



S. P. Jain College, Sasaram



## Academic and Administrative Audit Report

2021-22



# S.P. JAIN COLLEGE

Mirza Pur, Old G.T. Road, Sasaram Rohtas (821115)  
(A Constituent Unit of Veer Kunwar Singh University, Ara)

Office of the Principal

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## Audit Committee

Shanti Prasad Jain College also known as S. P. Jain College, Sasaram has five members committee to conduct an Academic & Administrative Audit of the College. The Audit Committee consist of the following members:

1. Dr. Eqbal Afzal, Principal, Oriental College, Patncity
2. Dr. Gurucharan Singh, Principal, S. P. Jain College
3. Dr. Mritunjay Singh, IQAC Co-Ordinator
4. Dr. Shamim Ahmad, HOD, Oriental College, Patncity
5. Dr. Harish Ussmani, HOD, Sogra College, Biharsharif

The Academic and Administrative Audit of the college was conducted on dated 04.05.2021 and report submitted on 16.07.2021 with the primary purpose of providing an opportunity for a comprehensive strategic review of the institution's teaching, learning, and administrative activities.

During the audit, the dedicated audit team visited various departments and facilities, engaging in brief interactions with faculty members, students from different department streams, as well as administrative and support staff. The schedule included visits to laboratories, computer facilities, the library, and other key college facilities. These visits allowed the Audit Committee to gather relevant first-hand information.

Based on the data and information gathered from documents and interactions with various components of the institution, the Audit Committee has made a concerted effort to present their observations, views, and recommendations in this report. The intention behind these recommendations is to promote the best interests of the college.



## Brief Profile of the College

1. Name & Address of College : Shanti Prasad Jain College, Sasaram
2. Conducting Society : Internal
3. Year of Establishment : 01.08.1950
4. UGC 2f and 12B : Yes
5. N.C.T.E. : Yes
6. Name of Principal : Dr. Gurucharan Singh
7. Nature of the College : Constituent College
8. Affiliating University : Veer Kunwar Singh University, Ara, Bhojpur Bihar.
9. Types of College : Govt & UGC aided.
10. Location of College : Rural



**Details of programs offered by the college (Give data for current academic year):**

Faculty	Name of Programs	Program Level	Duration	Sanctioned Strength (at entry level)	No of Students Admitted
Arts	B.A	UG	48 months	1836	1816
	M.A	P.G	24 months	364	332
Science	B.Sc	UG	48 months	759	759
	M.Sc	PG	24 months	273	257
Commerce	B.Com	UG	48 months	540	508
Department of Business Administration	B.B.A	UG	36 months	40	40
Department Of Computer Application	B.C.A	UG	36 months	60	44
Department of Bio-Technology	B.Sc Bio-Tech	UG	36 months	30	17
Department of Education	B.Ed	UG	24 months	100	100

**Detail of Department:**

Faculty	Name of department	Level UG/PG	No of Post sanctioned	No of Faculties working	No of Faculties with PhD	Average Year of Experience
	Hindi	UG & PG	5	04	04	25
	Political Science	UG & PG	5	01	01	25
	History	UG & PG	5	02	01	02

<b>Arts</b>	<b>English</b>	<b>UG &amp; PG</b>	<b>3</b>	<b>01</b>	<b>01</b>	<b>35</b>
	<b>Economics</b>	<b>UG &amp; PG</b>	<b>5</b>	<b>04</b>	<b>03</b>	<b>30</b>
	<b>Philosophy</b>	<b>UG</b>	<b>3</b>	<b>01</b>	<b>01</b>	<b>18</b>
	<b>Psychology</b>	<b>UG</b>	<b>3</b>	<b>02</b>	<b>02</b>	<b>04</b>
	<b>Urdu</b>	<b>UG</b>	<b>2</b>	<b>01</b>	<b>01</b>	<b>35</b>
<b>Science</b>	<b>Physics</b>	<b>UG</b>	<b>5</b>	<b>03</b>	<b>03</b>	<b>35</b>
	<b>Chemistry</b>	<b>UG &amp; PG</b>	<b>6</b>	<b>04</b>	<b>04</b>	<b>03</b>
	<b>Botany</b>	<b>UG &amp; PG</b>	<b>3</b>	<b>01</b>	<b>01</b>	<b>35</b>
	<b>Zoology</b>	<b>UG &amp; PG</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
	<b>Math</b>	<b>UG &amp; PG</b>	<b>3</b>	<b>01</b>	<b>01</b>	<b>04</b>
<b>Commerce</b>	<b>Commerce</b>	<b>UG</b>	<b>3</b>	<b>03</b>	<b>01</b>	<b>02</b>
<b>Education</b>	<b>Education</b>	<b>UG</b>	<b>6</b>	<b>06</b>	<b>01</b>	<b>05</b>
<b>Business Administration</b>	<b>Business Administration</b>	<b>UG</b>	<b>5</b>	<b>03</b>	<b>01</b>	<b>11</b>
<b>Computer Application</b>	<b>Computer Application</b>	<b>UG</b>	<b>5</b>	<b>02</b>	<b>1</b>	<b>13</b>
<b>Bio - Technology</b>	<b>Bio - Technology</b>	<b>UG</b>	<b>5</b>	<b>02</b>	<b>Nil</b>	<b>03</b>

