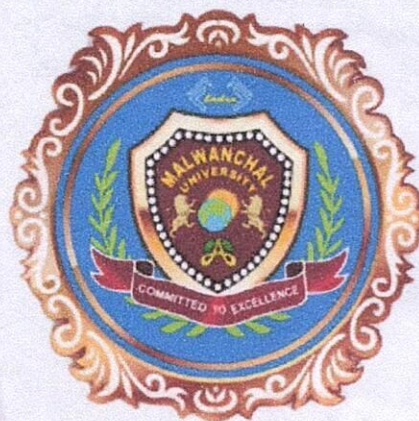


2021-22

# ACADEMIC & ADMINISTRATIVE AUDIT

Prepared For:  
Malwanchal University, Indore, MP

  
Registrar  
Malwanchal University  
Indore (M.P.)



## Introduction to Academic and Administrative Audit

The main objective of an academic audit is to ascertain departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education.

An increasingly prevalent trend in the higher education scenario in India in recent years is the willingness and drive by institutions and universities to introduce systems and practices in their work environment and establish high standards and benchmarks to guide their performance in keeping with the institution's vision and mission. More and more of Institutions and universities in the country volunteer to subject their activities and performances to be critically reviewed and audited by national and international agencies. The contributions by national bodies such as the National Assessment and Accreditation Council (NAAC) in the educational sector, NABH in healthcare practices and NABL in laboratory practices have sensitized an increasing number of forward-looking establishments in the country to participate, learn and benefit from the expertise and readiness of these agencies to foster such participatory learning. Creation of internal quality assurance mechanisms that help to inculcate the gains made from such efforts in the day-to-day work ethics and organizational culture of the institution is an indispensable requirement in any quality assurance scheme.

  
Registrar  
Malwanchal University  
Indore (M.P.)

Part – A

<i>SL. No</i>	<i>Particulars</i>	<i>Answers</i>
1	Has Institution appointed a permanent principal?	Yes
2	Is she/he Ph.D.?	Yes
3	Number of professional Programmes held for non-teaching staff in the last two years:	13
4	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes
Office Automation		
5	1 Administration	
	a. Admission Processes	
	- Online Admission	Yes
	b. Enrolment	Yes
	c. Maintenance of Records	Yes
	d. Declaration of Results	Yes
	2 Accounts	
	a. Fees Collection	Yes
	b. Maintenance of accounts	Yes
	6	Is there a College website ?
7	Is it updated till 2018	Yes
8	Is the College Library automated?	Yes
	a. Record of Books	Yes
	b. Issue and Return of Books	Yes
9	Does the library provide open access facility?	
	a. To all	Yes
10	Is there Internet facility in the library?	Yes
	a. For all	Yes
11	Is there an Anti-ragging Cell in the college ?	Yes
12	Are there any Welfare schemes?	Yes
13	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	Yes
14	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes
15	Do you organize Institution & Stake holders meet (minimum one meeting per year)	Yes

  
**Registrar**  
**Malwanchal University**  
 Indore (M.P.)

<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
1	Total Permanent Staff (Teaching)	367
2	A. How many faculties have attended FIP?	367
3	B. Faculties who have attended Refresher or Orientation Courses	317
4	Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc)	NA
5	Innovative Practices	Yes

<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
1	Percentage of teachers with M.Phil as the highest qualification:	No
2	Articles in refereed Journals, Books and Edited volumes	Yes
3	Are you generating resources through consultancy?	Yes
4	Sponsorship of events and resources generated	Yes
5	State /National/ International level Seminars/workshops/conferences organized during last 1year/ 2 years.	Yes
	a. Sponsored research projects:	1
	Completed	1
	Ongoing	1
	b. Unsponsored research	
	Completed	
	Ongoing	

