



# P.P.N. (P.G.) College, Kanpur

96/12 Mahatma Gandhi Marg, Kanpur -208001

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1 August, 2022

## Academic Audit (2017 – 2021)

### Recommendations

The college IQAC conducted an internal audit where it studied the academic achievements of various departments from (2017 – 2021). On the basis of which it recommends:

- 1) That the faculty members need to be inspired towards quality publications.
- 2) That the college needs to establish an R & D cell ( Research & Development Cell ) to promote research activities.
- 3) To promote IP & patent related matters, the college should establish an IPR Cell.
- 4) The IQAC shall prepare a format to keep a track of the faculty members FDPs (Faculty Development Programme).
- 5) The management should grant at-least five thousand rupees, towards each faculty member for professional growth-related workshops / seminars.

Dr. T.B. Singh

IQAC Convener



पं० पृथी नाथ (पी.जी.) महाविद्यालय, कानपुर  
PANDIT PRITHI NATH (P.G.) COLLEGE, KANPUR

96/12, Mahatma Gandhi Marg, Kanpur - 208 001

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Ref. No. ...

Dated ..3.10.23....

शैक्षणिक गुणवत्ता एवं विद्यार्थियों के उन्नयन हेतु I.Q.A.C के सुझाव एवं निर्देश-2023-24

1. उपस्थिति पंजिका दिए गए प्रारूप के अनुसार प्रतिदिन उसमें विद्यार्थियों की उपस्थिति अंकित करें।
2. कक्षाओं में शिक्षक और विद्यार्थियों के बीच mentor एवं mentee की जानकारी दे और उसके अनुरूप विद्यार्थियों को समय-समय पर मार्गदर्शन प्रदान करें। पूर्व की भांति मेंटर और मेंटी की सूची बनाकर विभागीय फाइल में रखें।
3. सभी विभागों से इंटरनशिप फील्ड वर्क अथवा प्रोजेक्ट वर्क हेतु विद्यार्थियों को जिन संस्थानों से एम.ओ.यू है वहां पर इंटरनशिप के लिए अवश्य भेजें और इंटरनशिप के प्रमाण पत्र की एक प्रति विभागीय फाइल में सुरक्षित रखें।
4. 6 माह में एक बार विद्यार्थियों के विकास को लेकर अभिभावकों से ऑफलाइन अथवा ऑनलाइन (parent-Teacher) मीटिंग करना सुनिश्चित करें।
5. विभाग में प्रति सेमेस्टर एक सेमिनार/ गेस्ट लेक्चर तथा एक वर्कशॉप कराना सुनिश्चित करें।
6. सभी शिक्षकों से अपेक्षित है कि प्रतिवर्ष न्यूनतम 2 शोध पत्र care listed अथवा Scopus listed journal में प्रकाशित करके इसकी हार्ड कॉपी (प्रथम पृष्ठ I.Q.A.C में जमा करें)।
7. जो भी शिक्षक सेमिनार, वर्कशॉप इंडक्शन, रिफ्रेशर आदि कोर्स इसके लिए जा रहे हैं, कोर्स करने के बाद वह इसके सर्टिफिकेट की एक कॉपी I.Q.A.C में जमा करें।
8. कक्षाओं में ICT का उपयोग करें साथ ही इसकी कुछ जियो टैग फोटो खींच कर विभागीय फाइल में रिकॉर्ड के रूप में रखें।
9. समय-समय पर विभाग में विद्यार्थियों के द्वारा जो प्रेजेंटेशन कराया जाता है, उसकी भी जियो टैग फोटो रिकॉर्ड के रूप में विभाग में रखें।
10. जिन शिक्षकों के द्वारा Ph.D. शोधार्थियों की थीसिस जमा हो चुकी है अथवा अवाई हो चुकी हो तो उसकी एक छाया प्रति I.Q.A.C में जमा करें।
11. विद्यार्थियों के लिए टाइम टेबल में रिमेडियल क्लास (Remedial) को भी लगाया जाए।



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12. विद्यार्थियों में कंप्यूटर और सूचना सम्प्रेषण तकनीकी की (I.C.T) योग्यता को बढ़ाने के लिए विभाग के कंप्यूटर पर शोध संबंधी कार्य करने के लिए उन्हें प्रोत्साहित किया जाए एवं उसकी एंट्री रजिस्टर में रिकॉर्ड के रूप में अवश्य कराई जाए।
13. शैक्षिक उन्नयन हेतु विभागों अथवा प्रकोष्ठों में प्रस्तावित कार्यक्रम की सूचना आइक्यूएसी में अवश्य प्रदान करें एवं कार्यक्रम की अनुशंसा के उपरांत I.Q.A.C के संयुक्त तत्वाधान में कार्यक्रम को आयोजित कराना सुनिश्चित करें।
14. विभागों में विद्यार्थियों के अध्ययन अध्यापन एवं महाविद्यालय के वातावरण से संबंधित यदि किसी भी प्रकार का फीडबैक प्राप्त होता है, तो, उसको अवश्य अंकित किया जाए एवं इसकी सूचना I.Q.A.C को अवश्य प्रदान की जाए।
15. सत्र प्रारंभ में ही सभी शिक्षक पाठ्यक्रम का लेक्चर प्लान अवश्य बना लें और उसकी एक छाया प्रति विभागीय फाइल में रखना सुनिश्चित करें।
16. विभाग में क्रियान्वित Best Practices की सूचना भी I.Q.A.C को सक्ष्य सहित प्रदान करें, शैक्षणिक गुणवत्ता एवं उन्नयन के संबंध में शिक्षकों एवं विद्यार्थियों के प्रस्ताव I.Q.A.C में आमंत्रित किए जाते हैं।

प्रो आभा सिंह

संयोजिका

आन्तरिक गुणवत्ता एवं आश्वसन प्रकोष्ठ

पी०पी०एन० (पी० जी०) कालेज  
Prof. Abha Singh  
कानपुर (P.G.)  
P.P.N. (P.G.) College  
Kanpur

प्रो० अनूप कुमार सिंह

प्राचार्य

पी०पी०एन० (पी० जी०) कालेज  
PRINCIPAL  
PT. PRITHI NATH (P.G.) COLLEGE  
KANPUR

# ACADEMIC AND ADMINISTRATIVE AUDIT PPN COLLEGE, KANPUR



Conducted by  
THE SOCIETY FOR ACADEMIC FACILITATION AND EXTENSION (SAFE) 53, Karmchari Nagar, Bareilly (U.P.)