**List of Full time Teachers 2021-22**

Sl. No.	Name	Designation	Date of joining institution	Nature of appointment (temporary/permanent)	Name of the Department	Highest Qualification
1	Dr. Gurucharan Singh	Principal	19.03.1986	Permanent	Hindi	Ph.D.
2	Dr. S.P. Tiwari	Associate Professor	12.04.1983	Permanent	Physics	Ph.D.
3	Dr. Azra Perveen	Associate Professor	04.11.1996	Permanent	Botany	Ph.D.
4	Dr. Md. Allauddin	Associate Professor	05.11.1996	Permanent	Pol. Science	Ph.D.
5	Dr. Inamul Haque	Professor	18.11.1996	Permanent	Urdu	JRF (NET) Ph.D.
6	Dr. Mritunjay Singh	Professor	18.11.1996	Permanent	Hindi	JRF (NET) Ph.D.
7	Dr. D.P. Singh	Associate Professor	05.11.1996	Permanent	Hindi	Ph.D.
8	Dr. Anand Kumar	Associate Professor	26.06.2003	Permanent	Economics	Ph.D.
9	Dr. Swadhesh Kumar	Sr. Assistant Professor	27.06.2003	Permanent	Philosophy	Ph.D.
10	Dr. Raushan Kumar	Sr. Assistant Professor	14.07.2003	Permanent	Hindi	Ph.D.
11	Dr. Ajay Kumar Singh	Associate Professor	19.03.1986	Permanent	Economics	Ph.D.
12	Dr. Rajesh Kumar Sinha	Associate Professor	19.03.1986	Permanent	English	Ph.D.
13	Dr. Ranjeet Kumar Pandey	Assistant Professor	03.06.2017	Permanent	Psychology	Ph.D.
14	Dr. Shahshikala Kumari	Assistant Professor	07.06.2017	Permanent	Psychology	Ph.D.
15	Dr. Atibalaa Singh	Assistant Professor	13.06.2017	Permanent	Economics	NET
16	Dr. Shyam Raj Yadav	Assistant Professor	01.11.2017	Permanent	Chemistry	Ph.D.
17	Dr. Jai Parkash	Assistant Professor	01.11.2017	Permanent	Chemistry	NET, Ph.D.
18	Dr. Ujjawal Kanti Ghoshal	Assistant Professor	07.11.2017	Permanent	Maths	NET, Ph.D.

