



## **KATNI ARTS AND COMMERCE COLLEGE**

(Approved by UGC, AICTE and Affiliated to Rani Durgawati University, Jabalpur)

Nai Basti, Katni (Madhya Pradesh) – 483501



**Academic Administrative Audit**

**2023-24**

## About “Katni Arts and Commerce College”

KACC College of Arts, Commerce and Science is a co-educational institute established in 2001. The College had its inception as an affiliated college of Rani Durgawati Vishwavidhyalaya of Jabalpur with undergraduate programmes in BA, BSc, B.Com, B.Com.(Honours), BBA, BCA and PG programmes in M.Com., MSW, M.Sc. (CS), LLB .KACC obtained a permanent status of an independent college in the year 2015. The College is recognised by UGC under section 2(F) and 12(B) of the UGC Act 1956 and has been receiving central assistance sporadically . In 2023-24 (current year), a total of 1629 students are enrolled in various programmes mentioned above, and are academically supported by a staff of 28 teachers and 10 non-teaching staff.

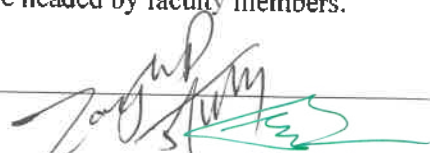
Admission procedure at KACC is followed via M.P. Higher education for UG and PG, in compliance with other Government norms. Innovative methods in tandem student -centric pedagogy such as seminars, summer trainings, industrial visits, guest lectures, counselling, etc. are followed to ensure full-fledged assimilation on the part of pupils. Bright learners are facilitated with additional guidance and practice sessions on CPT, IPCC, and competitive exams as per the requisition and otherwise. Slow learners are aided with remedial and bridge classes to empower the academically weak areas on their part.

Furthermore, the faculty members with furthered qualifications and recognised by journals at national and global level are financially rewarded. Pedagogy at KACC is mostly constituted of PPTs, workshops, quizzes, extensive discussions and intensive debates, etc. aside from the traditional tracks of teaching. Transparency in the smooth conduct of examination followed by evaluatory procedure is given the top most priority. Students can always apply for scrutiny / re-evaluation of their answer scripts by the concerned faculty. Students can access their evaluation available on the KACC web portal.

The institution is supported and managed by the Lala Mathuradas Society Katni registered under the society act chaired by the Ms. Sushma Chaddha.

Katni Arts and Commerce College is situated in Nai Basti area of katni (Madhya Pradesh), The location coordinates for KACC are 23.85° North, 80.39° West

The college received B grade in the first cycle of NAAC accreditation in the year 2022 which is valid for a period of 5 years. The college is affiliated to Rani Durgawati University Jabalpur. The college follows a decentralized pattern in administration. Leadership is encouraged through formation of Clubs, Cells and Committees which are headed by faculty members.



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The college is guided by its various statutory bodies such as Governing Body and Executive Council for the academic planning, syllabus preparation, modification or enhancement. The Departments have academic autonomy to plan, design and implement academic and co-academic programmes. The IQAC looks into the quality initiatives and develops parameters for effective planning and implementation. The institution fosters creativity and social responsibility through various initiatives like NSS and Red Ribbon Club. KACC is a partnering institution under the various sensitization programmes.

The college has few cells and committees as per the requirement of University Grants Commission New Delhi for the holistic development of the students. Furthermore, the college has conducted various activities to promote education among the rural and tribal population.



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## Vision

To be recognised far and wide as an institution which provides need-based, skill-integrated, cost-effective, quality holistic education, to prepare the students into globally competitive, employable and responsible citizens tomorrow. KACC is committed to becoming a centre of academic excellence.

## Mission

- To create and acquire relevant knowledge along with skills and global competencies and disseminate the same among students.
- To provide holistic education through relevant curricula, programmes and pedagogic innovations with focus on employability and self-employment.
- To undertake and contribute towards the creation, acquisition and utility of expertise, skills and its applications for sustainable development.
- To establish linkage and collaborations for the betterment of teaching, learning and extension.
- To provide good infrastructure, human resource and necessary support-services for the betterment of students' progress and welfare.
- To promote national integration, human rights, universal brotherhood and community development activities through inclusive practices.