# Society for Academic Facilitation and Extension (SAFE)

53, Karamchari Nagar, Bareilly 243112 (UP) India  
CONTACT NO : +919359459695, +919411900379  
EMAIL ID: safeindiaweb@gmail.com

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Academic & administrative audit filing methodology

**Date of Audit**

**15/03/2024**

**Society for Academic Facilitation and Extension (SAFE)**

**INSPECTION COMMITTEE REPORT**

**FOR PPN COLLEGE, Kanpur**

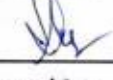
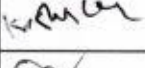

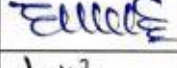
The Academic and Administrative Audit Committee visited PPN College, Kanpur on:

Day: <b>Friday</b>	Date: <b>15/03/2024</b>	Time: <b>01:15 PM</b>
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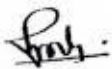
The External Peer committee members for AAA appointed by SAFE (Regd) are:


No	Name	Designation	Address	Signature
1.	<b>Dr. Ramesh Chandra</b>	Chairman, AAA Committee	SS College, Shahjahanpur	
2.	<b>Dr. Shaleen Kumar Singh</b>	Member, AAA Committee	SS College, Shahjahanpur	
3.	<b>Dr. Deepak Singh</b>	Member AAA Committee	SS College, Shahjahanpur	

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

No	Name	Designation	Address	Signature
1.	<b>Prof Abha Singh</b>	IQAC Coordinator	PPN College, Kanpur	
2.	<b>Prof Suman Singh</b>	NAAC, Coordinator	PPN College, Kanpur	
3.	<b>Prof Krishna Kumar</b>	Member, IQAC	PPN College, Kanpur	
4.	<b>Prof. Vandana Dwivedi</b>	Member, IQAC	PPN College, Kanpur	
5.	<b>Dr. Dhananjay Singh</b>	Member, IQAC	PPN College, Kanpur	
6.	<b>Dr. Satish Chandra</b>	Member, IQAC	PPN College, Kanpur	

The Audit report has been submitted by SAFE India on: **17<sup>th</sup> March 2024.**

  
Committee Chairman

  
Principal  
PT. ORITHI NATH (P.G.) COLLEGE  
KANPUR

**Section I: Basic Details of the Organization:**

<b>I</b>	<b>Name of the Trust/ Society</b> Address Phone no: E-mail Year of Establishment:	PPN Memorial Society 92/12 M.G. Marg, Kanpur 8707538344  01-07-1959
<b>II</b>	<b>Name of the College/ Institute:</b>	PT. Prithi Nath College Kanpur
	<b>Address:</b>	92/12 M.G. Marg, Kanpur
	<b>Year of Establishment</b>	01-07-1959
	<b>Contact Details:</b> 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	  8707538344 <a href="mailto:ppncollegekanpur@gmail.com">ppncollegekanpur@gmail.com</a> <a href="http://www.ppncollege.org">www.ppncollege.org</a>
<b>III.</b>	<b>Institutional Status</b> 1. Affiliating University: 2. Affiliation Status: 3. UGC Approval 4. Financial Status:	C. S. J. M. University Kanpur Aided Yes -----
<b>IV.</b>	<b>Type of College:</b>	a) Affiliated b) Co-ed College. c) Urban
<b>V.</b>	<b>Type of Faculty/Programme</b>	<b>Regular</b>
<b>VI.</b>	<b>Special status conferred</b>	No

<b>UGC-Special Assistance Programme</b>	No
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## Section II

### What are the Objectives to Conduct the Academic Audit?

(Kindly list at least three objectives of conducting the Academic Audit)

1. To evaluate the department's overall academic achievement.
2. Determine the department's strengths and weaknesses.
3. Hold specific faculty members and departments accountable.

## Section III: Governance Structure and Policies

No	Metric details	200	File 1
1.	<b>Vision/ Mission and Goals (10)</b> <b>Vision:</b> <a href="https://ppncollege.org/criterion_6/">https://ppncollege.org/criterion_6/</a> (Link Enclised)  <b>Mission:</b>  <b>Aim:</b>  <b>Motto:</b>  <b>Objective:</b>		
2.	<b>Principal</b> (Regular./ Incharge (approved)/ Incharge (Unapproved) Name & relevant details	<b>02</b>	Regular  Prof. Anoop Kumar Singh
3.	<b>CDC</b> a) Meetings held since formation b) Agenda, Minutes and Action Taken Report of each meeting. % Implementation of decisions c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.	<b>10</b> 2/10 3/10 5/10	
4.	<b>IQAC</b>	<b>50</b>	<a href="https://ppncollege.org">https://ppncollege.org</a>