19	Dr. Shiv Kumar Ravidas	Assistant Professor	21.08.2019	Permanent	Commerce	NET, Ph.D.
20	Dr. Ram Prakash Sharma	Assistant Professor	21.12.2019	Permanent	History	NET, JRF, Ph.D.
21	Sri Prem Prabhat	Assistant Professor	03.01.2020	Permanent	History	JRF (NET)
22	Dr. Sharwan Kumar	Contractual	03.10.2020	Guest Faculty	Economics	Ph.D.
23	Dr. Anuj Kumar	Contractual	29.01.2021	Guest Faculty	Physics	Ph.D.
24	Dr. Shambhu Nath Prabhakar	Contractual	09.02.2021	Guest Faculty	Physics	Ph.D.
25	Dr. Manju Kumari	Contractual	30.01.2021	Guest Faculty	Chemistry	Ph.D.
26	Dr. Atul Kumar	Contractual	05.02.2021	Guest Faculty	Chemistry	Ph.D.
27	Sri Gaurav Paswan	Contractual	03.02.2021	Guest Faculty	Commerce	NET
28	Sri Ashok Kumar	Contractual	03.02.2021	Guest Faculty	Commerce	NET
29	Sri Umesh Kr. Tiwari	Contractual	19.06.2015	Regular	B.Ed	M.Ed.
30	Smt. Kanchan Kumari	Contractual	17.06.2015	Regular	B.Ed	Ph.D., M.Ed.
31	Sri Arvind Kumar	Contractual	12.06.2015	Regular	B.Ed	M.Sc., M.Ed.
32	Sri Jayant	Contractual	12.06.2015	Regular	B.Ed	M.F.A.
33	Sri Rakesh Kr. Chouhan	Contractual	12.06.2015	Regular	B.Ed	M.P.Ed
34	Sri Kamlesh Kr. Rai	Contractual	06.01.2017	Regular	B.Ed	M.A., M.Ed
35	Ajay kumar Singh	Contractual	20.07.2009	Regular	B.B.A	Ph.D.
36	Ajeet kumar	Contractual	01.08.2008	Regular	B.B.A	M.Com
37	Abhimanu Singh	Contractual	03.01.2011	Regular	B.B.A	MBA
38	Ram Chandra Singh	Contractual	20.07.2007	Regular	BCA	MCA
39	Supriya Kumari	Contractual	16.01.2017	Regular	Bio-Tech	M.Sc.
40	Sangita Singh	Contractual	22.12.2017	Regular	Bio-Tech	M.Sc.

## Details of Infrastructure:

Sr.No	Details
<b>Class Room &amp; Laboratories</b>	
	<ul style="list-style-type: none"> <li>• Spread over 16.26 acres, the campus houses seven buildings equipped with adequate classrooms, including 07 smart classrooms. (As per University / Apex body norms)</li> <li>• A fully air-conditioned auditorium with seating capacity 500 and a multipurpose hall for seminars and conferences, accommodating up to 800 people.</li> <li>• 11 well-equipped laboratories. (As per University / Apex body norms)</li> <li>• 102 Nos. of Computers installed.</li> </ul>
<b>Hostel : 01 for Girls ( Intake : 60 )</b>	
<b>Library</b>	
	<ul style="list-style-type: none"> <li>• A fully Automated with Web OPAC Enabled library and also E- Library subscribed with INFLIBNET.</li> <li>• The library, automated with an Integrated Library Management System, comprises a central library and seminar libraries with approximately 35,000 books.</li> <li>• The central library is well-equipped with reference books and journals.</li> <li>• The institution subscribes to N-LIST for e-resources, granting access to a vast repository of e-books and e-journals.</li> <li>• Web OPAC <a href="http://spjc.autolib.org/">http://spjc.autolib.org/</a></li> <li>• More than 1,50,000 e-books, 5000+ e-journals from N-LIST, and 5 lacs of e-books from NDL are available to access to the students at our college.</li> <li>• Additionally, each departments have seminar libraries and computer facilities with internet access.</li> <li>• The central library space is 600 sq. mtr &amp; There are 02 Reading room. 30 students sitting capacity in each reading room.</li> <li>• The newspaper and the daily magazines and bulletins etc. are also issued on the college.</li> <li>• The special cubicles are made subject wise for reading and studying purpose for the staff &amp; the college staff has authority to explore the library facility limitless.</li> <li>• Over the years, it has Invested significantly in acquiring books and periodicals.</li> <li>• computer and internet facilities are available to both faculty members and students.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Sports and games:</b> There is spacious play ground in college campus, where sports and games like football, cricket, volley ball, kabaddi and wrestling are actively performed.</li> </ul>

<b>Sports &amp; Culture</b>	<ul style="list-style-type: none"> <li>Besides outdoor games, the facilities for indoor game such as table tennis, carrom board and chess are available in the college.</li> <li><b>Yoga and Meditation:</b> Yoga and meditation is conducted in the college from time to time.</li> <li><b>Cultural Activities:</b> The adequate facilities for cultural activities are available in the college and the cultural programs are successfully performed in the college campus.</li> <li><b>Auditorium:</b> There is a fully AC auditorium having 500 seating capacity. Comfortable chairs are installed in it.</li> <li>Projector is used during seminar, conference.</li> <li><b>There is a Multipurpose Hall used as seminar and conference hall</b> having seating capacity of 800 people.</li> </ul>
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### Observation of the Team:

Observation based on the NAAC stipulated criterion by the team covering all academic and administrative activities of the college are as follow:

