

Markanda National College Shahabad (M.)

Ladwa Road, Shahabad

Date: 26.08.2022

Staff Circular

The Internal Quality Assurance Cell of the college is going to conduct Internal Academic Audit for the Session 2021-22 on 27.08.2022. The internal audit committee constituted with following members will visit the department.

| S. No | Name | Designation | Role |
|-------|----------------------|--|----------|
| 1 | Dr. Ashok Kumar | Principal | Convener |
| 2 | Dr. JawaharLal | Associate Professor and IQAC Coordinator | Member |
| 3 | Dr. Ajay Kumar Arora | Librarian and IQAC Member | Member |
| 4 | Dr. Amit Kumar | Asst. Professor and IQAC Member | Member |

The following Coordinators/Faculty members are requested to be prepared for the same as per Schedule given below.

| S. No | Department(s) | Faculty/coordinator Name | Time | |
|-------|---|-----------------------------------|------------------|---|
| 1 | Commerce Women Cell | Sh. S SKajal Ms. BhaviniTejpal | 10:00-10:30 am | ✓ |
| 2 | Health and Physical Education, Sports | Dr. Bhupinder Singh | 10:30-11:00 am | ✓ |
| 3 | English | Ms. Kalpna | 11:00-11:20 am | ✓ |
| 4 | Pol. Science | Dr. Shalini Sharma | 11:20-11:40 am | ✓ |
| 5 | Economics | Dr. Prachi | 11:40-12:00 Noon | ✓ |
| 6 | Computer Science | Ms. Meenakshi | 12:00-12:20 pm | ✓ |
| 7 | Hindi | Dr. Devraj | 12:20-12:40 pm | |
| 8 | Punjabi and Eco and Swachhta Club | Dr. ChuharSingh | 12:40-01:00 pm | |
| 9 | Library, Career and Guidance Cell, YRC | Dr. Ajay Kumar Arora | 01:00-01:30 pm | |
| 10 | History | Dr. Sanjay Kumar | 01:30-01:20 pm | |
| | Chemistry and NCC | Sh. Suresh Kumar | 01:20-01:50 pm | |
| 11 | NSS | Sh. Sidhhant | 01:50-2:10 pm | |

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| 12 | Mathematics | Dr. Tarun Kansal | 02:10-02:30 pm |
| 13 | Physics Cultural | Dr. Jawahar Lal | 02:30-03:00 pm |
| 14 | RRC | Dr. Amit Kumar | 03:00-03:20 pm |

All faculty members are required to keep the filled Performa ready along with proofs. All the staff members (teaching and Non-teaching) of the same department are required to present in department at the time of internal audit. No staff members are allowed for leave except in case of emergency with the prior permission of the undersigned.



Principal
Principal
Markanda National College
Shakabad Markanda (Haryana)

Markanda National College Shahabad Markanda

Report of Committee on Internal Audit 2021-22

An Internal Academic Audit committee comprising of Principal of the college, Dr. Ashok Kumar, IQAC Coordinator Dr. Jawahar Lal, IQAC members Dr. Amit Kumar and Dr. Ajay Kumar conducted the internal academic audit on 27.08.2022 and 30.08.2022. The committee finalized the Performa on internal audit as per requirement of NAAC, Bangalore to check the quality of teaching and learning only and the soft/hard copies were provided to the 16 different teaching departments and central facilities/ Cells in advance. The department/Cell filled up the required Performa alongwith necessary proof and submitted the same to IQAC. The Internal Academic Audit Team visited the departments/Cells and interviewed the faculty members, inspected the documents as per following schedule.

Internal Audit Schedule

| S. No | Department(s) | Faculty/coordinator Name | Date | Time |
|-------|--|-------------------------------------|------------|------------------|
| 1 | Commerce Women Cell | Sh. S S Kajal Ms. Bhavini Tejpal | 27.08.2022 | 10:10-10:50 am |
| 2 | Health and Physical Education, Sports | Dr. Bhupinder Singh | 27.08.2022 | 10:50-11:20 am |
| 3 | English | Ms. Kalpna | 27.08.2022 | 11:20-12:00 Noon |
| 4 | Pol. Science | Dr. Shalini Sharma | 27.08.2022 | 12:00-12:30 pfm |
| 5 | Economics | Dr. Prachi | 27.08.2022 | 12:30-01:00 pm |
| 6 | Computer Science | Ms. Meenakshi | 27.08.2022 | 01:00-01:30 pm |
| 7 | Hindi | Dr. Devraj | 27.08.2022 | 02:20-2:00 pm |
| 8 | Punjabi and Eco and Swachhta | Dr. Chuhar Singh | 30.08.2022 | 10:00-10:30 am |