			<u>/about-iqac/</u>	
	a) Is Committee formed according to the IQAC norms?	5/50	Yes	
	b) Number of Meetings held	2/50	37	
	c) Agenda, minutes and Action taken report	3/50	<a href="https://ppncollege.org/about-iqac/">https://ppncollege.org/about-iqac/</a>	
	d) The working of the organizational IQAC is in tune with its vision and mission statements	5/50	Yes	
	e) Whether a Perspective plan is in place and is working? What is the % of success?	3/50	Yes, more than 90%	
	f) Whether a short term and long term goals and objectives are identifiable by the IQAC and Management?	3/50	Yes	
	g) How best the Peers from the committee are helping the organization grow?	3/50		
	h) Number of decisions made and its impact on the college.	08/50 (15 for first cycle)	First cycle More than 6	
	i) Number of decisions taken in one year (more than 6, 4 to 5/ 2 to 3/ less than 2)			
	j) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	3/50		
	k) Whether the IQAC has a working committee at college level? Number of meetings by the working committee this year	5/50	Yes 14	
	l) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?	5/50	KI 6.5.2	
	m) Audits conducted other than AAA? (Environmental/ teaching/ electrical/ water/ gender, etc.)	5/50	05	
5.	<b>Student Council committee</b>	<b>10</b>		
	a) Whether the student council has been formed as per the norms?	3/10	Yes	
	b) Whether the student council is active?	1/10	Yes	
	c) Decisions made by student's council?	2/10	Yes	

	d) How active is the student council?	1/10	Yes	
	e) Student achievements related to the decisions done by student council	3/10	Yes	
<b>6.</b>	<b>Student Redressal Cell</b>	<b>5</b>	<b><a href="https://ppncollege.org/grievance-redressal-cell/">https://ppncollege.org/grievance-redressal-cell/</a></b>	
	a) Redressal Policy of the college.	2/5		
	b) Number of meetings conducted per year? Decisions taken	1/5	10	
	c) Number and nature of complaints received? Action taken on it?	1/5	21 21	
	d) Redressal procedure?	1/5	<a href="https://ppncollege.org/grievance-redressal-cell/">https://ppncollege.org/grievance-redressal-cell/</a>	
<b>7.</b>	<b>Internal Complaints Committee</b>	<b>5</b>	<b><a href="https://ppncollege.org/posh-icc/">https://ppncollege.org/posh-icc/</a></b>	
	Is ICC constituted as per the norms? 1) Presiding officer, two faculties, 2) non-teaching, one NGO in related areas, 3) student representatives. With at least 5 women in the committee)?,	1/5	Yes Prof. Suman Singh	
	Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website?	1/5	Yes	
	Number of complaints received and action taken?	1/5	Nil	
	Number of meetings conducted and activities conducted by the Committee?	2/5	1 2	
<b>8.</b>	<b>Anti- ragging committee</b>	<b>5</b>	<b><a href="https://ppncollege.org/anti-ragging-committee/">https://ppncollege.org/anti-ragging-committee/</a></b>	
	a) Whether notifications about anti-ragging are put up on the campus?	1/5	Yes	
	b) Awareness about anti ragging done?	2/5	Yes	
	c) Meetings and report of cases. Action taken?	2/5	05 Nil	
<b>9.</b>	<b>Student grievance cell and its timely redressal</b> • Proper committee formation and procedure for grievance	<b>5</b>	<b><a href="https://ppncollege.org/grievance-redressal-cell/">https://ppncollege.org/grievance-redressal-cell/</a></b>	

	<ul style="list-style-type: none"> <li>filing.</li> <li>Action taken on grievance.</li> </ul>		Yes	
10.	<b>Minority Affairs committee (SC/ST)</b>	5	<a href="https://ppncollege.org/sc-st-cell/">https://ppncollege.org/sc-st-cell/</a>	
	a) Meetings held and issues discussed and new aspects implemented	1/5	Yes	
	b) Priority in Admissions, progression and during appointments.	1/5	Yes	
	c) Efforts to prevent discrimination at workplace and to create congenial environment.	3/5		
11.	<b>Right To Information (RTI)</b>	05	<a href="https://ppncollege.org/rti/">https://ppncollege.org/rti/</a>	
	a) Whether committee exists with proper Authority	1/05	Yes	
	b) Whether the name of Appellate authority and the committee is displayed at visible place?	01/05	Yes <a href="https://ppncollege.org/rti/">https://ppncollege.org/rti/</a>	
	c) No of RTI cases & solutions?	03/05		
12.	<b>Purchase Committee</b>	5		
	Functional purchase committee with standard procedures present/ absent?		Present	
	Sanctions of purchase done		Done	
	Purchased products/ goods have been delivered.		Delivered	
13.	<b>Development &amp; Utilization fund</b>	8		
	Records of meetings, funding agencies and timely utilization and disbursement Development fund utilization committee? Its minutes and decisions taken & implemented?		Yes	
14.	<b>AISHE</b> – whether each year certificate is obtained and the organization is registered with AISHE	01	Yes	
15.	<b>NIRF</b> - ranking of the organization and procedures completed.	03	No	
16.	<b>ISO – completed?</b>	03	No	
17.	<b>Any other accreditation?</b>	03		
18.	<b>Standard Operating Procedures, policies &amp; Benchmarks Developed:</b>	25	21 Policy documents	

	a) Number of SOP's developed and areas into which they are working.(% new created from previous AAA)		uploaded on website in different committees	
	b) Average no of SOP's created each year and implemented.	10/25	4.12	
	c) Policies formulated? How are they implemented?	8/25	Yes As per SOP of different cell	
	d) Bench marks created?	07/25		
<b>19.</b>	<b>Committee working?</b>	<b>30</b>		
	<b>a) Library-</b>	<b>(20/30)</b>	Yes	
	i. Decisions taken by library committee and implemented in last one year?	03/20	20 and 20	
	ii. % budget spent on library for purchase of books and Journals	03/20	100%	
	iii. Library memberships with other libraries.	03/20	NA	
	iv. OPAC installed and working?	03/20	NA	
	v. Digitalization of library and computer to student ratio in library/	02/20	Yes	
	vi. Library utilization by; staff and by students?	02/20	OPAC & Use of Computer systems to Book issue and returns	
	vii. Old and rare books and method to preserve them	01/20	Yes	
	viii. Facilities for students?	02/20	Library committee decision Magazine, News-paper, question paper, reading room, OPAC online access of e-content, online issue/return system and internet facility.	
	ix. Best practices by the library (number).		Use of computer for book selection	
	b) Infrastructure development committee, their meetings and minutes and actions taken? Budget allocation for infrastructure	03/20	We have committee running till date	
	c) Details of			
	- Number of computers & computer to student ratio		52 64 : 1	
	- Computer to administrative office staff ratio		5 : 6	
	- Available band width		100 mbps	