<i>Sr. No</i>	<i>Particulars</i>	<i>Score</i>
1	Number of effective teaching days (Number of working days – Exam days)	200
2	Use of Power Points in Classes	Yes
3	Does the Institute do anything for the improvement in learning quality enhancement?	Yes
4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes
5	Are any Personality development programmes conducted?	Yes
6	Do you organize & document various extra-curricular activities?	Yes
7	a. Is there a student council in place?	Yes
	b. How often do they meet?2 or more times	Yes
8	Does your College have any Feedback Mechanism (students, Faculties & Industry)?	Yes
9	Do you have any Community Audit Mechanism? (through Stake holders)	Yes
10	Discipline, Decorum & Ambience (in class and campus.)	Yes
11	Innovative Practices (Specify)	Yes

<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
1	Campus Area	49.48 acar
2	Campus Ownership	Yes
3	Office Space	135609 sqft
4	Do you have separate reading area for student & Staff?	Yes
5	Laboratories	Yes
6	Security	Yes
7	Potable Water facility	Yes
8	Power Backup facility	Yes
9	Washroom facility (for Male)	Yes
11	Washroom facility (for Female)	Yes
12	Washroom facility (for Staff)	Yes
13	Parking	Yes
14	Class rooms (as per requirement)	Yes
15	Staff room (Tick only one) Staff room with separate cabins	Yes
16	Seminar Room	Yes
17	Common room (Girls)	Yes
18	Health Centre facility	No
19	Sports Facility	Yes
20	Indoor Sports facility	Yes
21	Gymnasium	Yes
22	Hostel (Boys)	Yes
23	Hostel (Girls)	Yes
24	Transportation for students	Yes
25	Support services (Bank/PO/Xerox)	Yes
26	Canteen	Yes
27	Approach Road	Yes
28	Garden	Yes
29	Auditorium/ Assembly hall	Yes
30	Internet facility: For Staff & students	Yes
31	Overall Maintenance	Yes

  
 Registrar  
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*Part – B*  
*Departmental Activities Details*

Departmental Seminars Last year data given)

Sl. No	Seminar	Start Date	Level	Sponsor	Type	Venue	Status
1	Revised basic course workshop	22.07.2021 24.07.2021	Local	Self		College Seminar Hall	
2	Revised basic course workshop	12.10.2021 14.10.2021	Local	Self		College Seminar Hall	
3	Prescription Error	10.10.2021	Local	Self		College Seminar Hall	
4	Restraint Policy Training	10.16.2021	Local	Self		College Seminar Hall	
5	Fire and Non Fire Training Program	10.09.2021	Local	Self		College Seminar Hall	
6	Prevention of needle stick injury in routine practice	11.10.2021 14.10.2021	Local	Self		College Seminar Hall	
7	lab services and laboratory safety	15.03.2021 18.03.2021	Local	Self		College Seminar Hall	
8	Strategies for Online Teaching	02.10.2021 08.10.2021	Local	Self		College Seminar Hall	
9	NAAC Accreditation & Assessment Process	17.02.2022 25.02.2022	Local	Self		College Seminar Hall	
10	Pedagogical Transition in Higher Education - A Paradigm Shift	13.09.2021 17.09.2021	Local	Self		College Seminar Hall	
11	Awareness About LASA Drugs	04.10.2021 05.10.2021	Local	Self		College Seminar Hall	
12	Drug Interaction	27.04.2022 28.04.2022	Local	Self		College Seminar Hall	

13	Planning And Implementation	11.01.2021 15.01.2021	Local	Self	College Seminar Hall
14	Pedagogical transition in Higher education	18.04.2022 23.04.2022	Local	Self	College Seminar Hall
15	Multiple Inteligence	25.05.2022 29.05.2022	Local	Self	College Seminar Hall
16	Manegement of anxiety and depression	05.06.2022 09.06.2022	Local	Self	College Seminar Hall
17	CPR,Use of Crash Cart And Other Life Support	09.08.2021 13.08.2021	Local	Self	College Seminar Hall
18	Time Management	17.08.2021 18.08.2021	Local	Self	College Seminar Hall
19	Microsoft office tools	09.13.2021	Local	Self	College Seminar Hall
20	Desktop Publishing (DTP)	02.14.2022	Local	Self	College Seminar Hall
21	Employees Ethics	0502.2022	Local	Self	College Seminar Hall
22	Workshop on Research Methodology	22.10.2021 23.10.2021	Local	Self	College Seminar Hall
23	Workshop on GCP & NDCT rules 2019	04.01.2021 05.01.2021	Local	Self	College Seminar Hall
24	CME Update on 'COVID-19: Etiology, Diagnosis, Prevention and Treatment'	25.03.2021 26.03.2021	Local	Self	College Seminar Hall
25	Workshop on Fundamentals of Intellectual Property Rights	17.06.2022	Local	Self	College Seminar Hall
26	Workshop on "Research Grant Writing"	08.09.2022	Local	Self	College Seminar Hall

