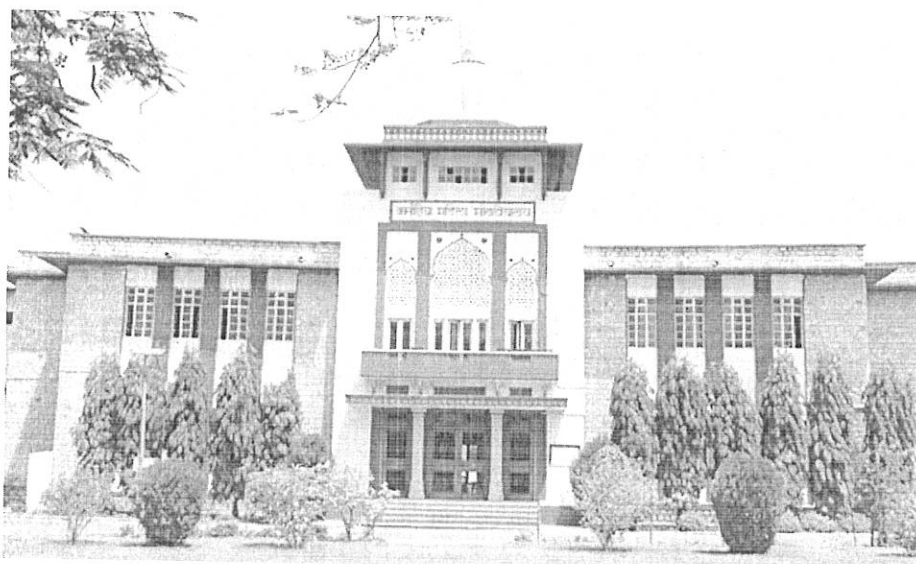


Report of the
Academic
And
Administrative Audit (AAA)
2022-23



Members of the AAA Committee:

1. Dr. Sunita Mathur, Department of EAFM
2. Dr. Prabha Bajaj, Department of Music
3. Dr. Neetu Mahawar, Department of Environmental Science
4. Ms. Vijay Laxmi, Department of Economics
5. Dr. Sweety Mathur, Department of Sociology
6. Dr. Deepti Chauhan, Department of Physics

13 May 2023

Introduction

Kanoria PG Mahila Mahavidyalaya, Jaipur was established in the year 1965 to strengthen female education in the state which was at a relatively low level at the time of its establishment. Since then, the college has developed as a pioneer educational institution in the state. As a result of continuing growth, more than 6000 students were enrolled in various courses in undergraduate and post graduate courses in various disciplines.

The basic objective of higher education is to provide effective and efficient human resources to the society, which can be achieved not only by providing qualitative and formal academic education, but also by inculcating the spirit of making contribution to the society and the future generations

Objectives of academic and administrative audit

The functioning of any institution requires periodic review and to evaluate its success or even the weaknesses, if any. AAA is a meaningful review of the activities of various academic and co-curricular activities supported by the administrative mechanism. The objectives of AAA are.

- To understand the existing system and identify the strengths and weaknesses of the Institution.
- The Academic and Administrative Audit (AAA) is used as a tool to identify the areas for specific focus and improvements.
- To review the implementation of suggestions for improvement.
- To evaluate the optimum utilization of resources.
- To evaluate the quality process and to suggest remedies.

KMM has also introduced AAA in the college. This audit is conducted well by a six members committee of experienced and knowledgeable faculty members. This audit is going on since 2019. For academic year 2022 -2023, this audit continued to operate.

Scope

- Admissions
- Teaching Methodology
- Curricular Aspects
- Co-Curricular Activities
- Various administrative aspects of the College

Based on the information gathered from the 26 departments and administrative staff through brief interactions with the faculty members and office staff, the Academic and Administrative

Audit (AAA) committee has made a sincere endeavor to offer its views, observations and recommendations in this report with the expectation that the implementation of these recommendations will certainly boost up the quality of education in the college.

Admissions

To attract the deserving candidates to the college, the counselling sessions were held by the college for new admission. The college followed online as well as offline mode of admissions through Q Fix software system for form submission and fee collection. Admission process in the college begins with merit-based admission of deserving candidates and is largely based on performance in the class 12th examination. The college entices brilliant students from all over the state and country. The statutory reservation quota, prescribed by the Government is also adhered to. Admission policies are clear, transparent and accessible to the students. The admission process comprises of various steps i.e., online registration, selection of courses, verification of documents, final approval of admission by the college, and online payment of admission fee. College has affiliation with University of Rajasthan and admissions are given according to the seats allotted by the University in different courses. The college at present offers various subjects in Science, Commerce and Arts streams in which 5310 undergraduate and 724 postgraduate students are enrolled. During recent years, the college has also been imparting education for various employment-oriented courses to meet the requirements of the society.