	<p>currently</p> <ul style="list-style-type: none"> <li>- Facilities such as lecture capturing system/ media centre.</li> <li>- Wi- fi updating last done.</li> </ul>		<p>NA</p> <p>January, 2024</p>	
	<ul style="list-style-type: none"> <li>- No of rooms for academic purpose (class rooms, benches &amp; accommodation in classes, class wise furniture and other details)</li> <li>e) other committees, their meetings, minutes and action taken reports</li> </ul>	03/20	<p>38</p> <p>1383</p>	
	<p>Departmental filing (department wise)</p> <ol style="list-style-type: none"> <li>1. Departmental staff details, appointments, etc.</li> <li>2. Workload,</li> <li>3. Timetable,</li> <li>4. Teaching plan and monthly teaching schedule.</li> <li>5. Teachers diary,</li> <li>6. Leaves record and necessary adjustments.</li> <li>7. Departmental meetings,</li> <li>8. Student list,</li> <li>9. Result analysis,</li> <li>10. Examination dates,</li> <li>11. Question bank,</li> <li>12. Question papers,</li> <li>13. Notes,</li> <li>14. Activity planning,</li> <li>15. Practical for the week,</li> <li>16. Practical manuals</li> <li>17. Practical related documentation</li> <li>18. Practical Certification and dates,</li> <li>19. Remedial course planning and execution methodology</li> <li>20. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis.</li> <li>21. One page student information and its analysis.</li> <li>22. Teaching feedback and feedback analysis and action taken report on the analysis.</li> <li>23. Departmental Peer assessment of teaching and its analysis from external Peers.</li> <li>24. Departmental SWOC.- External &amp; Internal</li> <li>25. Student feedback on departmental functioning.</li> </ol>		<p>Workload includes in departmental time-table</p> <p>Uploaded on website</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p> <p>Academic Calendar website</p> <p>No</p> <p>Yes-website</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>On website (<a href="https://ppncollege.org/feedback-system/">https://ppncollege.org/feedback-system/</a>)</p> <p>NA</p> <p>Strength and Weakness</p> <p>On website (<a href="https://ppncollege.org/feedback-system/">https://ppncollege.org/feedback-system/</a>)</p> <p>On-Website</p>	

	26. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc. 27. Annual Departmental calendar		According to Academic Calendar	
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### Section III: Student Progression (current year data)

1.	Total number of students in the organization faculty wise/ year wise and number of girls and boys	----		
2.	Total Enrolment in the current year % enrolment in the present year against total number of seats(more than 80% / 70%/ 60% / less than 60%	10		
3.	% of category students a) percentage for current year b) efforts taken to fulfil the ratio c) % girl students	08		
4.	Students from other states	05	NA	
5.	Students from other nations	02	NA	
6.	% Divyang students and efforts to attract them.	05		
7.	Ratio of Boys to Girls?	10	1 : 2.81	
8.	Total number of students appeared for final year (find dropout ratio also) % drop out of girls vs. boys	10		
9.	Total number of students passed in final year.	10		
10.	Percent attendance of the current year until the last month.	10	75	
11.	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)	10		
12.	Welfare schemes for students: its details and beneficiaries	10		
13.	Awards given to students (total amount vs. total no of students)	10		
14.	Awards won by students from cultural events (national/ international/ state/ University/ Local)	10	<a href="https://ppncollege.org/wp-content/uploads/2023/12/KI-3.4.2-AWARD-AND-RECOGNITION.pdf">KI-3.4.2 (https://ppncollege.org/wp-content/uploads/2023/12/KI-3.4.2-AWARD-AND-RECOGNITION.pdf)</a>	
15.	Participation of students in cultural events(number of events and percent participation at college level)	10	<a href="https://ppncollege.org/criterion-5-student-support-and-progression/">KI-5.3.2 (https://ppncollege.org/criterion-5-student-support-and-progression/)</a>	

			)	
16.	Student participation in sports at international/ national/ state/ university/ local level)	10	KI-5.3.2 ( <a href="https://ppncollege.org/criterion-5-student-support-and-progression/">https://ppncollege.org/criterion-5-student-support-and-progression/</a> )	
17.	Awards won in sports at various levels vs. total number of students	10	KI-5.3.2	
16.	Sports events conducted in college and percent participation and total number of games played	10		
17	Percent participation of students in a) NSS b) NCC c) Any other	10	100 102 Nil	
18.	Number of events conducted by NSS/ NCC/ others in one year (previous Year)	10		
19	Students completed graduation/ masters and employed by the college placement cell ( give details) - Number of student registered for placement cell - No of trainings conducted by placement cell and students benefitted. - Number of pre-placement sessions conducted. - Students directly placed. - Students placed on campus through job fairs - Students placed off campus through job fairs. - Total number of MoU/ tie-ups created by institution in current year for placement. - % students who have gone for entrepreneurship/ family businesses.	30	KI-3.4.2 ( <a href="https://ppncollege.org/wp-content/uploads/2023/12/KI-3.4.2-AWARD-AND-RECOGNITION.pdf">https://ppncollege.org/wp-content/uploads/2023/12/KI-3.4.2-AWARD-AND-RECOGNITION.p df</a> )	
20.	Students who have pursued their education further ( Progression) - % progression of students passed. - Areas (subject)and levels (masters/ M.Phil/ Ph.d/ D.Sc of progression. - % progressed into interdisciplinary areas. - % students who have stopped progression (@home/married/etc.)	20		

