



ACADEMIC & ADMINISTRATIVE AUDIT REPORT

2018 - 2023



**MAHABODHI
MAHAVIDYALAYA**

ACADEMIC AND ADMINISTRATIVE REPORT

MAHABODHI MAHAVIDYALAYA

2018-2023

Mahabodhi Mahavidyalaya, located in the heart of Nalanda, is just 0.25 km from the historic Nalanda Ruins and west of Nav Nalanda Mahavihara. The institution commenced its journey on March 19, 1978, to address the educational needs of the local population, primarily serving the district.

As a premier institution for higher education in the Nalanda reserve constituency, Mahabodhi Mahavidyalaya is dedicated to empowering individuals by dispelling ignorance, superstition, and harmful habits. Simultaneously, it equips the community with valuable skills, fostering both personal and professional development.

A particular focus of the college's mission is to empower marginalized sections of society, including SC, ST, OBC, and Minority students, through education, training, and counselling.

MISSION

The mission of Mahabodhi Mahavidyalaya is to cultivate a qualitative renewable talent bank of dedicated and committed educators who are intellectually developed, socially aware, morally upright, and spiritually oriented citizens of India. This approach aims to foster well-rounded individuals capable of adding value to organizations while addressing the challenges of the 21st century and bridging the gap between the privileged and the underprivileged. Faculty and administrators play a crucial role in facilitating the transformational journey of young individuals who pass through the college. By exemplifying hard work, perseverance, and a positive attitude, they inspire students to embody these virtues. The College of Education is committed to achieving excellence through quality instruction, research, and community outreach, enhancing the quality of basic education and ensuring meaningful learning for each individual. Our mission encompasses providing quality teacher education to both prospective and in-service teachers in the district and across South Bihar, empowering them to play effective roles in the classroom and produce devoted educators who can deliver quality education to their students. The founding team's vision is to ensure that graduates receive high-quality training, enabling them to foster excellence in students and contribute to national development across various domains. Additionally, students are trained to be constructive members of society and responsible citizens of India.

VISION

Value-Based Teaching: Focused on providing holistic education to prepare future leaders.

Academic Excellence: Striving for excellence through hard work, critical thinking, and effective decision-making.

Facilitating Learning: Utilizing appropriate skills and methodologies to nurture responsible citizenship and selfless service to the community.

Integrate Interdisciplinary Themes: Develop a deeper understanding of academic content by weaving 21st-century themes into core subjects.

Foster Innovation: Encourage innovative skills among students and teachers.

Research-Driven Practices: Equip educators and students with effective instructional methods based on research.

Cultivate Life Skills: Develop essential life skills and workplace competencies. Empower Inclusivity: Provide knowledge, skills, and attitudes to create inclusive and multicultural learning environments while instilling civic virtues and a commitment to community service.

Promote Ethics: Uphold moral values and professional ethics among teachers and students.

FUTURE PLAN

In response to the evolving knowledge and service economy, Mahabodhi Mahavidyalaya plans to offer additional courses aimed at developing students' soft skills while equipping them with the necessary academic, vocational, and technical expertise for future job opportunities. The college is also focused on revenue generation and has signed Memoranda of Understanding (MOUs) with relevant institutions.

To promote the study of Nalanda's rich history, the college is establishing a history museum on campus. Over the years, the institution has experienced significant growth and aims to continue expanding by introducing new academic subjects and elevating several undergraduate departments to postgraduate status. The ultimate goal is to achieve autonomous status, ensuring smooth operations and effective implementation of the college's mission and vision.

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2018-23

PART-I

NAME OF THE COLLEGE: MAHABODHI MAHAVIDYALAYA

AUDIT TEAM MEMBERS:

1. Dr. Manoj Kumar Singh, Controller of Examination, Patliputra University, Patna
2. Dr. Kamal Prasad Bauddha, Dean, Department of Education, Patliputra University, Patna
3. Dr. Chanda Bhusan Prasad Singh, Principal, Vardhman Mahavir College, Pawapuri, Nalanda.
4. Dr. Arvind Kumar, Principal, Mahabodhi Mahavidyalaya.
5. Dr. Ramasish Prasad, Coordinator, IQAC, Mahabodhi Mahavidyalaya, Nalanda.