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## Objectives

- Enable students to realize their potential and self-worth and evolve as leaders and agents of change.
- Create and maintain institutional ethos for multi-cultural thinking, inspired by religious and moral values.
- Instil commitment towards the cause of social justice and empowerment.
- Prepare students for employment in specific career fields.
- Promote and support research and scholarship, academic freedom and faculty development

## Core Values

- Inclusiveness, Synergy, Quality, Ethics and Integrity.
- Faith in and Inspiration from the cumulative wisdom of our traditions and heritage.
- Stewardship of nature and environment for a sustainable development of the world for the generations to come.
- Respect for and integral development of every human person.
- Freedom coupled with responsibility and discipline.
- Learning and teaching to be a lifelong



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## Academic and Administrative Audit

16 & 17 September 2024

The main objective of the audit is to comprehensively review, assess, and evaluate the performance of the institution in the domains of teaching, learning, research, extracurricular activities, and administrative practices. This process is conducted by both internal committee members and external academicians to gain a well-rounded understanding of the institution's functioning.

The audit aims to:

1. **Understand the existing system:** It evaluates the strengths and weaknesses of the departments and administrative units.
2. **Assess performance:** The audit critically examines areas such as the teaching-learning process, faculty engagement, research output, extracurricular activities, and administrative efficiency.
3. **Identify gaps:** It highlights areas needing improvement and provides constructive suggestions to address weaknesses.
4. **Ensure continuous quality improvement:** The audit suggests methods for enhancing the overall quality of education and administration in line with the guidelines provided by accrediting bodies such as NAAC and other assessing agencies.

Before the audit, the institution submits its profile and self-evaluation reports for the audit team to analyze. During the audit, the team conducts visits to departments and the administrative offices and interacts with faculty members and staff to gather insights into the institution's operations. The findings of these interactions and evaluations form the basis for recommendations aimed at fostering continuous improvement and achieving excellence in institutional practices.



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**Assessment (Based on Institutional Information, Website & Discussions)**

S.No	Description	Availability
1	University affiliation documents	Yes
2	Autonomy status documents	NA
3	NAAC, NCTE & AICTE Certification	Yes
4	Relevant State government approvals	Yes
5	Governing body details	Yes
6	Academic council details	NA
7	Finance committee details	NA
8	Board of Studies details	NA
9	IQAC details	Yes
10	Leave & attendance system	Yes
11	Office automation details	Yes
12	Audit reports	Yes
13	Personal files of employees	Yes
14	Student scholarship details	Yes
15	Institutional website	Yes
16	Notice boards	Yes
17	Campus security & CCTV	Yes
18	ICT enabled classrooms	Yes
19	Fire protection equipment	Yes
20	In-campus health care facility	Yes
21	Canteen facility	Yes
22	Indoor & outdoor sports facilities	Yes
23	Hostel facilities	NA
24	Vehicle parking facility	Yes
25	Secure online & offline library facility	Yes
26	Pure & safe drinking water facility	Yes
27	Solid waste disposal system & compost pits	Yes
28	E-waste management	Yes
29	Rain water harvesting	Yes
30	Green campus initiatives	Yes
31	Conference & seminar halls	Yes
32	Laboratories – Computer, Physics, Chemistry, Science	Yes
33	Fitness centre	No
34	Seminar Hall cum Auditorium	Yes
35	Girl's common rooms	Yes

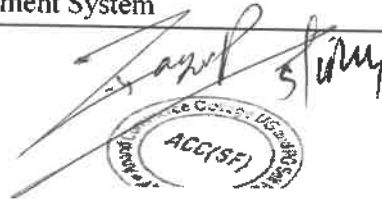
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36	ISO Audit	Yes
37	Compendium of Policies	Yes
38	Green Audit	Yes
39	NIRF Participation	No
40	Rain Water Harvesting/Waste Management System	Yes