27	WorkShop on Good Laboaratory Practices	26.08.2022	Local	Self	College Seminar Hall
28	Workshop on IHC (Immunohistochemical technique): Tips & Tricks	02.08.2022 03.08.2022	Local	Self	College Seminar Hall
29	E-Poster Competition on "COVID-19: Significant Medical and Scientific Observations"	20.06.2022	Local	Self	College Seminar Hall
30	CME & Workshop on Laboratory Technology and Automation Update	16.09.2022 17.09.2022	Local	Self	College Seminar Hall
31	Workshop on Diagnostic Cytology - The Lymph Node Unravalled	25.11.2022	Local	Self	College Seminar Hall
32	Seminar on "Advances in Immunocytochemistry"	12.12.2022	Local	Self	College Seminar Hall
33	Webinar on retentive aids in maxillofacial prosthesis- past to present	17.06.2021	Local	Self	College Seminar Hall
34	Webinar on use of referencing software	02.07.2021	Local	Self	College Seminar Hall
35	23rd Indian prosthodontic society post graduate convention	02.07.2021 04.07.2021	Local	Self	College Seminar Hall
36	Scientific session in national omr consortium – an advocacy : season 1	19.07.2021 21.07.2021	Local	Self	College Seminar Hall
37	Kids webcon 2021	29.07.2021 31.07.2021	Local	Self	College Seminar Hall
38	Endosynergy 2021	02.08.2021 05.08.2021	Local	Self	College Seminar Hall
39	12th IFEA world congress 2020ne & 29th national congress of Indian endodontic society	12.08.2021 14.08.2021	Local	Self	College Seminar Hall
40	Esthetic summit 2021 the 30th annual conference	27.08.2021 29.08.2021	Local	Self	College Seminar Hall



41	Webinar on periodontal regeneration	15.11.2021	Local	Self	College Seminar Hall
42	Webinar on a glimpse on soft tissue laser	16.11.2021	Local	Self	College Seminar Hall
43	45th ISP national conference (Virtual) 2021, pune	21.10.2021 23.10.2021	Local	Self	College Seminar Hall
44	Attended 49th IPS National Virtual Conference 2021	01.12.2021 05.12.2021	Local	Self	College Seminar Hall
45	Webinar on HIV/AIDS-current trends & facts	02.12.2021	Local	Self	College Seminar Hall
46	CDE program on microsurgery in periodontics	08.12.2021	Local	Self	College Seminar Hall
47	Lecture on Interdisciplinary Approach in orientation programme organised by index institute of dental sciences.	11.12.2021 18.12.2021	Local	Self	College Seminar Hall
48	Dentocon -2	22.01.2022 23.01.2022	Local	Self	College Seminar Hall
49	Impla-Integrate 2022	24.01.2022 26.01.2022	Local	Self	College Seminar Hall
50	IAOMS scientific webinar on management of avulsive and ballistic injuries in the oral maxillofacial region; consideration during COVID- 19	25.01.2022	Local	Self	College Seminar Hall
51	IAOMS scientific webinar on paradigms in dentofacial corrections from classic to virtual planning and surgery	25.01.2022	Local	Self	College Seminar Hall