DATE OF AUDIT- 13 April 2023

| College Timings | Observation | Remarks/ Suggestions |
|-------------------|--|---|
| 10 A.M. to 5 P.M. | <p>The institution has provided all the supportive documents in format of AAA report and all the informations are found to be true.</p> <p>All matters mentioned in the AAA report have been checked and found in place properly and the institution is progressing well towards the excellence of Higher Education.</p> | <p>OK</p> <p>Controller of Examinations Patliputra University Patna</p> <p>Dean Faculty of Education Patliputra University Patna</p> <p>Chanda Bhusan Prasad Singh Principal Vardhman Mahavir College Pawapuri, Nalanda</p> <p>13/04/2023</p> |

Principal
Mahabodhi Mahavidyalaya, Nalanda
Nalanda (Bihar) 803111

| No | Course Offered | | | Student Strength | | | | | Observation | Remarks |
|----|----------------|--------|----------|------------------|---------|---------|---------|---------|-------------|---------|
| | Course | Year | Category | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | | |
| 1 | B.A. & | Part-I | Hons. | 561 | 638 | 758 | 662 | 709 | | |
| | B.Sc. | Part-I | Hons. | 465 | 564 | 623 | 565 | 576 | | |
| | B.Com | Part-I | Hons. | 14 | 29 | 27 | 16 | 11 | | |

I. Curricular Aspect

| | |
|----------------------|-----|
| Attendance | Yes |
| Coverage of Syllabus | Yes |

II. Teaching & Learning

| | | |
|----|--|--|
| 1. | Teaching Diary and Teaching Notes 1. No of Teaching Staff : 2. No of Teachers submitted: 3. No of teachers not submitted with details | 1. 40 2. 36 3. 04 |
| 2. | Conduct of classes | Virtual Class, ICT Enabled Class, Audio Visual Class, Unit Test, Seminar |
| 3. | Use of Supplementary Teaching Tools and Application of ICT | Yes |
| 4. | Student Centric Activities | Yes |
| 5. | Student Centric Seminar | Yes |
| 6. | Remedial Coaching | Yes |
| 7. | Students' Assignment | Yes |
| 8. | Students' Feedback (Analysis done or not) | Collected and Analysis Done |

III. Evaluation and Results

| | | |
|----|--|-----|
| 1. | Conduct of Internal Examinations | Yes |
| 2. | Maintenance of Marks Register/ File | Yes |
| 3. | Result of University Examination (Last Exam) | Yes |

| Analysis of University Results (Percentage of Passed Students) | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Remarks |
|--|---------|---------|---------|---------|---------|---------|
| Total | 1000 | 608 | 767 | 1043 | 1132 | |
| Pass | 976 | 604 | 755 | 1011 | 1110 | |
| Fail | 24 | 4 | 12 | 32 | 22 | |
| Percentage | 97.6% | 99.3% | 98.4% | 96.9% | 98.1% | |

IV. Physical Activities

| | | |
|---|---|-----|
| 1 | GYM | Yes |
| 2 | YOGA Centre | Yes |
| 3 | Department of Physical Education | Yes |
| 4 | Self Defense Training like Taekwondo | Yes |
| 5 | Course on Nutritional Diet | Yes |
| 6 | Vocational Course on Health and Wellbeing | Yes |

VI. Other facilities:

1. Solar Power Plant
2. Rain Water Harvesting
3. Vermicomposting Plant
4. Medicinal Plant Garden
5. Skill Hub- the only skill hub in the region approved by the Pradhan Mantri Kaushal Vikash Yojana.
6. Language Laboratory for enhancing the language skills of the students
7. Active Two NSS Units
8. Hostel Facility- Mahabodhi Mahavidyalaya Mahila Chatrabas
9. College Canteen
10. Pure Drinking Water

AUDIT QUESTIONS

PART-II

The auditors are guided by the questions given in each section in carrying out the academic audit of Departments. These questions guide the formulation of the Self-Evaluation Document (SEO).