  
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## Profile of the Institution

### BASIC INFORMATION

Name and Address of the College			
Name	Katni Arts and Commerce College, Katni (Madhya Pradesh) - India		
Address	Nai Basti, Katni		
City	Katni	Pin	483501
State	Madhya Pradesh	Website	<a href="http://www.kacckatni.org">www.kacckatni.org</a>

Designation	Name	Telephone with STD with Code	Fax	e-mail
Chairman	Ms. Sushma Chadha	+919329821337	07622-400805	kacckatni@gmail.com
Director	Dr. Jai Chadha	+919752020482	07622-400805	Sharadnirankari69@gmail.com

Nature of Institution	Institution Status	Affiliated College
Type of Institution	By Gender	Co-education
	By Shift	Regular
Establishment Details	Year of establishment	2001

The College is affiliated to : Rani Durgawati University  
 Minority status : NA  
 Date of Recognition by UGC : 03.08.2020



  
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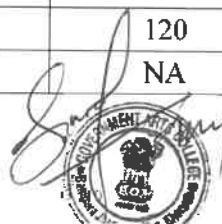
Details of Reorganization/ Approval by Statutory/ Regulatory bodies (other than UGC)			
Statutory Authority Regulatory	Reorganization/ Approval details Institution /Department Programme	Day, Month, Year (DD/MM/YYYY)	Remarks
Bar Council of India	Law	01.08.2020	
All India Council of technical Education	Management	01.07.2022	

Location, Area and Activity of Campus		
Location	Campus Area in Acres	Built up Area in sq.mts.
Urban	0.66 acres	3132.39 sq. M

#### ACADEMIC INFORMATION

##### Details of the Programmes Offered by the College with takers

Level of Programme	Name of Programme/ Course	Sanctioned Strength	No. Of Students Admitted
UG	B.COM	540	196
	BCA	60	29
	B.Sc	360	78
	BA	175	58
	BBA	120	103
	B.Lib	30	1
	LLB	120	118
PG	M.Com	60	18
	M.Sc	NA	NA
	MSW	60	12
	LLM	30	15
	MBA	120	13
DIPLOMA	NA	NA	NA



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## Extended Profile of the Institution

### 1. Programme:

#### 1.1. Number of programs offered

Programs	2023-24
UG	7
PG	5
Diploma	0
Self-financed Program (UG & PG)	12

### 2. Student:

#### 2.1. Number of students

Programme	Gender	SC	ST	OBC	Minority	Others	Total
PG	Male	20	11	78	0	130	239
	Female	5	3	39	0	79	126
	Others	0	0	0	0	0	0
UG	Male	35	15	238	0	512	800
	Female	14	9	100	0	297	420
	Others	0	0	0	0	0	0
DIPLOMA	Male	0	0	0	0	0	0
	Female	0	0	0	0	0	0
	Others	0	0	0	0	0	0

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2.2. Total number of outgoing / final year students: 429 (III Yr & VI SEM)

2.3. Number of students appeared in the Institution examination during 2023-24: 1431

2.4. Number of revaluation applications during 2023-24: NA

2.5 Total number of students appeared in the final year examination: 458

2.6 Total number of students passed in the final year: 429

### 3. Academic:

3.1. Number of courses in all programs: 520

3.2. Number of teachers recognized as guides during 2023-24: 00

3.2. Number of research centre: 00

### 4. Institution:

4.1. Number of eligible applications received for admissions to all the programs during 2023-24: NA

4.2. Total number of classrooms / seminar halls / conference hall: 18



# **DETAILS OF TEACHING & NON-TEACHING STAFF OF INSTITUTION**

Teaching Staff:	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others
Sanctioned by the UGC/institution/State Government	0	0	0	0	0	0	0	0	0
Recruited	0	0	0	0	0	0	0	0	0
Yet to Recruit	0	0	0	0	0	0	0	0	0
On Contract	0	0	0	0	0	0	0	0	0
Sanctioned by the Management/Society/or other Authorised Body	0	0	0	0	0	0	18	20	0
Recruited	0	0	0	0	0	0	18	20	0
Yet to Recruit	0	0	0	0	0	0	0	0	0