21	Capability enhancement schemes conducted. Percent enrolment and agencies involved Competitive exam cell/ career counselling/ remedial coaching/ language lab/ bridge courses/ yoga and meditation/ personal counselling/ any other	10		
22.	Vocational training centre is present( give courses and benefitted students in one year)	10	Courses are running	
23.	Field and on hands training of at least 10 to 15 days ( more than (60 hours)	20		
24	Average percentage of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year , position achieved, related details)	10		
25.	Registered alumni association present Alumni support: 1. % of new Alumni registered: New registered/passed out students X 100 ( with all details)  2. Monetary Support <ul style="list-style-type: none"> <li>• In terms of funds: up to 1 lakh per year</li> <li>• Up to 5 lakhs per year</li> <li>• Support more than 5 lakhs</li> </ul> 3. support in services: <ul style="list-style-type: none"> <li>• Parenting support to existing students</li> <li>• Support in kind: library/ Sports/ infrastructure/etc.</li> <li>• Support in terms of services: guest lecture/ mentoring/ etc.</li> <li>• Support in placements</li> </ul> 4. Alumni meetings:	10/ 30  05/ 30  05/ 30  5/3 0  05/ 30	KI-5.4.1 <a href="https://ppncollege.org/criterion-5-student-support-and-progression/">https://ppncollege.org/criterion-5-student-support-and-progression/</a>	

#### Section IV Academics:

1.	Number of (Certificate/Diploma)	05	Nil	
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	<b>Programs</b> included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs			
2.	New , university or programs included in last five years	10	NEP	
3.	Programs with choice based credit system	05	Yes	
4.	Number of Add-on programs conducted	10	30	
5.	Number of a) value added courses (30 hours skill based)or more offering skills b) Human value & professional ethics courses in education	10	30	
6.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)	(alr ead y cou nte d)		
7.	Curriculum enrichment provided in class room is prepared and uploaded on website.	10	Yes	
8.	Number of teaching methodologies used with details.	20	KI-2.3.1 <a href="https://ppncollege.org/wp-content/uploads/2023/11/KI-2.3.1.pdf">https://ppncollege.org/wp-content/uploads/2023/11/KI-2.3.1.pdf</a>	
9.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.( list the tools and resources available	10	KI-2.3.1	
10.	Number of ICT enabled classrooms and smart class rooms.	10	3 small class room, 8 ICT enabled	
11	Whether - Course outcomes (CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?	10	Yes	
12	Average passing percentage of the college (only final year be considered) Total number of students present: Total number of students enrolled in first year Total number of students appeared in the final year Total number of students passed in final year Average passing percentage <b>Passing analysis;</b> Distinction	15	KI-2.6.2 <a href="https://ppncollege.org/criteria-2/">https://ppncollege.org/criteria-2/</a>	

	First Class Second Class Pass Class Failed:			
13	Attainment for every course, faculty and Overall college.	20	Yes	
14	How does college analyse results and how are they used for the future development of the organization?	15		

**Section V: Teacher staff related(All Data for 5 years or from time since previous NAAC): Data is available**

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.	10	2018-19: 73.73% 2019-20:75.75% 2020-21: 73.73% 2021-22: 78.78% 2022-23:78.78%	
2.	Percentage of teachers recognised as research guides	10	43 Research guide	
3.	Number of teachers who have completed their Ph.D. in last five years	10	4	
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last five years	10	12 (National)	<a href="https://ppncollege.org/wp-content/uploads/2023/12/KI-3.4.2-AWARD-AND-RECOGNITION.pdf">https://ppncollege.org/wp-content/uploads/2023/12/KI-3.4.2-AWARD-AND-RECOGNITION.pdf</a>
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	05	2	
6.	Grants received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ in the institution in the last five years). Percentage of teachers who have taken a research project in five years.	20	Total: 16 KI-3.1.1 <a href="https://ppncollege.org/ki-3-1-1/">https://ppncollege.org/ki-3-1-1/</a>	
7.	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.	05	43 KI-3.2.2 <a href="https://ppncollege.org/ki-3-2-2-2/">https://ppncollege.org/ki-3-2-2-2/</a>	
8.	Number of books published by teaching community at national and international level	05	KI-3.3.2 <a href="https://ppncollege.org/ki-3-3-2/">https://ppncollege.org/ki-3-3-2/</a>	
9.	Number of teachers as research guides	10		
10.	Innovations done by teachers	10		