Criteria	<b>Academic Audit Report</b>
<b>1. Curriculum Aspects</b>	<ul style="list-style-type: none"> <li>The College offers fourteen under graduate and nine post graduate and four professional courses.</li> <li>college also offers Vocational Courses in B.B.A, B.C.A, B.Sc. (Bio tech) &amp; B.Ed.</li> <li>College, follows the mandated CURRICULUM AND ACADEMIC CALENDAR prepared by V.K.S.U Ara as per guideline of the Governor's Secretary and the Govt. of Bihar.</li> <li>However, The Timetable Committee prepares the master timetable, in consultation with all departments well in advance of the beginning of each year and semester and subsequently, displays the integrated timetable on the college website. / Noticeboard.</li> <li>All the teachers are fully trained for carrying out curricular transaction process through ICT.</li> <li>College has arrangement for preparation of Pre- Competition Training Centre for weaker sections for various govt job run by Government of Bihar.</li> <li>The college has the mechanism of taking feedback on curriculum from stakeholders.</li> </ul>
<b>2. Teaching – Learning and Evaluation</b>	<ul style="list-style-type: none"> <li>Total No Permanent Faculty - 40</li> <li>Total No Faculty with PhD – 29</li> <li>Total No of Guest Faculty – 07</li> <li>Classroom teaching is supplemented with special lectures by eminent academicians, group discussions, student seminars, assignments, project works, field project and departmental quiz etc.</li> <li>Uses of ICT in teaching &amp; learning process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mentoring System to minimize dropout through personal counselling.</li> <li>• Remedial classes for slow learners.</li> <li>• The college ensures continuous, comprehensive and transparent process of the internal assessment mechanism through Written Tests, Oral Test, Practical test, assignment, Homework, Punctuality, Regularity and attentiveness.</li> <li>• FDP attended by faculties on regular basis.</li> <li>• Parent and Teacher meetings are held regularly and remedial measures if any are taken on the parent feedback.</li> </ul>
<b>3. Research, consultancy and Extension.</b>	<ul style="list-style-type: none"> <li>• Over 90 % Faculties supervise Doctoral Scholars in their researches and regularly publish their new research papers in Sodh Sanchay and other UGC recognized and approved magazines and Journals.</li> <li>• Students participate in innovation, incubation and Entrepreneurship activities.</li> <li>• Research aptitude among students is groomed and inculcated through project implementation.</li> </ul>
<b>4. Infrastructure and learning resources.</b>	<ul style="list-style-type: none"> <li>• Wifi enabled campus with 200 Mbps capacity has been made available for more labs, schools, and libraries.</li> <li>• There is also an additional government-sponsored WiFi system for the campus.</li> <li>• Computers and projectors have been made available to almost all of the departments.</li> <li>• Textbooks, references, and websites/web links are used by teachers to create their teaching materials for power point presentations.</li> <li>• All the teachers have their own id &amp; password.</li> <li>• Wi-Fi is available to all students and faculty, and they are encouraged to use ICT to create assignments, presentations, etc., allowing them to use ICT for computer-aided learning.</li> <li>• The use of ICT in teaching and learning makes lectures more attractive and interesting as a result, students become more interested and their curiosity and crave for knowledge are stoked.</li> <li>• Students are inspired by it to seek information on their own from various websites, e-resources etc.</li> <li>• To quench their hunger for more knowledge and information. The entire activity transforms a teacher's position to a facilitator, with students serving as active participants.</li> </ul>
<b>5. Student Support &amp; Progression.</b>	<ul style="list-style-type: none"> <li>• Various gender sensitization programme organized by the college.</li> <li>• 2133 students received financial support from different sources.</li> <li>• Active NSS 02 Unit , NCC and various statutory Cells.</li> <li>• Active student Career counselling cell.</li> <li>• Active placement cell.</li> <li>• Active Alumni Association.</li> <li>• The practice of conducting Guest Lectures, Industrial visits and industrial training has been enhanced.</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional training on communication skills and soft skills is further increased.</li> <li>• Participation of students in Sports, Games at Intramural, regional and university level, NSS activities and were awarded on outstanding performances.</li> </ul>
<b>6. Governance, Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>• Vision, Mission and core values of the institution stated clearly.</li> <li>• IQAC is very Active and Excellence work and contribution to Quality Education and Innovation</li> <li>• IQAC has contributed significantly for Institutionalizing the quality assurance strategies and processes.</li> <li>• The institution reviews its teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms.</li> </ul>
<b>7. Best Practices.</b>	<ul style="list-style-type: none"> <li>• Institutional efforts to provide an inclusive environment and sensitization to constitutional obligations are paramount in fostering diversity and harmony.</li> <li>• One such effort is through cultural programs and festivals that celebrate the rich diversity of India.</li> <li>• The institution conducts seminars, workshops, and awareness campaigns on constitutional obligations, values, rights, and duties of citizens.</li> <li>• <b>Best Practice 1: Eco-Friendly Infrastructure and Initiatives:</b></li> <li>• The institution's commitment to eco-friendliness is commendable. Vermiform composting and rainwater harvesting are exemplary practices that promote sustainability.</li> <li>• Both practices align with "Swachh Bharat Abhiyan" and promote a greener campus.</li> <li>• <b>Best Practice 2: Promotion of ICT Infrastructure &amp; Resources:</b></li> <li>• Recognizing the significance of ICT in education, the institution invests in robust infrastructure, high-speed internet, and digital learning platforms.</li> </ul>