Faculty of the college:

During 2022 -23, the college had a strength of 109 qualified and experienced teachers in various departments. The faculty is well committed to provide purposeful education to the students to meet their academic requirements. The faculty members under take mentoring sessions also for the students to provide them psychological support and for resolving their problems and difficulties.

Teaching Plan:

With a view to impart education in systematic and planned manner, the entire syllabus prescribed by University of Rajasthan and the course contents of the papers in various subjects, are divided into three terms by all the Departments, as follows:

I Term- July to September

II Term- October to December

III Term- January to March

Academic and Administrative Audit (AAA) committee observed that all the departments sincerely follow time schedule for syllabus completion, keeping in view the learning pace of students in this pandemic. Term wise division of syllabus is reported to Internal Quality Assurance Cell (IQAC) also.

Time Table:

During academic session 2022-23, time-table were prepared by the time-table committee. The departments shared their time-table on the college website.

- Academic and Administrative Audit (AAA) committee observed that before the beginning of the session, class wise time-table is prepared with the active participation of the committee members of the respective departments. Time-table preparation was based on subject combinations. Convenience of the students was also taken into consideration.
- Preparation of the time-table of particular department and individual faculty member was also done by referring to the class wise time-tables.
- The class wise time-tables of the concerned teachers and the students were communicated through college website.
- Room wise time table was also displayed.

Teaching Methodology:

Although traditional classroom teaching methods have been in practice for years together, but with the changing scenario and the advancement of technology, blended mode of teaching has been preferred as mode of teaching. The main teaching and learning methods in the college are flexible learning, lectures, seminars and tutorials, independent study, laboratory and practical learning, field trips, problem based-inquiry based learning, project and learning through research. The methods for assessment of students are unit test, internals, assignments, dissertation and projects etc.

Different tools are being used by the teachers, like:

- Smart Board
- White Board
- Pre Recorded Video Lectures
- Power Point Presentations
- Online Quiz
- You Tube Channel of College

Co-Curricular Activities:

Co-Curricular activities improve the learning aptitude of the students and also help them to identify and develop their inner talents like reading, writing, communication skill, building leadership qualities and many more. These activities offered them an opportunity to explore their hidden talents and passion. Co-curricular activities are those activities which are organized outside the classroom situation. These have indirect reference to actual instructional work that goes on in the classroom. There is no provision made for these activities in the syllabus.

As the modern educational theory and practice gives top most priority on all round development of the students in the present educational situation. For bringing harmonious and balanced development of the student in addition to the syllabus which can be supplemented through curricular activities, but the co-curricular activities play significant role. These activities are otherwise called as extra-curricular activities.

Following clubs and associations provided the platforms to the students to develop their skills and personality:

Clubs

- Nature Club
- Entrepreneurship Club
- Sukriti (Art and Craft) Club
- Abhivyakti Club
- Swaranchal (Dance-Music) Club
- Creative Writing Club
- Media Club
- Public Speaking and Theatre Club
- Wellness Club
- Red Ribbon Club
- Photography Club

Alike above, the faculty members have also organized various activities of their Subject Associations, through online and offline mode.

Subject Associations

- Commerce Associations
- Humanities Associations
- IT Associations
- Management Associations
- Life Science Associations
- Material Science Associations

- Social Science Associations

Sports

Sports and games play a vital role in inculcating value of team spirit, sportsmanship and determination among the students. Students participated in various national and regional levels tournaments like football, cycling, wrestling, swimming, judo, boxing etc and have won many medals.

National Service Scheme

College has two units of NSS consisting 100 volunteers in each unit. NSS organises various programs for the welfare of the society and the overall development of the volunteers. NSS organises activities like three one day camps. One seven days camp, blood donation camp, health check-up camp, visit to slum areas and old age homes etc.

Faculty Development Programme:

During 2022 -23, the Teaching Learning Centre of the college organized a seven-day faculty development program from 25th July 2022 to 1st August 2022. In this Seven day FDP, various insightful and provoking sessions were conducted on topics like, 'Journal Article Writing', Professional Ethics and 'Suggested Modifications in the Current Curriculum: Comparative Study. Also, during these sessions, detailed comparative analysis of the curriculum was done and recommendations for the betterment of courses have been suggested by the faculty members of various departments for consideration by the respective BOS in the University of Rajasthan. A feedback session was also conducted followed by an open discussion on various contemporary issues for academic development. On the last day of FDP, the unveiling of the new college logo was done by director of KMM which is now active under the name, 'Voice Your Choice' on the college website to represent the voice of Kanoria family.