Non-Teaching Staff:				
	Male	Female	Others	Total
Sanctioned by the UGC/institution/State Government	0	0	0	0
Recruited	0	0	0	0
Yet to Recruit	0	0	0	0
Sanctioned by the Management/Society/or other Authorised Body	8	5	0	13
Recruited	8	5	0	13
Yet to Recruit	0	0	0	0



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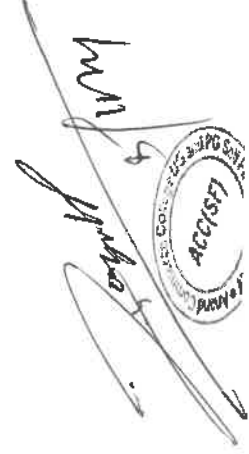


Technical Staff:				
	Male	Female	Others	Total
Sanctioned by the UGC/institution/State Government	0	0	0	0
Recruited	0	0	0	0
Yet to Recruit	0	0	0	0
Sanctioned by the Management/Society/or other Authorised Body	2	0	0	2
Recruited	2	0	0	2
Yet to Recruit	0	0	0	0

Details of Visiting/Guest Faculties:				
Number of Visiting/ Guest Faculty engaged With the college	Male	Female	Others	Total
	4	10	0	14



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## Academic and Administrative Audit of General Office

1. The auditor recommended that the outward and inward registers be numbered with dates and maintained either on a yearly or academic yearly basis. At the end of the year, the registers should be stamped with the signature of the head of the institution to ensure proper record-keeping and accountability.
2. It was also recommended that scholarship-related work be systematically organized and arranged in order, with data maintained for three batch years. This approach will help ensure proper tracking and management of scholarship information

## Academic and Administrative Audit of Accounts Office

The auditors provided several recommendations for the institution, including:

1. The college should constitute an Internal Audit committee comprising of one member from the society and two other members of the staff to audit account internally atleast once in a quarter.
2. Establishing a clear process for rectifying remarks raised during internal or external audits.
3. Ensuring that the salaries of guest faculty, assistant professors, associate professors, and professors align with state government or UGC norms.
4. For self-financed institutions, if salaries do not follow the 7th Pay Commission, the management should set the basic pay according to government norms while allowing discretion for gross pay.
5. Having a formal promotion policy in place.
6. Allowing leftover casual leave (CL) to be carried forward with a cap or encashed to motivate and encourage staff.

## Academic and Administrative Audit of Career Counselling Cell

Recommended several actions to enhance collaboration and student support:

1. Sign MoUs with recruiters to foster positive future collaborations.
2. Introduce an **add-on course** focused on startups to provide students with entrepreneurial skills (Basics of startups)



  
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3. The In-Charge should regularly assess the number of students interested in further studies, startups, or placements to better understand their needs.
4. Implement a separate reasoning ability test administered by the training and placement cell to improve uniformity and transparency in the selection process, aiding both pre-drive and post-drive placements.

### Academic and Administrative Audit of Central Library

1. **Library Photocopy Policy:** The expert team suggested establishing a photocopy policy in the library that clearly outlines the number of free photocopies allowed per student. This policy will help manage resources effectively while ensuring equitable access for all users.
2. **Publisher Communication for Specimen Copies:** The expert team suggested that the library in charge should communicate with publishers to request at least two specimen copies of each title. This practice would not only enhance the library's collection but also serve as a best practice for future library management.
3. **Faculty Repository Creation:** The expert team suggested creating a repository for the faculty members of the institution. This repository would include chapters, papers, and books authored by the faculty, providing a centralized resource for research and academic contributions.
4. **Inclusion of Educational Games and Movies in the Library:** The expert team recommended that the library incorporate a selection of educational games and movies. This addition would enhance the learning experience and provide diverse resources for students.
5. Organizing a **Book Donation Drive** for a **Book Bank** is an excellent initiative to promote literacy and provide access to educational resources for students in need.