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52	IAOMS scientific webinar Management of avulsive & ballistic injuries in the Oral Maxillofacial Region; Considerations during COVID- 19	25.01.2022	Local	Self	College Seminar Hall
53	IAOMS Scientific Webinar on Template guided mandibular reconstruction : innovative standardized vs patient specific approach	26.01.2022	Local	Self	College Seminar Hall
54	IAOMS Scientific Webinar on minimizing patient morbidity in orthognathic surgery by using a novel surgical algorithm	26.01.2022	Local	Self	College Seminar Hall
55	IAOMSScientific Webinar on patient specific implants in CMF surgery	26.01.2022	Local	Self	College Seminar Hall
56	IAOMS scientific webinar on TBD	27.01.2022	Local	Self	College Seminar Hall
57	IAOMS scientific webinar on patient specific solutions in non- augmentative preprosthetic restoration	27.01.2022	Local	Self	College Seminar Hall
58	Webinar on clinical guidelines for managing periodontics	31.01.2022	Local	Self	College Seminar Hall
59	Online CDE on platelet concentrates	03.02.2022	Local	Self	College Seminar Hall
60	5- day workshop on research methodology titled "overview of thesis process – from inception to completion"	07.02.2022 11.02.2022	Local	Self	College Seminar Hall
61	One day workshop on zygomatic implant surgery	02.03.2022	Local	Self	College Seminar Hall
62	Online CDE program on recent advances in the field of dental implants	18.03.2022	Local	Self	College Seminar Hall

63	CDE programme by indian orthodontic society	10.04.2022	Local	Self	College Seminar Hall
64	18th ISPPD national pg convention	07.04.2022 09.04.2022	Local	Self	College Seminar Hall
65	Six days national level faculty development program on pedagogical transition in higher education- a paradigm shift	18.04.2022 23.04.2022	Local	Self	College Seminar Hall
66	Endo alumni lecture series	25.04.2022	Local	Self	College Seminar Hall
67	Webinar on evidence based journal club	06.05.2022	Local	Self	College Seminar Hall
68	ISPRP triad webinar series	29.05.2022	Local	Self	College Seminar Hall
69	IOS online teacher's training program	01.06.2022 02.06.2022	Local	Self	College Seminar Hall
70	Midyear Scientific convention	05.06.2022	Local	Self	College Seminar Hall
71	Orthodontic innovation conclave	12.07.2022 16.07.2022	Local	Self	College Seminar Hall
72	Online Practical course live demonstration in BPS complete denture	23.07.2022 24.07.2022	Local	Self	College Seminar Hall

**Departmental Events (Last year data given)**

Sl. No	Department	Event	Date of Event	Venue
1	IMCHRC	Adolescent Week	15.03.2021 21.03.2021	College Seminar Hall
2	IMCHRC	Breast Feeding	01.08.2021 07.08.2021	College Seminar Hall
3	IMCHRC	Children's Day	14.11.2021	College Seminar Hall

4	IMCHRC	Constitution Day	26.11.2021	College Seminar Hall
5	IMCHRC	Doctor's Day	01.07.2021	College Seminar Hall
6	IMCHRC	Ganpati	10.09.2021 19.09.2021	College Seminar Hall
7	IMCHRC	Hindi Diwas	14.09.2021	College Seminar Hall
8	IMCHRC	Independence Day	15.08.2021	College Seminar Hall
9	IMCHRC	Orientation	21.02.2021	College Seminar Hall
10	IMCHRC	ORS Week	25.07.2021 31.07.2021	College Seminar Hall
11	IMCHRC	Stimulus	11.12.2021	College Seminar Hall
12	IMCHRC	Teacher's Day	04.09.2017	College Seminar Hall
13	IMCHRC	Gandhi Jayanti	01.10.2021	College Seminar Hall
14	IMCHRC	Republic Day	26.01.2021	College Seminar Hall
15	IMCHRC	Vasant Panchmi	16.02.2021	College Seminar Hall
16	IMCHRC	Women's Day	08.03.2021	College Seminar Hall
17	IMCHRC	Yoga Day	21.06.2021	College Seminar Hall
18	IMCHRC	Adolescent Week Celebration	15.03.2022 21.03.2022	College Seminar Hall
19	IMCHRC	White Coat Ceremony Programme	28.01.2022	College Seminar Hall