DEFINING INTENDED LEARNING OUTCOMES:

| SL | Question | Answer |
|----|--|---|
| 1 | Do you seek external input in formulation of the learning outcomes? | Yes |
| 2 | If yes, how do you do it? For example, do you use survey or focus group interviews with Departments of the college like Sociology have employers and alumni? | We have signed MoUs with different state-bodies and NGOs. We work with them in extension activities. Apart from that, some of the undertaken surveys with their help as part of the curriculum. |
| 3 | Are data from such surveys analysed so that you establish a priori case? Explain. | Yes. The survey reports are analysed. The analyses feed into the can teaching and learning process. The analyses is also published in the public domain and feed into the policies of local administration. |
| 4 | What have you learnt from former students and employers? | The college should initiate more career-oriented programs, incorporate entrepreneurship programmes, organise career fairs. |
| 5 | How do you ensure that there is convergence or agreement on the essential elements of the curriculum? | By facilitating the demands of the faculties and the students in consultation with the affiliated University. |

DESIGNING TEACHING & LEARNING PROCESSES:

| SL | Question | Answer |
|----|--|--|
| 1 | How are your courses managed? | The courses are managed through traditional lecture method, through virtual learning classrooms and ICT enabled classes. Online classes were conducted during the pandemic with the help of Google Classroom, Google Meet platform etc |
| 2 | Is there an appropriate and upto-date teaching and learning strategy in the Department? | Yes |
| 3 | How is teaching and learning organised for students? | Before initiation of each academic session, the Academic Council frames the Academic Calendar on the basis of the input received from each department. |
| 4 | What pedagogical approaches are used? | As set forth by the UGC, the State Government and the affiliating University from time to time. |
| 5 | What strategies are used to stimulate student participation in the classroom and enhance student learning? | As part of the student counselling, an Induction Programme is arranged at the beginning of each session, followed by a "Profile mapping". Apart from these, each department conducts Remedial Classes along with Mentor-mentee programme to enhance the issues of student participation and enhancement. |
| 6 | What resources are used in teaching and learning? | Text and reference books, journals, e-resources, lectures films, multimedia, digital learning resources tools like ICT are frequently used by the faculties. |

| | | |
|----|---|--|
| 7 | How is the quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used? | Feedback from different stakeholders like students, faculties alumni, parents and the employer. Parent-teacher meetings are frequently arranged by the departments. In addition to the mentioned activities, each department also arranges remedial classes (Slow and Advanced Learners Program) and implements a mentor-mentee program. These initiatives are designed to improve student participation and enhance their overall academic performance. |
| 8 | How effectively do lecturers draw upon their research, scholarship, or professional activity to inform their teaching? | <p>1. Enhancing Teaching Material and Relevance: Teachers who actively use their research, scholarship or professional activity enrich their teaching material with the newest and most relevant area of advancements. Students are kept updated by including research and real-world applications in lectures. This keeps the subject current, entertaining, and relevant to the students' career.</p> <p>2. Critical Thinking and Analytical Skills: Teachers who use their research and professional expertise in their teaching inspire students to think critically and analytically. They teach students about research by sharing their own methods and experiences. This method enhances comprehension and fosters study and analysis. Workshops on Research Methodology are frequently arranged for the fulfilment of the said purpose.</p> <p>3. Inspiring Student Engagement and Motivation: Actively incorporating research and professional activities into teaching helps to motivate the students. The students are also inspired to pursue their academic and professional goals by seeing their teachers engaged in innovative research or professional activities.</p> |
| 9 | Is there any academic support including handbook and other written documents that is given to students? | Yes |
| 10 | Did the faculties engaged themselves for their Academic Development during this academic period? | Yes. The faculties engaged themselves for various academic development activities like publishing papers in Journals, writing book chapters and editing books. Apart from these they have attended and presented papers in various Regional, National and International seminars, conferences and webinars. |

