

## **ACADEMIC AND ADMINISTRATIVE AUDIT**



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**GOVT. M. H. COLLEGE OF HOME SCIENCE  
AND SCIENCE FOR WOMEN, JABALPUR  
Session 2022-2023 & 2023-2024**

AAA report file.  
will have the complete report

**IQAC CLUSTER INDIA**  
**INSPECTION COMMITTEE REPORT**

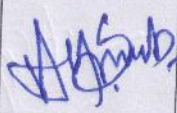
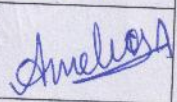
**FOR** Govt. M.H. College of Home Sc. & Science for Women, Jabalpur

(Framed Under Sections 90(2) Read with 5(25), 14 (14), And 28 (dd) Of The Act)

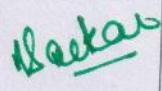
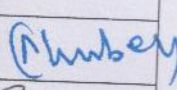
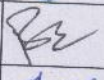
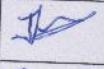
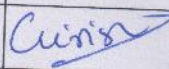
The Academic and Administrative Audit Committee visited Govt. M.H. College of Home Sc. & Science for Women, Jabalpur College on:

Day <u>Monday</u>	Date: <u>13.05.24</u>	Time: <u>9.30 A.M</u>
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The External Peer committee members for AAA appointed by Cluster Maharashtra are:

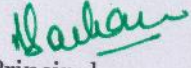
No	Name	Designation	Address	Signature
1.	Prof. Dr. Ayub Shaikh	Chairman	ICS College, Khed, Coordinator Audit Cell, IQAC Cluste, AAA	
2.	Dr. Amelia Antony	Member	Principal, St. Paul Colleg, Associate Member IQAC Cluster	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.		Management representative		
2.	Dr. Nandita Sarkar	Principal	Govt. M.H. College of Home Science & Science for Women Jabalpur	
3.		CDC member	Dr. Nidhi Choubey	
4.		IQAC Incharge	Dr. B. K. Singh	
5.		Registrar or equivalent	Dr. Jagdish Sen	
6.		Teacher representative	Dr. Girish Verma	

The Audit report has been submitted by Cluster India on: \_\_\_\_\_

  
Committee Chairman

  
Principal

**CHAIRMAN**  
**Audit Team IQAC CLUSTER**  
**Pune**



**AAA and Gender Audit  
Visit Schedule**

**Govt. M II College of H.Sc and Sc for Women, Jabalpur**  
Date- 13/05/2024: 9:30 A.M.

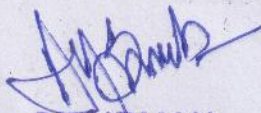
Sr.NO.	Activity	Time
I	<b>Interactions Part-1</b> 1) Principal 2) Chairman, G.C. 3) Chairman, CDC. 4) IQAC 5) Registrar 6) Head of Departments.	9:30 A.M. To 10:30 A.M.
II	<b>Interactions part-2</b> 7) WDC 8) Women employee 9) Mandatory cells and committees. 10) Best practices and Institutional distinctiveness.	10:30 A.M. To 11:30 A.M.
III	<b>Visits</b> 1) Women's facilities 2) Academic departments (25%)(Verification of departmental documents). 3) ICT Infrastructure 4) Research Center 5) Library-ICT 6) Examination department 7) NSS and NCC. 8) Facilities and infrastructure for physical disable. 9) Waste management system. 10) Sports and cultural.	11:30 A.M. To 1:00 P.M.
IV	<b>Lunch</b>	1:00 P.M. To 2:00 P.M.
V	<b>Document verifications</b>	2:00 P.M.

MEMBER  
Audit Team IQAC Cluster  
Pune



CHAIRMAN  
Audit Team IQAC Cluster  
Pune

	<p>1) IQAC Documentation.</p> <p>2) Students redressal, Ant ragging and Internal complaint cell.</p> <p>3) e- governance</p> <p>4) PO,PSO,CO Attainment</p> <p>5) Policy documents.</p> <p>6) Purchase committee.</p> <p>7) Teachers Diary</p> <p>8) Welfare scheme</p> <p>9) Students placement data and documents.</p> <p>10) Licensed software</p> <p>11) <b>Administrative office Documents:</b></p> <p>( Students admission records, scholarship, Grants and funding, Appointment, promotion and retirement records ,Service books, Salary records, financial audit reports etc.)</p>	<p>To</p> <p><b>3:30 P.M.</b></p>
VI	<b>Report writing.</b>	<b>3:30 P.M. To 4:30 P.M.</b>
VII	<b>Exit meeting</b>	<b>4:30 P.M. To 5:00 P.M.</b>



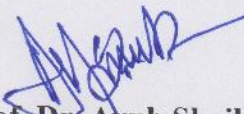
**CHAIRMAN**  
**Audit Team IQAC CLUSTER**  
**Pune**




**MEMBER**  
**Audit Team IQAC CLUSTER**  
**Pune**


## AAA RECOMMENDATION

- 1) Decentralisation and participative management required to streamline and implemented effectively.
- 2) Develop research policy for effective research environment along with provide seed money for research project.
- 3) Streamline effective continuous internal evaluation developing separate division of CIE examination.
- 4) Develop policies for extension and outreach activities to motivate for more participation amongst students and teachers.
- 5) Take the initiatives of extension and outreach activities under Unnat Bharat Abhiyan (UBA).
- 6) Provision for online application related to Anti ragging and student redressal.
- 7) Composition of mandatory cell should be as per UGC guidelines and maintain the documents of minutes of meeting and activities related to student redressal and anti ragging.
- 8) Administrative documentation should be maintained at a place and titled properly.
- 9) ILMS is expected to streamline effectively.
- 10) Make the provision of Open Education Resource (OER) on institutional website.

  
**Prof. Dr. Ayub Shaikh**  
ICS College, Khed  
Coordination Audit Cell  
IQAC Cluster  
Chairman, AAA Audit

**CHAIRMAN**  
Audit Team IQAC CLUSTER  
Pune



  
**Dr. Amelia Antony**  
Principal, St. Paul College Mumbai  
Associate Member  
IQAC Cluster  
Member, AAA Audit

**MEMBER**  
Audit Team IQAC CLUSTER  
Pune



## **Academic and Administrative audit**



***GOVT. M. H. COLLEGE OF HOME SCIENCE  
AND SCIENCE FOR WOMEN, JABALPUR  
SESSION 2021-2022***

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# Certificate

THIS CERTIFICATE IS PRESENTED  
TO

**Govt. M.H. College of Home Science and  
Science for Women, Jabalpur  
(Code-3303)**

**For Completion  
of  
Academic and Administrative Audit**

**2021-22**

Member Secretary, State  
Level NAAC Cell (SLNC)

Commissioner Higher  
Education, GoMP,  
Chairman SLNC



IQAC Cluster  
Reg No. MAH/236/2021/PUNE

## Internal Quality Assurance Cell Cluster Gender Audit

Date of Visit:  
13/05/2024

# CERTIFICATE

Date of Issue:  
14/05/2024

Being Awarded To

Certificate ID: WI6427

*Govt. M. H College of Science & Home Science, Jabalpur*

As per NAAC Gender equity and Sensitization guidelines the Gender Audit was  
administrated by IQAC Cluster's Gender Cell

FOR THE YEAR 2022-23 & 2023-24

Valid Till: 13/05/2025

Dr. Ayub Shaikh  
Co-ordinator, Audit Cell, IQAC Cluster



Mr. Peeyush Pahade  
President, IQAC Cluster