### Academic and Administrative Audit of NSS

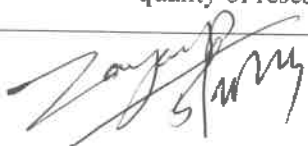
NSS collaborate as much as possible with the departments to take the full credit of extension activities by the departments also of the NAAC, as suggested for, only 18 activities are required to secure 4 marks in the NAAC criteria. To maximize the scoring potential, the remaining activities can be strategically distributed among various departments, ensuring that different departments contribute to the overall score in distinct categories. The management should ensure conduction of mandatory activities as per the guidelines of the state higher education and affiliating university.



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## Academic and Administrative Audit of Departments (General)

1. **MOOC Examination Fee Refunds:** First of all students should be promoted to enroll themselves in SWAYAM and NPTEL courses and in order to promote the same, it was recommended that students who successfully clear their MOOC examinations should be refunded their fees as a form of recognition or achievement. This initiative, along with other types of awards, could enhance student motivation and encourage better enrolment and successful completion in MOOC programs.
2. **MOOC Assessment Criteria for NAAC:** In the NAAC criteria, there are two distinct columns for evaluating MOOC participation. The first is for the number of programs that students have enrolled in, and the second is for the total number of students enrolled in these programs. To maximize marks, it's essential to focus on increasing both the variety of programs offered and the overall student enrollment in these courses.
3. **Increased Enrollment in Online Courses:** A suggestion was made that at least one student from each department should enroll in MOOCs in every semester. This would not only improve student engagement but also help the institution meet the NAAC accreditation criteria related to student participation in online learning.
4. **Guidance on PhD Supervision and Research Policy:** The management should instruct all the faculty members who have completed their doctorate to enroll themselves as the research guide either in parent university or in any other university. He suggested faculty members should enroll as guides with M.P. Bhoj University to further enhance research capabilities within the department.
5. **Consultancy Fund Management:** The team suggested that the management should motivate the faculty members for undertaking consultancy services with the pre-condition that the consultancy should be taken on the name of KACC.
6. **University Recognition for Faculty:** It was also advised that university recognition as a Postgraduate (PG) teacher, Assistant Professor, or Associate Professor {CODE-28} should be considered a form of official recognition. This can enhance the faculty's credentials and contribute positively to the institution's overall academic standing.
7. **Importance of Vernacular Teaching:** The auditors emphasized the importance of incorporating vernacular languages in classroom teaching. They suggested that, if classroom instruction cannot be delivered in vernacular, students should at least have the option to answer exam papers in their native languages. This was underscored as a key requirement for inclusivity in education.
8. **Focus on Research Quality and Integration of Values:** The audit team pointed out areas where the departments scored zero, expecting improvements in those areas. One significant suggestion was to integrate research with academic values to enhance the quality of research produced by the department. They stressed the need for "Academic



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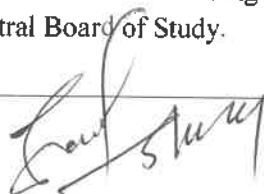
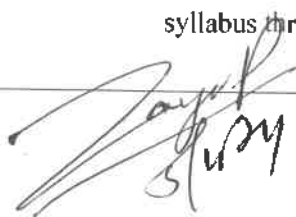
Integrating Value Research" to become a priority.

9. **Student-Led Publications:** The audit team encouraged the departments to inspire students to take the initiative in publishing their own newspapers. They suggested these student-led publications could be updated daily on the department's website to enhance student engagement and journalistic skills.
10. **Emotional and Creative Development through Movies:** The auditors recommended that the departments should focus on the emotional and creative development of its faculty and students through movies.
11. **"Friday for Your Future" Program:** Initiate a weekly program where skill-based sessions are held every Friday. If attendance is low, sessions can be recorded and shared. These sessions can be conducted both online and offline.
12. **Skill Mapping:** Conduct skill mapping for each teacher participating in training programs (FDPs, PDPs) to create a pool of resource persons who can be approached for teaching related subjects or providing training on similar themes.

