfied and happy with academic standards, co-curricular activities, skill development programs, Intra plus Inter-collegiate and Intra plus Inter-University events. Their excitement and spirit of belongingness towards the college was good enough to accept that the college environment is absolutely conducive and suitable for the students.


The best practices inclusive of on-line teaching, sewing course, sanitary napkins facility, rain-water-harvest plant, Re-cycling through D-compost Pit, eco-club and solar plant's installation and adoption of a village nearby geographical region of the college, scholarship scheme, smart-phone distribution policy, support for weaker section girls, awareness programs, social services by various community units; all are playing an important role in contributing to the best practices and an overall development of the students by providing a comfortable and healthy environment. The teachers, departments, faculties, government-initiated committees, social welfare committees, research guides and various stakeholders all were observed to be in synchronization; contributing towards an overall development of the students and strengthening their academic and co-curricular profiles.

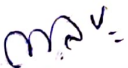
The academic audit team declares that the college may follow the above-mentioned few suggestions to improve the functioning further more but in totality the team has found that the college's administration is involved in full-fledged capacity for providing a suitable environment to the students and staff both. It is capable of providing a safe, healthy, happy and peaceful environment for everyone. All the efforts are absolutely transparent focusing upon building an understanding amongst each member of the college which is leading to an upgradation and upliftment of the college on a regular basis.

The overall initiatives taken by the college administration, teachers and office staff is worth appreciation. The IQAC and NAAC committees are functioning smoothly and providing a needed strength to the college.

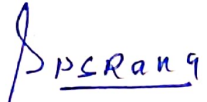
I/We wish all the best to the college administration, teaching, non-teaching staff, stakeholders and fourth-class employees.

  
**External Evaluator I**  
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**NAAC Coordinator**  
**S.M.P. Govt. Girls P.G. College**  
**Meerut**

  
**Principal**