11	Consultancies provided by teaching staff and amounts generated.	05		

### Section VI: Community & environmental services (% participation)

NSS related activities – reports & Camps	20	<a href="https://ppncollege.org/nss/">https://ppncollege.org/nss/</a>	
Activities other than NSS	10	No	
Environment related activities	10	<a href="https://ppncollege.org/environmental-consciousness/">https://ppncollege.org/environmental-consciousness/</a>	
Cleanliness programs	10	<a href="https://ppncollege.org/nss/">https://ppncollege.org/nss/</a>	
Gender equity programs	10	KI-7.1.1 ( <a href="https://ppncollege.org/wp-content/uploads/2024/02/KI-7.1.1-INSTITUTIONAL-VALUES-AND-SOCIAL-RESPONSIBILITIES.pdf">https://ppncollege.org/wp-content/uploads/2024/02/KI-7.1.1-INSTITUTIONAL-VALUES-AND-SOCIAL-RESPONSIBILITIES.pdf</a> )	
Gender sensitivity awareness programs	10	KI-7.1.1 ( <a href="https://ppncollege.org/wp-content/uploads/2024/02/KI-7.1.1-INSTITUTIONAL-VALUES-AND-SOCIAL-RESPONSIBILITIES.pdf">https://ppncollege.org/wp-content/uploads/2024/02/KI-7.1.1-INSTITUTIONAL-VALUES-AND-SOCIAL-RESPONSIBILITIES.pdf</a> )	
Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting	10	<a href="https://ppncollege.org/eco-club/">https://ppncollege.org/eco-club/</a>	
Solar energy put on the grid in last one year	10	KI-7.1.2 ( <a href="https://ppncollege.org/criterion7-institutional-values-and-best-practices/">https://ppncollege.org/criterion7-institutional-values-and-best-practices/</a> )	
Human values & Professional ethics courses	10	KI-1.3.1 ( <a href="https://ppncollege.org/wp-content/uploads/2023/11/1.3.1-Institution-Integrates-Crosscutting.pdf">https://ppncollege.org/wp-content/uploads/2023/11/1.3.1-Institution-Integrates-Crosscutting.pdf</a> )	

**Section : VII: OFFICE ASPECTS**

**(Restricted to 5 bullet points under each aspect) (office filing)**

Sr.No.	Observation on Key Aspects ( 10 marks each)	250 (10 each)		
1.	General Administration <ul style="list-style-type: none"> <li>• Fees Collection – Computerized/ not computerized</li> <li>• Roll Call – Generated from Software/ not generated</li> <li>• General Register</li> <li>• L.C. - Computerized</li> </ul> Transfer process computerized?		Yes  Yes  Yes	
2.	Extension & Continuation of Affiliation <b>*Aided:</b> First Affiliation, Extension, Permanent Affiliation and Annual Affiliation <b>*Unaided:</b> First Affiliation, Continuation of Affiliation and Permanent Affiliation applied		Yes	
3.	Selection, Advertisements & Interview Procedures <b>Aided:</b> <ul style="list-style-type: none"> <li>• Government NOC,</li> <li>• Advertisement draft approved by University</li> <li>• Advertisement in 2 News Papers [Regional &amp; English]</li> <li>• Selection Committee is demanded from University</li> <li>• Government Nominee is nominated by Joint Director</li> <li>• Interview being Called</li> <li>• Interview Chart prepared</li> <li>• Selection Committee Report</li> </ul> <b>*Unaided:</b> As per university norms [as above procedure]  <b>*Ext. Course:</b> Local Selection Committee, necessary sanctions <b>Dept.</b> [as above procedure]		No	
4.	Teaching Staff Approvals <b>*Aided:</b> <ul style="list-style-type: none"> <li>• Selection is done and the report is sent for approval at university</li> <li>• Management Resolution</li> <li>• Appointment Letter</li> <li>• Resume letter from the employee (acceptance letter)</li> </ul>		Yes	

	<ul style="list-style-type: none"> <li>• University Approval draft</li> <li>• Approval copy from University</li> <li>• Joint Director Fixation</li> <li>• Confirmation</li> <li>• All CAS promotion to teachers is done as per above procedure</li> </ul> <p><b>*Unaided:</b> As per university norms [as above procedure]</p>			
5.	<p>Non- Teaching Staff Appointments &amp; Promotions</p> <p><b>*Aided:</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement in 2 News Papers [Regional &amp; English]</li> <li>• Interview – Interview Chart Report</li> <li>• Management Resolution</li> <li>• Appointment Letter</li> <li>• Resume letter from the employee [acceptance letter]</li> <li>• Joint Director Approval draft</li> <li>• Joint Director Approval</li> <li>• Joint Director Fixation</li> <li>• Confirmation</li> <li>• Promotion of 12yrs. &amp; 24yrs.</li> <li>• Seniority Promotion</li> </ul> <p><b>*Unaided Course Dept.:</b></p> <ul style="list-style-type: none"> <li>• Staff is appointed as when the need arises</li> </ul> <p>Yearly hike is approved</p>		Yes	
6.	<p>Statistical Information University of i MIS(DHE, Pune) AISHE(UGC) NIRF</p> <p><b>*Aided/Unaided:</b></p> <ul style="list-style-type: none"> <li>• MIS information uploaded to DHE Pune in September [online data] – file ready</li> <li>• All India Survey Higher Education [online data] file ready</li> </ul> <p>Uploading done/ not done</p>			
7.	<p>Service Books &amp; Leave Records (Teaching &amp; Non – Teaching Staff)</p> <p><b>Aided:</b></p> <ul style="list-style-type: none"> <li>• Service Books maintained as per Joint Director Office</li> <li>• Computerized Leave Record is maintained as per service book</li> </ul> <p><b>* Unaided dept.:</b></p> <p>Leave Record Bio-Metric</p>		Yes	
8.	<p>Admissions Procedures</p> <p><b>*Aided/Unaided/ Ext. Course dept.:</b></p> <ul style="list-style-type: none"> <li>• Filling up of Pre Admission Form designed by the college</li> </ul>		Yes	