### Academic and Administrative Audit of Department of Commerce

The audit team proposed several initiatives:

1. **Certificate Program in Financial Literacy:** Collaborate with SEBI (Securities and Exchange Board of India).
2. **Awareness Initiatives:** Focus on savings, wealth creation, and investment strategies for both students and staff.
3. **Financial Planning Programs:** Initiate programs covering Financial Planning, Tax Planning, and Retirement Savings.
4. **Investment Awareness:** Educate about long-term and short-term investments and the power of compounding.
5. **Comparative Study:** Conduct a study comparing the National Pension System (NPS) with Unit-Linked Pension Schemes (ULIP).
6. **Fintech Insights:** Provide insights on Financial Technology (Fintech).
7. **High-Quality Publications:** Prioritize publications in UGC CARE-listed journals and avoid paid publications.
8. **Textbook Inclusion:** Work towards including published textbooks in the university syllabus through the Central Board of Study.



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9. **Collaboration with NISM:** Organize activities in partnership with the National Institute of Securities Markets.
10. **Commerce Lab:** Establish a commerce lab for teaching and research purposes.

### **Academic and Administrative Audit of Department of Management**

Recommendations made by the audit team:

1. **Unique Programmes/Specializations:** Identify specific programmes or specializations that can be uniquely offered by the department or college.
2. **Highlight Recognized Rankings:** Emphasize recognized rankings from authoritative sources, such as Icare.
3. **Certificate Course in Research:** Introduce a certificate course focused on the **Fundamentals of Research**.
4. **Gold Trading and Purchasing:** Develop a focus on **gold trading and purchasing** as a subject area.
5. **Live Experiential Learning:** Implement **live experiential learning** opportunities for topics like the trade market.
6. **Mapping Student Choices:** Prior to placements, map students' preferences for future paths (higher education, competitive exams, etc.) to enhance understanding of placement and progression data.

### **Criteria-1**

Recommendations made by the audit team:

1. The college should think of introducing Value Added Courses in the curriculum as VAC will enhance the employability of the students.
2. It was recommended to conduct Stakeholders feedback each and every year for fruitful suggestions and implementation.



  
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## Criteria-2

Recommendations made by the audit team:

1. It was observed that the enrolment ratio of the college is very low, so it was recommended to retain the seats as per the demand in various programmes.
2. The college should give more focus on practical exposure instead of bookish knowledge to students in the form of Industrial visits, Exposure visits and Expert sessions to achieve the spirit of NEP 2020.
3. Systematic implementation of mentor – mentee is very important.
4. Regular result analysis and remedial measures are required.
5. It was recommended to design a process for identifying slow and advance learners.

## Criteria-3

Recommendations made by the audit team:

1. The faculty members should be instructed to write Major and Minor research projects, as this area is almost Nil.
2. The faculty members should be given target of writing research papers in journal of repute.
3. The management should instruct all the faculty members to complete their doctorate.
4. The college should promote research by way of granting seed money to the faculty members.
5. It was recommended to promote consultancy amongst the faculty members.

## Criteria-4

Recommendations made by the audit team:

1. As far as physical and academic infrastructure is concerned, the management should think of more and more smart class rooms.
2. Number of computers is to be increased.
3. Central library is to be strengthened.
4. The college should go for subscribing e-resources.

## Criteria-5

Recommendations made by the audit team:

1. There must be Fee concession guidelines in place.
2. Career and placement cell is to be strengthened by signing MOU with more and more recruiters.
3. A system is to be designed for collecting data related to student progression.