| | | |
|----|---|--|
| 11 | What was the Role Of IQAC for Academic Development during the period? | <p>IQAC initiatives-</p> <ol style="list-style-type: none"> 1. IQAC Organised Induction Program for Semester-I student to apprise them of Program Outcome and the best practices of the institutions, the vision and mission of the institution. 2. IQAC Organises special meeting to formalise the Academic Calendar according to feedback and inputs from all stakeholder. 3. IQAC takes feedback from students, and the Academic Monitoring Committee ensures that the Continuous Assessment takes place regularly and according to the plan. 4. 16 new Add-on Course were introduced in the session 2022-23 5. Special Programs were conducted to reach out to the industry sector. Veva Realty from Hyderabad was invited to train students on Entrepreneurial Opportunities. 6. Green Audit was conducted in cooperation with the NGO, Sahakar and in collaboration with the Patliputra University, Patna. 7. A stationary shop with papers and xerox facility was established within the library. 8. A special Mind Care Initiative was taken to conduct work hop on sensitization, counselling and Yoga training. 9. Swami Vivekanand Yoga Centre was established and clubbed with the Gymnasium Centre. 10. An ICSSR funded International Conference was organized on Creative Common. IQAC actively encouraged faculty members to submit plans for funding from national bodies. 11. A workshop on NEP, 2020 was organised where eminent personalities from the government of India addressed the faculty members. 12. IQAC has signed MOUs with the 25 organizations/ institutions. |
|----|---|--|

| | | |
|----|---|--|
| 12 | Is there any registered Alumni association of the Institution? | Yes |
| 13 | If yes, what is the total number of members and how many meetings were organised during the period? | Governing Body Members- 07 Total Members- 529 and counting Program Number- 05 |
| 14 | How does Alumni association contribute to the development of the Institution? | <p>Gour Mahavidyalaya boasts of a dynamic and involved alumni network that plays a pivotal role in making substantial contribution to the advancement of the institution. The Alumni Association has demonstrated a noteworthy influence by providing financial assistance and other support service. Here is a short description of the contribution of the Alumni Association towards the development of the college-</p> <p>Financial Contribution: The Alumni Association proactively participates in various fund-raising endeavours, such as organising alumni reunion, hosting charitable events, and conducting crowd-funding campaigns.</p> <p>Book Donation Camp: Alumni Association organizes book donation camp from time to time. As a result, many alumni donate their books to the departmental library to enrich the departmental library.</p> <p>Career Guidance and Mentorship: The Alumni generally offers their time to serve as mentor, providing guidance and support to student in order to assist them in making well-informed decisions regarding their careers and cultivating crucial professional competencies.</p> <p>Guest Lecture and workshop: Alumni Association actively partners with the college to coordinate guest lecture and workshop led by accomplished alumni in various field. The interactive sessions provide students with opportunities I real-world experience, gain practical insight, and stay informed about industry trends.</p> <p>Networking and Alumni Events: The Alumni of our college organizes frequent networking events, reunions, and social gathering, which serve as opportunities for alumni to re-establish connections with their follow graduates and establish new relationship.</p> <p>Community Engagement and Social Impact: The Alumni Association demonstrates a strong dedication to social contributions through implementation of diverse community engagement and impact initiatives.</p> |

**Part-III
(Financial Report)**

Year 1 (2022-23)

| Head of expenditure (for ex. Repair and maintenance) | Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.) | Amount (INR in Lakhs) |
|--|--|-----------------------|
| Repair & Maintenance | Computer & Peripherals | 0.84 |
| | Electricity Charges | 2.04 |
| | E-Library Renewal | 0.06 |
| | Website Development & | 0.22 |
| | Admission ERP | 1.48 |
| | Newspaper & Magazine | 0.09 |
| | Fee Return of Student | 0.09 |
| | Books & Periodicals | 0.02 |
| | Workshop Seminar | 8.48 |
| | Consultancy Fee | 1.55 |
| | Professional Fee | 0.55 |
| | Printing & stationary | 2.08 |
| | TA & TD | 0.45 |
| | Exam & Registration Fee | 12.96 |
| | Examination Expenses | 0.15 |
| | Retirement Allowances | 1.00 |
| | NT Association | 0.39 |
| | Affiliation Fee | 3.54 |
| | Advertisement | 2.04 |
| | Dress/Uniform | 0.63 |
| Total | | 38.66 |