Education is an important human right. An online one-week Faculty Development Program was organized during 10-16 October 2022, by the Faculty of Humanities and Social Sciences, on the topic 'Education as an Equalizer: Its Evolution and Relevance in Gender Equality. The sessions conducted in this online FDP were based on various themes like, 'Evolution of Education', Education as Social Equalizer', 'Leveraging Education as a Tool to Gender Equality', Education as a Pathway to Gender Equality', 'Enhancing Quality Education as a Tool for Gender Equality and 'Role of Education in Gender Equality in India'. An online test on the last day of FDP was also conducted for the participants which was

designed to gauge their awareness regarding themes that were discussed in various sessions of FDP.

Seminars:

Kanoria PG Mahila Mahavidyalaya, Jaipur in Association with Rajiv Gandhi Study Circle and Narayani Foundation, organised a seminar on “Role of Indian Women in Indian Politics: Pre and Post Independence” on 28 April 2022. In this seminar, the speakers emphasised the importance of contribution of women leaders during the freedom fight. They also highlighted the topic that parents should focus on enhancing the self-confidence of young to increased their participation in politics.

The college in association with University Five Year Law College organized a two-day National Seminar on Quality Improvement in The Disciplines of Arts and Legal Studies through Outcomes Based Education on 1-2 February, 2023. In this two-day national seminar, various topics like, ‘Constructing a Conducive Learning Environment in Higher Education Institutions’, ‘Generating Competences for Employability: In Reference to Basic Education Scheme of Gandhi’, and many others were very well explained and discussed by the speakers in different technical sessions.

Workshops:

Following important workshops were organised by the college during 2022-23. A two-day hands-on workshop on, ‘Advanced Molecular Biology Techniques’ was organized by the Department of Zoology for PG students in collaboration with Escherichia Genomics Private Limited, New Delhi on 5th and 6th August 2022. In these two days, the students witnessed demonstration on various biotechnology techniques like DNA Isolation, Agarose Gel Electrophoresis, etc. and were enlightened with the knowledge of application of different techniques used in molecular analysis which included DNA photography, Molecular Marker Analysis and many more. The workshop encouraged deep understanding among the students.

A one-day workshop on ‘Virtual Conduct of Science Experiments: Virtual lab’ was conducted on 14th October 2022 in association with Virtual Lab Team, IIT Delhi. In this workshop, the silent features and objectives of Virtual labs were discussed that as how Virtual Labs provides an opportunity of blended learning as well as gives unlimited time to repeat those experiments for practice at your own pace.

A two-day national workshop on “Organic Urban Farming Entrepreneurial Opportunities and Challenges” was organized on 27-28 January, 2023. Three technical sessions in total were held on topics like, ‘Need for Organic Farming’, ‘Opportunities and Technology available for Urban Farming’, ‘Rooftop farming’ and many others in this two-day workshop. One of technical session was also followed by panel discussion on the concept of Urban Farming including some Hands-on-Training activities

The Department of Psychology organized a 7-day workshop on Mental Health Awareness from 3-9 January, 2023. Sessions were conducted in this 7-day work in which various topics

were covered like, 'Character strengthening and its significance in mental health', 'Positive thinking', 'Art of Forgiveness' etc. The motto of the workshop was to impart quality training to the students of the department in the area of Mental Health, Positive and Indian Psychology.

The Department of Home-Science organized a three-day' workshop 'Daksh-Science of Modern Homes' from 9-11 February, 2023. A demonstrative workshop with special focus on millet-based bakery products was given by the resource person, as 2023 has been declared 'International Year of Millets'. Number of insightful sessions and talks were held during this three-day workshop.

The Department of Economics under the aegis of Teaching and Learning Centre of the college organized a one-week Workshop 'Wide Angle of economics' from 14-20 December, 2022. The aim of the workshop was to enrich the learning experience of students and help them make informed career decisions in Economics and also dealt with the recent trends of the Indian Economy and shed light on Spirituality, Management and Economics.

A two-day translation workshop was organized by the Teaching and Learning Centre of the college with Azim Premji University, Bengaluru on 21-22 February, 2023. The participants were divided into groups and were assigned translation exercises. The 2-day workshop concluded with tips regarding the usage of words, vocabulary, sentence structure and other factors to keep in mind while translating.