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| | Club | | | |
| 9 | Library/Career and Guidance Cell/YRC | Dr. Ajay Kumar Arora | 30.08.2022 | 10:30-12:00 am |
| 10 | History | Dr. Sanjay Kumar | 30.08.2022 | 12:00-12:10 pm |
| 11 | Chemistry and NCC | Sh. Suresh Kumar | 30.08.2022 | 12:10-12:40 pm |
| 12 | NSS | Sh. Sidhant | 30.08.2022 | 12:40-01:00 pm |
| 13 | Mathematics | Dr. Tarun Kansal | 30.08.2022 | 01:00-01:30 pm |
| 14 | Physics and Cultural | Dr. Jawahar Lal | 30.08.2022 | 01:30-02:00 pm |
| 15 | RRC | Dr. Armit Kumar | 30.08.2022 | 02:00-02:30 pm |

The observations and suggestions of the Internal Audit team are as under.

| S. No | Department | Observations | Suggestions |
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| 1 | Commerce and Marketing | <ul style="list-style-type: none"> There is representation of teachers in BOS, Kurukshetra University, Kurukshetra. A good number of students' activities are organized by department. | <ul style="list-style-type: none"> Outreach activities with other agencies should be planned. The Number of educational trips/ Internships/Collaborations should be increased and properly documented. More publications in Impact factor/UGC care list Journal should be planned by department.. Departmental library should be developed and maintained. Department should collect Students Progression Data for the session 2021-22. |
| 2 | Women Cell | <ul style="list-style-type: none"> A good number of activities is organized by Cell. | <ul style="list-style-type: none"> The proper record of student attendance and report of the events/News should be maintained by the Cell. |
| 3 | Health and Physical Education, Yoga and Sports | <ul style="list-style-type: none"> The student's participation in various sports competitions is good. There is representation of teachers in BOS, Kurukshetra University, Kurukshetra. | <ul style="list-style-type: none"> The faculty should publish papers in impact factor /UGC care list journals. The extension and outreach program should be increased. The use of ICT should be increased. The department should plan for MOU/Internships with other college or sports club. |
| 4 | English | <ul style="list-style-type: none"> No representation of teachers in BOS/AC of KUK. No data is submitted by department on | <ul style="list-style-type: none"> The teachers should published atleast 1-2 research paper individually every year in journal/conference proceedings. The departmental library should be maintained properly. |

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| | | certificate course in English. | <ul style="list-style-type: none"> • ICT based teaching should be enhanced. • Every teacher of department should prepare and maintain course file • Proper record of student attendance, notices, events, reports or newspapers should be maintained • Proper record of the activities should be maintained. |
| 5 | Political Science | <ul style="list-style-type: none"> • There is no representation of staff in BOS/AC of Kurukshetra University. • There is small number of academic activity for students. • There are no paper publications by faculty members in journals. | <ul style="list-style-type: none"> • The departmental Library must be developed. • The paper publication in journals and conference proceedings should be increased. • The Number of educational trips/ Internships/Collaborations and extension activities for students should be increased. |
| 6 | Economics | <ul style="list-style-type: none"> • There is no representation of staff in BOS/AC of Kurukshetra University. | <ul style="list-style-type: none"> • More activities related to students should be organized. • Faculty should plan to publish papers in Impact Journals. • Departmental library should be developed and students should be motivated to read good reference books. • Department should submit a fresh copy of documents without binding. |
| 7 | Computer Science | <ul style="list-style-type: none"> • There is no representation of staff in BOS/AC of Kurukshetra University. • The documentation, number of activities | <ul style="list-style-type: none"> • The proper record of departmental library should be maintained. • The department should try to increase more participation of |