**Departmental Guest Lectures (Last year data given)**

Sl. No	Department	Lecture	Topic	Resource Person	Organized By	Start Date
1	Arabic	Lecture	Barriers in Translation	Salam Faizy Amanath	Department of Arabic	
2	Arabic	Lecture	New in "News"	Dr. Ayyoob TK	Department of Arabic	
3	Arabic	Lecture	Indo-Arab relations	Prof. Abdul Hameed Faizy	Department of Arabic	

4	Arabic, Commerce	Lecture	How Indian constitution becomes great?	Adv. M Ummer MLA	Department of Arabic and Commerce
5	Commerce	Lecture	Prospects of digital marketing	Mr. Faisal (Star Achiever RCM)	Department of Commerce
6	Commerce	Debate	Traditional Marketing versus Digital Marketing		Department of Commerce
7	Commerce	Lecture	Social media marketing	Mr. Noufal K (Business entrepreneur)	Department of Commerce

Departmental Projects(Last year data given)

Sl. No	Department	Title	Start Date	Duration	Funding Agency	Grant Received	Grant Sanctioned	Status
1	Commerce	THE ROLE OF PRIMARY MILK SOCIETY IN THE ECONOMIC DEVELOPMENT OF DAIRY FARMERS			IMPACT	10000	10000	Completed
2	Commerce	INVESTMENT PATTERN AND PREFERENCE OF PEOPLE WITH REFERENCE TO KARUVARAKUNDU PANCHAYATH			THE KARUVARAKUNDU CO-OPERATIVE BANK	10000	10000	Completed
3	Arabic	Malayalam literature in Arabic Translation in the last Half Century			Al Rawi Typing Abu Dhabi	15000	15000	Completed
4	Arabic	POTENTIAL FLOOD VULNERABLE AREAS AND PRECAUTIONARY EVACUATION			SPARSHAM CHARITABLE SOCIETY	15000	15000	Completed

		MEASURES TO BE INITIATED IN KARUVARAKUN DU PANCHAYATH							
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### Summary of Report:

- Ensuring equity and openness, the institution maintains a streamlined and effective admission process for prospective students.
- Upholding rigorous educational standards, the institution is renowned for the vitality and thoroughness of its teaching, learning, and evaluation processes.
- The University is steadfast in its commitment to realizing learning outcomes and objectives.
- Fostering a comprehensive educational environment, the institution offers a well-balanced blend of curricular and co-curricular activities to enhance students' learning experiences.
- The library carefully manages the quantity of textbook volumes to meet the academic requirements of students.
- Actively engaging stakeholders, the Internal Quality Assurance Cell (IQAC) gathers feedback from students, faculty, alumni, and employees to drive continuous enhancement.
- Through the IQAC, the institution takes proactive steps to organize seminars and conferences, promoting knowledge exchange and professional growth within the organization.

### Recommendations

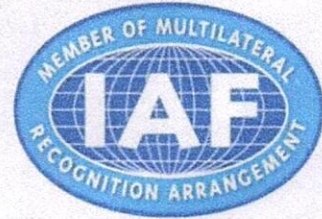
- Enhance the quality of consultancy projects and increase revenue generated through consultancy. The university should prioritize acquiring funding for research projects to foster growth.
- Establish a health center on campus to better cater to the well-being of students and staff.
- Increase the frequency of interdisciplinary seminars and conferences to encourage a broader exchange of ideas and knowledge.
- Improve the quantity and quality of publications and books per teacher, contributing to the academic prowess of the institution.

### Auditor Signature

*Suman Nandy*

Campus Technology

Suman Nandy, CISA, CISSP, ITIL (Foundation)



*Ry*  
Registrar  
Malwanchal University  
Indore (M.P.)