## Recommendations and suggestions to improve an educational institution:

- 1. Measurement and Quantification of Activities:**
  - Implement Key Performance Indicators (KPIs) for different departments and activities to evaluate their effectiveness.
  - Regularly review and assess these KPIs to identify areas for improvement.
  
- 2. Encouraging Research Publications:**
  - Organize research seminars and workshops to foster a research culture.
  - Provide incentives for faculty who publish in UGC-listed journals, such as research grants or recognition.
  
- 3. Funded Projects for Faculty:**
  - Establish a dedicated research support office to help faculty secure funding from various agencies.
  - Offer training and resources on grant proposal writing.
  
- 4. Research Support Fund:**
  - Create a corpus fund for research activities, which can be used for equipment, conferences, and research-related expenses.
  - Ensure transparent guidelines for accessing and utilizing this fund.
  
- 5. Dedicated Placement Cell:**
  - Appoint a professional head with experience in career counseling and industry connections.
  - Provide students with placement services, interview preparation, and networking opportunities.
  
- 6. Spoken English Courses:**
  - Offer optional or mandatory courses to improve communication skills.
  - Collaborate with language institutes or experts in language training.
  
- 7. Student Progression Diary:**
  - Implement a digital platform or a physical diary for students to track their academic progress, goals, and achievements.
  - Encourage regular meetings with academic advisors.
  
- 8. Student Competency Mapping:**
  - Develop a system to assess and map student competencies.
  - Use the results to tailor academic and extracurricular activities to individual needs.
  
- 9. Increase Reading Room Capacity:**
  - Expand and enhance reading room facilities, including access to digital resources.
  - Consider extended operating hours to accommodate more students.

**10. Collaboration with Industry Bodies:**

- Forge partnerships with industry associations, local companies, and alumni networks.
- Create opportunities for internships, guest lectures, and joint research projects.

**11. Enhancing Curriculum with More Skills:**

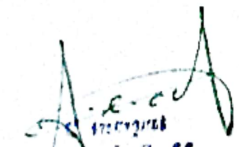
- Identify key skills in demand in the job market.
- Integrate skill development modules within the existing curriculum.
- Regularly update the curriculum to align with industry needs.

In addition to these suggestions, it's essential to engage stakeholders, including students, faculty, and alumni, in the decision-making process. Continuous feedback and assessment of these initiatives will be crucial to ensure their effectiveness and make necessary adjustments over time.

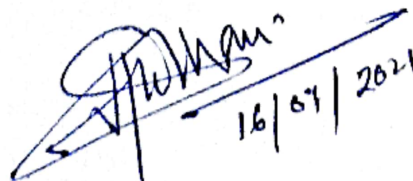
The Audit Committee members wish to extend their sincere appreciation and gratitude to the college authorities for the privilege of conducting the audit. They also want to convey their heartfelt gratitude to all the faculty members and support staff for their unwavering cooperation throughout the audit process.

**Signature of Audit and Administrative Committee members**

  
Co-ordinator  
IQAC  
S.P. Jain College  
Sasaram (Rohtas)

  
Principal  
Dental College  
PATNA CITY  
16.07.21

  
16.07.21  
PRINCIPAL  
S.P. Jain College  
Sasaram (Rohtas)

  
16/07/2021