Year 2 (2021-22)

| Head of expenditure (for ex. Repair and maintenance) | Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.) | Amount (INR in Lakhs) |
|--|--|-----------------------|
| Repair & Maintenance | Electricity Charges | 1.01 |
| | Website Development & | 0.21 |
| | Admission ERP | 0.73 |
| | Newspaper | 0.06 |
| | Fee Return of Student | 0.18 |
| | Books & Periodicals | 0.01 |

| | | |
|-------|--------------------------------|-------|
| | Printing & stationary | 0.25 |
| | TA & TD | 0.47 |
| | Examination & Registration Fee | 10.00 |
| | Retirement Allowances | 1.70 |
| | NT Association | 0.31 |
| | Affiliation Fee | 0.50 |
| | EPF | 6.20 |
| Total | | 21.63 |

Year 3 (2020-21)

| Head of expenditure (for ex. Repair and maintenance) | Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.) | Amount (INR in Lakhs) |
|--|--|-----------------------|
| Repair & Maintenance | Electricity Charges | 1.48 |
| | Website Development & | 0.36 |
| | Library Software Maintenance | 1.80 |
| | Newspaper & Magazine | 0.12 |
| | Seat Extension | 0.15 |
| | Fee Return of Student | 0.16 |
| | Books & Periodicals | 0.18 |
| | Printing & Stationary | 0.36 |
| | Examination & Registration Fee | 19.36 |
| | Examination Expenses | 1.01 |
| | Retirement Allowances | 0.42 |
| | NT Association | 0.20 |
| | Staff Welfare | 1.00 |
| Total | | 26.60 |

Year 4 (2019-20)

| Head of expenditure (for ex. Repair and maintenance) | Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.) | Amount (INR in Lakhs) |
|--|--|-----------------------|
| Repair & Maintenance | Electricity Charges | 0.90 |
| | Website Development & | 0.05 |
| | Newspaper & Magazine | 0.07 |
| | Fee Return of Student | 0.31 |
| | Educational Tour | 0.50 |
| | NSS Activities | 0.41 |

| | | |
|-------|--------------------------------|-------|
| | Printing & Stationary | 0.34 |
| | TA | 0.34 |
| | Examination & Registration Fee | 32.77 |
| | Examination Expenses | 2.89 |
| | Retirement Allowances | 0.50 |
| | NT Association | 0.39 |
| Total | | 39.46 |

Year 5 (2018-19)

| Head of expenditure (for ex. Repair and maintenance) | Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.) | Amount (INR in Lakhs) |
|--|--|-----------------------|
| Repair & Maintenance | Electricity Charges | 0.52 |
| | Website Development & | 0.14 |
| | Musical Instrument | 0.30 |
| | Newspaper & Magazine | 0.07 |
| | Scat Extension | 0.18 |
| | Culture Activites | 0.11 |
| | Internet Expenses | 0.15 |
| | Fee Return of Student | 1.16 |
| | Printing & Stationary | 1.04 |
| | TA | 0.18 |
| | Examination & Registration Fee | 47.24 |
| | Examination Expenses | 3.16 |
| | Retirement Allowances | 4.60 |
| | Return to UGC | 0.58 |
| | NT Association | 0.31 |
| Total | | 59.75 |

| | | |
|-------|--------------------------------|-------|
| | Printing & Stationary | 0.34 |
| | TA | 0.34 |
| | Examination & Registration Fee | 32.77 |
| | Examination Expenses | 2.89 |
| | Retirement Allowances | 0.50 |
| | NT Association | 0.39 |
| Total | | 39.46 |

Year 5 (2018-19)

| Head of expenditure (for ex. Repair and maintenance) | Item of expenditure (for ex. AMC for Lab equipment and computers, garden maintenance etc.) | Amount (INR in Lakhs) |
|--|--|-----------------------|
| Repair & Maintenance | Electricity Charges | 0.52 |
| | Website Development & | 0.14 |
| | Musical Instrument | 0.30 |
| | Newspaper & Magazinne | 0.07 |
| | Seat Extension | 0.18 |
| | Culture Activites | 0.11 |
| | Internet Expenses | 0.15 |
| | Fee Return of Student | 1.16 |
| | Printing & Stationary | 1.04 |
| | TA | 0.18 |
| | Examination & Registration Fee | 47.24 |
| | Examination Expenses | 3.16 |
| | Retirement Allowances | 4.60 |
| | Return to UGC | 0.58 |
| | NT Association | 0.31 |
| Total | | 59.75 |