	<ul style="list-style-type: none"> <li>• Online Admission Form Filling on the digital portal</li> <li>• Confirmation of Admission on portal &amp; fees collection on customized software</li> <li>• Submission to Registration of the confirmed student</li> </ul>			
9.	<b>Enrolment, Eligibility &amp; Migration</b> <b>*Aided/Unaided:</b> <ul style="list-style-type: none"> <li>• Provisional Eligibility applied by students</li> <li>• Provisional Admission is provided on producing Provisional Eligibility Certificate</li> <li>• Migration Certificate required for Confirmed Admission</li> </ul>		Yes	
10.	<b>*Aided/Unaided:</b> <ul style="list-style-type: none"> <li>• college level examination for U.G. Courses &amp; (Sem. III to Sem. VI are conducted by University)</li> <li>• All exam's conducted by University for P.G. course</li> <li>• Uploading Question paper of sem. I &amp; II college exam on college portal selection of set by Principal</li> <li>• Generation of Exam Forms for University exam from University Portal</li> <li>• Exam form Inward Process followed by Generation of Hall Ticket, Attendance Sheet, Supervisor Report, Printing of Blank Mark-list, Uploading Internal Marks on Portal</li> <li>• Uploading of Result Status of First Year students on digital portal for re-registration of Second Year Admissions</li> <li>• 1<sup>st</sup> Year stamping of Mark sheet &amp; Ledgers from University</li> <li>• 1<sup>st</sup> Year Ledger submission in binding format at University</li> </ul>		Yes	
11.	<b>*Aided/Unaided:</b> <ul style="list-style-type: none"> <li>• As and when demanded by students providing them 2 copies of transcript as per University Format</li> <li>• Rs. 500 is collected towards fees for the same</li> <li>• Bonafide Certificate is issued as and when demanded by students</li> <li>• Rs. 10 is charged towards the issue of Bonafide certificate</li> </ul>		Yes	
12.	<b>Railway/ Bus Concessions</b> <b>*Aided &amp; Unaided</b> <ul style="list-style-type: none"> <li>• Railway/ Bus Concession is issued</li> </ul>		No	

	<p>from 1<sup>st</sup> to 10<sup>th</sup> date of every month</p> <ul style="list-style-type: none"> <li>Monthly statement is prepared on excel sheets</li> </ul> <p>Submitting the same at Railway/ Bus to the Office</p>			
13.	<p>Government Scholarships &amp; Free Ships</p> <p><b>*Aided/Unaided:</b></p> <ul style="list-style-type: none"> <li>Students and Parent are orientated with procedure and norms.</li> <li>Display of Notice on Digital Signage &amp; WhatsApp group</li> <li>Collection of forms filled by students on the scholarship site</li> <li>Verification of forms &amp; documents</li> <li>The form is collected and approved by the authorities of Social Welfare Department</li> <li>Generation of Statement B and submitting the same at social welfare department</li> <li>Received Scholarship amount from Department</li> <li>Order Collected from dept.</li> <li>Payment is disbursed in students personal A/c</li> </ul> <p>Utilization Certificate submitted to department</p>		Yes	
13.b	<p>Non-Government scholarships, free ships, concessions.</p> <p><b>Organizational effort to provide help to needy:</b></p> <p>Concession in fees list</p> <p>Other supporting documents.</p>		No	
14.	<p>Inward &amp; Outward Registers</p> <p><b>Aided/Unaided/ Ext. Course dept.:</b></p> <p>Digitized</p>		No	
15.	<p>Dead Stock Registers</p> <p><b>*Aided/Unaided Course dept.:</b></p> <p>Register is maintained in excel format</p>		No	
16.	<p>Records of Minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee &amp; PTA</p> <p><b>*Aided/Unaided/ Ext. Course dept.:</b></p> <ul style="list-style-type: none"> <li>Records Maintained</li> <li>LMC-Twice a year</li> <li>IQAC – Thrice a year (minimum)</li> <li>Management committee - Twice a year</li> </ul> <p>Office as and when need conducts meeting [general, accounts &amp; budgets meeting]</p>		Yes	
17.	<p>Records of Computers, Printers, Lap Tops, Scanners, Projectors &amp; Licensed Software's</p> <p><b>*Aided/Unaided Course dept.:</b></p> <ul style="list-style-type: none"> <li>Purchase of new equipment is recorded</li> </ul>		Yes	

	<p>in the Dead Stock Register</p> <ul style="list-style-type: none"> <li>• New purchases are numbered</li> <li>• List Attached</li> <li>• Scrap is also donated&amp; recorded</li> </ul>			
18.	<p>Accounts &amp; Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.</p> <p><b>Aided/Unaided Course dept.:</b></p> <ul style="list-style-type: none"> <li>• Accounts is maintained in Tally ERP9</li> <li>• Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9</li> <li>• Salary Register of the Full Time Faculty's &amp; Non-Teaching Staff are maintained</li> <li>• Fees Receipts are printed from the customized software</li> </ul> <p>Fee Register is maintained in the excel format</p>		Yes	
19.	<p>College Budgets &amp; Audited Balance Sheet</p> <p><b>*Aided/Unaided Course dept.:</b></p> <ul style="list-style-type: none"> <li>• Budget is prepared programme wise every year</li> <li>• Audited Balance Sheet is also prepared and submitted to the trust</li> </ul>		Yes	
20.	<p>Teachers Workload &amp; Class Time Tables</p> <p><b>*Aided/Unaided:</b></p> <ul style="list-style-type: none"> <li>• As per University norms &amp; approved form University/Joint Director Office</li> </ul> <p><b>*Unaided:</b></p>		Yes <a href="https://ppncollege.org/curriculum-planning-implementation/">https://ppncollege.org/curriculum-planning-implementation/</a>	
21.	<p>Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers &amp; Printers</p> <p><b>*Aided/Unaided Course dept.:</b></p> <p>List Enclosed</p>		Yes	
22.	<p>Non- Teaching Staff Welfare</p> <p><b>Aided/Unaided/ Ext. Course dept.:</b></p> <ul style="list-style-type: none"> <li>• Medical Assistance on request</li> <li>• Fees / Financial Assistance on request</li> <li>• Family Picnic</li> <li>• Festival Celebration</li> </ul> <p>Birthday Celebration</p>		Yes	
23.	<p>Workshops attended by non-teaching staff</p> <p><b>Aided/Unaided Course dept.:</b></p>		No	
24.	<p><b>*Aided/Unaided/ Ext. Course dept.:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>			
25.	<p><b>* Overall neatness, presentation &amp; non-teaching staff cooperation.</b></p>		Yes	