Project Curie of Department of Science & Technology, Government of India:

To support Women PG Colleges in improving research and development infrastructure, the Department of Science and Technology, Government of India took an initiative to set up research facilities under the scheme "Consolidation of University Research for Innovation and Excellence in Women Universities (CURIE)". The college was selected for funding under this project. The college received a grant of about Rs. 45 lakhs for the duration of 3 years to develop infrastructural facilities of PG Science departments.

Training Programme:

A free self-defence workshop was organised by Student Union from 2 November to 30 November, 2022 in collaboration with Nirbhaya Squad. One of the college students and two female officers from the Nirbhaya Squad took sessions which included warm up exercises, basic techniques of self-defence and information about legal aids, safety measures and quick responses.

Panel Discussion on New Education Policy (NEP):

A panel discussion on new education policy was held in the college on 18th October, 2022 under the aegis of IQAC. The topic of the discussion was "Preparedness of HEIs for NEP". The learned panel informed and updated the audience about new education policy and also updated about the development and employment opportunities that new education policy will

offer. Students can pursue the certificate or diploma or the degree course as per their convenience. Even after the gap of seven years, credits of the students would be saved in academic bank of credits. More than 100 faculty members of different colleges joined the panel discussion.

A panel discussion on “Impact of Mass Media on Democracy” was held in the college on 17 Jan 2023, with the collaboration of Progressive NRI association. The main speakers were Mr. Satish Jha, Prof. Naresh Dadhich, Mr Srikrishan Kalpit and Prof. Suresh Daman.

MIYAWAKI:

The College has taken initiative to develop a mini forest (MIYAWAKI) in collaboration with Abhyuttanam society, an NGO, in the college campus. The plantation was carried out on 14th July, 2022. The college through this activity demonstrated its intention to make this world Greener by developing a forest of nearly 100 plants with the help of Bharat Petroleum Corporation Ltd. Team ‘Aranya Ropan’.

Outreach Programmes:

Academic and Administrative Audit (AAA) committee observed that the college participated in various outreach programs.

- Summer Camp at Jawahar Nagar Kachhi Bast (8-12 June 2022).
- Health and Hygiene awareness at govt school, Saipura Village (17 Sept 2022).
- Clean India- Fit India (Mission 2.0) at Patrika Gate (30 Oct 2022).
- Mime Act on HIV-AIDS awareness at OTS, JLN Road (2 Dec 2022).
- Forestry and Wildness awareness workshop in Collaboration with RFWTI (10 Oct 2022).
- Awareness campaign and survey: “Gender Equility” at Mahatma Gandhi Govt School, Jhalana (18 Jan 2023).
- Awareness Program on Menstrual Hygine at Mahatma Gandhi Govt School, Jhalana.
- Plantation at Goner (30 Aug 2022)
- Learning and Skill based activities for the students of Ship Srajan Sansthan, Jawahar Nagar Kachhi Basti.
- Computer Class for the needy people of society.

Library:

The academic activities of the college are well supported by a well-maintained college library. Good numbers of journals, magazines and news papers are regularly contributed to update and enhance the knowledge of the students and college staff.

Administrative Activities

To achieve desired academic standards and implementation of various academic activities and programs, efficient and supportive administrative mechanism is quite essential. The administrative staff well maintains the required record of the students, as also the service records of staff members. The Accounts section also well maintained the financial record of the college, the students and college staff. The Management committee, the Director of the college, Principal, Vice-Principals, Head of the Departments, Faculty members and the administrative staff, whole heartedly put their best efforts to implement various activities. Following administrative system and activities are being implemented in the college to provide strong support to various academic activities.

- Parent-teacher Meeting was conducted.
- Desktop Computer per office.
- Projector screen for smart classrooms.
- Water Cooler installed in Hostel.
- Website updating and redesigning was done.
- Updating of Tally software service.
- Smart Board facility was provided for better classroom teaching.
- Construction of ramp for disabled students.
- Overhead projector for auditorium.
- Kitchen hood chimney with ducting in hostel and canteen.
- One cyber room established with wi-fi in hostel.

The administration takes keen interest in providing better amenities in the college accordingly.

Suggestions:

- Better utilization of books, journal and N-list should be promoted for ensuring academic excellence.
- To meet present day requirements, wi-fi facility should be improved and more cyber rooms should be increased.
- Encourage faculty members to take up more of funded projects.
- More research projects at UG level should be encouraged.
- All the activities planned by various departments should be more student centric.
- More efforts in the direction of seeking collaboration with Institutional funding agencies for projects.
- More skill enhancement courses should be added in the Curriculum.
- Publications and participations in FDP, seminars, conferences and workshops by faculty members are to be increased.
- The record of student progression should be well maintained by each department.

Srinivas Mathan