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| | | <ul style="list-style-type: none"> Organized at college as well state or national level is very good. The record of add-on course and certificate course in web-designing is properly maintained. Student's participation and achievements in various competitions is excellent. The use of ICT is good. | <p>students in other activities.</p> |
| 8 | Hindi | <ul style="list-style-type: none"> Hindi Divas and Rastriya Yuva Divas are regularly organized by department. There is no representation of teachers in BOS/AC of KUK. | <ul style="list-style-type: none"> Department library should be maintained Extension lecture, quizzes, and other activity related to Hindi should be increased ICT use should be increased Publication in Journals and conference proceedings should be increased Proper record should be maintained for every activity organized by the department. |
| 9 | Punjabi | <ul style="list-style-type: none"> No representation of teacher in BOS. Academic, extension and outreach activity of the department is nil 01 publication in conference proceedings and book each Teachers are on panel of subject expert | <ul style="list-style-type: none"> Departmental Library should be maintained. Department is required to conduct Academic, extension and outreach activities, educational trips, Punjabi poetry competitions etc. |


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| | | and paper setter. | |
| 10 | Chemistry | <ul style="list-style-type: none"> • There is representation of teachers in BOS, Kurukshetra University, Kurukshetra. • There is good number of academic activity organized by the department. • There is good number of research publications in UGC care list/ Scopus journal. | <ul style="list-style-type: none"> • The outreach activity with other agencies should be planned. • The number of educational trips/ Internships/Collaborations should be increased. |
| 11 | NCC | <ul style="list-style-type: none"> • There is good number of academic activity organized by the department. • Cadets' achievements in various programmes/activities are good. | <ul style="list-style-type: none"> • More activities should be planned with adopted village and outside the college. • Placement records of the NCC cadets should be maintained. |
| 12 | Red Ribbon Club | <ul style="list-style-type: none"> • There is good number of academic activities organized by the Cell. | <ul style="list-style-type: none"> • Outreach activity should be increased. • The Students participation/registration must be included in Cell. • More and more activities should be conducted in adopted village. |
| 13 | Physics | <ul style="list-style-type: none"> • There is representation of teachers in BOS, Kurukshetra University, | <ul style="list-style-type: none"> • The outreach activity with other agency should be planned. • The number of educational trips/ Internships/Collaborations |

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| | | <p>Kurukshetra/Paper setting committee.</p> <ul style="list-style-type: none"> • There is good number of academic activity organized by the department. • There is good number of research publication in conference proceedings. • Departmental Library is being maintained properly. | <ul style="list-style-type: none"> • should be increased. • The faculty members are required to publish papers in impact journal in 2022-23. |
| 14 | Cultural | <ul style="list-style-type: none"> • Student's participation in cultural activities at college and zonal level is good. | <ul style="list-style-type: none"> • Student participation in different activities must be increased. • Photography club, Wall painting club, Creative video making groups should be constituted. • More Intra-college cultural competitions should be organized and ensure the maximum participation of students should be ensured. |
| 15 | Mathematics | <ul style="list-style-type: none"> • The faculty member is member of BOS, KUK. • The number of publications in journals and conference proceedings is good. • ICT use is very good. | <ul style="list-style-type: none"> • The department should organize more academic activity like extension lectures/ quiz/educational trips/PPT competitions etc. for students related to Mathematics. |
| 16 | NSS | <ul style="list-style-type: none"> • There is good number of activity organized by the Cell. | <ul style="list-style-type: none"> • More activities should be planned with adopted village and outside the college. • Placement records of the NSS volunteers at the end of degree |

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| | | | <ul style="list-style-type: none"> should be maintained. The adoption letter of village should be managed for future record. |
| 17 | History | <ul style="list-style-type: none"> The department did not produce any document for internal academic audit. | <ul style="list-style-type: none"> |
| 18. | Eco and Swachhata Club | Only one extension lecture on Drug abuse was conducted by the club. | <ul style="list-style-type: none"> The cell should plan for Green Audit, Environment Audit and Green and Clean campus recognition. There should be registration/participation of students in the club. |

Internal Audit Team

- 1 Dr. Ashok Kumar, Principal, Markanda National College Shahabad
- 2 Dr. Jawahar Lal, IQAC Coordinator, Markanda National College, Shahabad
- 3 Dr. Amit Kumar, Member IQAC, Markanda National College Shahabad
- 4 Dr. Ajay Kumar Arora, Member IQAC, Markanda National College Shahabad



Principal
Markanda National College
Shahabad, Markanda, (Haryana)