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## Criteria-6

Recommendations made by the audit team:

1. Need of policies and procedures for the smooth conduction and transparency of the functioning of the HEI.
2. The college should instruct all the faculty members to attend seminars, workshops and FDPs and also support them financially as per the policy.
3. All the mandatory cells and committees should be constituted and their meetings should be conducted as per the guidelines.
4. The college should conduct Internal Audit and External Audit well on time.
5. The college should participate in NIRF Ranking, MDRA Ranking and other related accreditations.
6. IQAC should act as an integral part of the institution and should take regular initiatives for enhancing the quality of education.

## Academic and Administrative Audit of Committees and Cell

The audit team provided several insights and suggestions regarding various committees:

1. **Alumni Committee:** They inquired about mandatory Alumni Forum Meetings and registration fees. The team noted that the college is not having active alumni forum and suggested to do so.
2. **Internal Complaint Committee:** The team asked about the types of student complaints and their resolution, to which the incharge explained that general complaints are addressed in consultation with management.
3. **Competitive Examination Committee:** The audit team recommended organizing regular classes focused on reasoning ability, current affairs, and editorial talks.
4. The audit team suggested that all major college events should include feedback with analysis.
5. The team recommended that all major Minutes of Meeting for each committee should include a letter reference number.
6. The college should constitute all the committees as recommended by the University Grants Commission and AICTE.

The audit team reviewed the records of various committees and expressed little dis-satisfaction with the documentation.



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As we conclude the Academic and Administrative Audit of Katni Arts and Commerce College, it is important to acknowledge the dedication and collaborative spirit demonstrated by the faculty, staff, and administration throughout this process. The audit has provided valuable insights into the institution's strengths, as well as areas where focused improvements will lead to greater academic achievement and administrative efficiency.

We are confident that the implementation of the audit's recommendations will reinforce the institution's mission to provide high-quality education and prepare students for the challenges of a rapidly changing global landscape.

### Recommendations

1. The Management should think on increasing the number of programmes at Under Graduate and Post Graduate level.
2. Introduction of value added courses for the students to increase employability.
3. Student Satisfaction Survey must be taken from each and every student every year.
4. An organized mechanism should be designed in order to identify slow and advance learners.
5. Promotion of Research culture amongst the faculty members as well as the students.
6. The college should maintain QAPP at central and departmental level and should monitor the same on regular basis.
7. The college should identify Best Practices based on their uniqueness.
8. The college management should motivate teachers to participate in Seminars, Workshops and Conferences on regular basis.
9. The college should focus on use of ICT in teaching and learning.
10. Financial support should be given to faculty members for attending Seminars, Workshops and Conferences.
11. The college should increase their linkages and collaborations with the Industries and other organizations which helps you in Faculty exchange, Exposure Visits and Students Exchange program.
12. IQAC needs to be strengthened.
13. The college should frame different policies and procedures as per the need and requirement.
14. The college should work on IDP as per the guidelines of UGC.
15. Placement cell needs to be focused.
16. The management should may think of applying for autonomy, as under university system it is not possible to deliver quality in real terms
17. The college should try to maintain Students-Teacher ratio as per the norms.



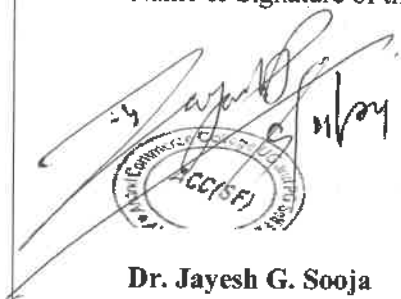
  
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Thank you to everyone who contributed to the success of this audit. We look forward to witnessing the positive changes that will undoubtedly follow.

Date of Audit: 16 & 17 September 2024

Name & Signature of the External Assessors



Dr. Jayesh G. Sooja  
Principal  
Government Arts College (GAC), Ragadia



Dr. Sunil S Dwivedi  
Associate Professor and HOD



Principal  
Katni Arts & Commerce College  
Katni (M.P.)

Report submitted to the Principal: **Dr Jai Chadha**

Signature & Seal of the Principal