**Section VIII: Best Practices (100) (one each in about 20Libraryo words, 10 marks each 10 X 7 =70& one distinctive practice 30 marks)**



**Posted on the college website. Link: Best practices of the Institution**

1. In Curriculum	
2. Academics	
3. Extension	
4. student progression	
5. management practices	Eco-club/Basti-Pathshala <a href="https://ppncollege.org/basti-pathshala/">https://ppncollege.org/basti-pathshala/</a>
6. Environment	<a href="https://ppncollege.org/environmental-consciousness/">https://ppncollege.org/environmental-consciousness/</a>
7. Distinctive practices	<a href="https://ppncollege.org/happiness-and-well-being-centre/">https://ppncollege.org/happiness-and-well-being-centre/</a>



## Society for Academic Facilitation and Extension (Regd.)

53 Karmchari Nagar, Bareilly (U.P)

Date: 17 March 2024

The audit team of the Society for Academic Facilitation and Extension conducted a comprehensive audit on March 15, 2024. Based on the data obtained from PPN College, Kanpur, the audit team has formulated the following recommendations and suggestions for the higher education institution (HEI) to facilitate the all-round development of the college.

### Recommendations:

- **Inclusion of Add-On Certificate and Value-Added Courses:** The college should offer more add-on certificate and value-added courses in all departments to involve maximum students. These courses should be designed to enhance students' skills and employability.
- **Effective Curriculum Delivery Policy:** A comprehensive policy for curriculum delivery should be developed and implemented. This policy should include guidelines for course planning, delivery methods, and assessment strategies to ensure effective learning outcomes.
- **Assessment Policy:** Develop a policy for the overall assessment of students, including internal and external examinations. This policy should outline the criteria for assessment, grievance redressal mechanisms, and documentation procedures.
- **Documentation of Examination Grievances:** All grievances related to internal and external examinations should be documented neatly. This documentation should include the nature of grievances, responses provided, and actions taken to address them.
- **Outcome Attainment:** Ensure that writing and attainment of outcomes (Course Outcomes, Program Outcomes, and Program Specific Outcomes) are done using the proper method. This will help in evaluating the effectiveness of the curriculum and teaching methods.
- **Provision for Institutional Seed Money:** Allocate institutional seed money for research projects. This will encourage faculty and students to undertake research activities and contribute to the academic development of the college.
- **MoUs and Linkages:** Establish MoUs and linkages with nearby institutions, industries, and NGOs for faculty exchange, student exchange, internships, field trips, on-the-job training, research, and other academic activities. These partnerships will enhance the academic experience and opportunities for students and faculty.

- **ICT-Enabled Classrooms:** Increase the number of ICT-enabled classrooms to facilitate digital learning. These classrooms should be equipped with the necessary technology and software for effective teaching and learning.
- **ICT-Enabled Seminar Halls:** Develop ICT-enabled seminar halls, at least two, with slanting seating arrangements. These halls should be equipped with the necessary technology for conducting seminars, workshops, and other academic events.
- **Smart Classrooms:** Develop smart classrooms with the required software to enhance the teaching-learning process. These classrooms should be equipped with interactive whiteboards, projectors, and other digital tools.
- **Institutional Scholarships and Free Ships:** Establish a policy and provision for institutional scholarships and free ships. This will help in promoting academic excellence and supporting students from economically weaker sections.
- **Mechanisms for Competitive Examinations and Career Counselling:** Establish mechanisms for conducting competitive examinations and career counseling for students. This will help students in making informed decisions about their academic and career paths.
- **Proper Maintenance of Service Books:** Ensure proper maintenance of service books of permanent and approved teachers. Both teachers should be promoted under the Career Advancement Scheme (CAS) as per the regulations.

### **Additional Suggestions:**

- *Encourage faculty to participate in research conferences, seminars, and workshops to enhance their research skills and knowledge.*
- *Organize faculty development programs on a regular basis to update their knowledge and teaching skills.*
- *Provide incentives for faculty members who publish research papers in reputed journals.*
- *Enhance library facilities by subscribing to more online journals and books to support research activities.*
- *Establish a research cell or center to coordinate research activities and provide support to faculty and students.*
- *Introduce interdisciplinary courses and programs to encourage holistic learning and research collaborations.*
- *Implement a mentorship program for students to provide academic and career guidance.*
- *Promote community engagement activities such as outreach programs and social initiatives to create a positive impact on society.*
- *Enhance the college's infrastructure by upgrading laboratories, sports facilities, and student amenities to provide a conducive learning environment.*



Dr. Ramesh Chandra  
Chairman, AAA Committee



Dr. Shaleen Kumar Singh  
Member, AAA Committee



Dr. Deepak Singh  
Member AAA Committee

# ACADEMIC & ADMINISTRATIVE AUDIT CERTIFICATE

IS AWARDED FOR 2020-21 TO 2022-23 (ANALYSED FOR 3 YEARS) TO THE ESTEEMED INSTITUTION



THIS CERTIFICATE IS PROUDLY PRESENTED TO

## Pandit Prithi Nath College

96/12, Mahatma Gandhi Marg, Kanpur - 208001, U.P. India

(Site visited on 15th March 2024)

The Academic and Administrative processes conducted by the Society for Academic Facilitation & Extension (Regd.) have been thoroughly audited and found to be in accordance with the established standards and regulations governing academic excellence and administrative efficiency.

ISSUED ON FRIDAY, 16 MARCH 2024 VALID TILL 15 MARCH 2025

**DR. RAMESH CHANDRA**

Ph.D., F.S.L.Sc., F.I.A.E.S., F.S.A.F.E

Environmentalist & General Secretary

Society for Academic Facilitation & Extension (Regd.)

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