



NETAJI SUBHAS UNIVERSITY JAMSHEDPUR

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan)

Estd. Under Jharkhand State Private University Act, 2018

Approved by UGC under Section 2(f), AICTE, PCI, BCI, NCTE, INC & JNRC

Ref. No. :

Date :

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (2021-2022) TO (2022-2023)



NETAJI SUBHAS UNIVERSITY, JAMSHEDPUR
ISO 9001:2015 Certified

PERIOD OF ASSESSMENT 2021-2022 & 2022-2023

Registrar
Netaji Subhas University
Jamshedpur - Jharkhand

VICE CHANCELLOR
NETAJI SUBHAS UNIVERSITY
JAMSHEDPUR, JHARKHAND

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (2021-2022) TO (2022-2023)

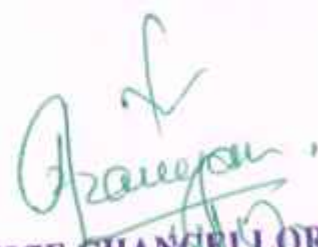
DATE OF AUDIT: 09th & 10th MAY, 2023

The Audit Committee:

1. Dr G. C.Nanda. ---Vice Chancellor,
2. Prof.(Dr) Acharya Rishi Ranjan (Pro-Vice Chancellor cum NAAC Coordinator)
3. Dr. Ranjan Kumar Mishra IQAC Director, NSU
4. Mr. Nagendra kumar Registrar ,NSU
5. Mr. Mirtunjay kumar Jha , External member
6. Md. Tanweer Alam , External Member
7. Dr. Pramod Kumar Singh - HoD,Zoology,NSU
8. Mr. Dilip Shome - Dean, Academics, NSU
9. Dr Vijay kant pandey. - HoD,Agriculture ,NSU
10. Dr J.P.Swain (Dean Research,) ,NSU
11. Mr. Om Prakash Sharma (Controller of Examinations I/C), NSU
12. Mr. Nazim Khan , Sr. Professor- Special Invitee, NSU
13. Ms Soni Bari - HoD ,Nursing
14. Md Mojib Asraf – HoD ,BHM
15. Dr. Mritunjay Mahto – HoD ,Commerce and Management
16. Dr. Saiket Ghosh – Principal , Pharmacy.
17. Dr Jyoti Prakash Swain—Principal,Education

AUDIT SCHEDULE Day 1 - MAY 09, 2023

Time	Activity/Department
8.30 - 8.40 am	Reception
8.40-9.10 am	Discussion with HoD'S
9.10 - 9.40 am	Office
9.45 - 10.30 am	Department of Zoology, Botany, Agriculture
10.35 - 11.15 am	Department of Physics ,
11.15 - 11 :25 am	Tea
11:30 - 12.15 pm	Department of Diploma in Engineering
12.20-1:10 pm	Department of Law


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1: 10 - 2: 10 pm	Lunch Break
2: 30 - 3.20 pm	Department of Art and Humanities(Eng.Geo.Pol.Sci,
3:30 -4:00 pm	Library
4: 10 - 4:40 pm	Department of Education
4:50 - 5:10 pm	Innovation Centre
5: 15- 5: 45pm	Examination cell


Day 2 - MAY 10, 2023

Time	Activity/Department
8:40- 9:30 am	Department of Commerce &management
9:40- 10:30 am	Department of IT
10:30-10:40 am	Tea
10:45-11:35 am	Department of Nursing
11.45 - 12:30 am	Department of Pharmacy
12:35-1:20 pm	Department of Mathematics
1 :30 - 2:30 pm	Lunch Break
2.40 - 3:30 pm	Language Departments (Mass communication)
3:45 - 4:10 pm	Department of Hospitality Management
4:15-4:45pm	NSS, Clubs & Cells
4 :50 - 5:30 pm	IQAC

Dr. Ranjan Kumar Mishra, Director, IQAC acted as overall coordinator to the Academic and Auditcommittee.

ABOUT THE UNIVERSITY

Netaji Subhas University (formerly named as Netaji Subhas Institute of Business Management) was established under the Government of Jharkhand Act 11, 2018 to confer the status of Private University under incorporation of Netaji Subhas University Act 2018 and approved under Section 2(f) of UGC Act 1956. Netaji Subhas University is a unit of Sitawanto Devi Mahila Kalyan Sansthan, a non-profitable organisation tirelessly serving in the fields of health and education since 1998 in the remote areas of Jharkhand and Bihar with headquarters in Jamshedpur (known as the first steel city of India) Jharkhand. Thus, the month of September 2018 heralds the transformation of the nomenclature of NSIBM to NSU having a lush green campus of 25.42 acres. NSU believes in core values of INTEGRITY, RESPECT, COURAGE and EXCELLENCE.


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To inculcate these core values, we have worked hard and achieved new heights as well as established ourselves best in the field of quality education, Research, Innovation, Curriculum up gradation and infrastructure development.

The University believes in the motto of "I Can & I Will", "Believe in you", "Make today Magical" and has dedicated itself to remain Locally Engaged and Prepare "Youth for Tomorrow".

MISSION

- To establish our campus as a hub of Knowledge and our name as one of the best University in the State.
- To build leadership skills and groom our students to see them at the higher posts at different levels in the near future.
- To empower learners to achieve personal, professional and social goals.
- To craft learning with the highest human values and ethics.
- To achieve excellence in teaching and research.
- To practice Ethics, Dignity & Honour in the field of Academics.
- To impart knowledge through a learner-centric approach
- To provide holistic development by honing life skills in students.
- To uplift the first-generation learners of the scheduled area/tribal area by helping them overcome social and economical challenges.
- To ensure the employability in keeping with present technological and academic demand as per NEP 2022.
- To install an inclusive consciousness towards nation-building.

Preamble

The members of the Committee were split into three groups, in each of which a Dean and an IQAC member from NSU had become parts, for visiting the academic departments and all members together had visited the various departments as per scheduled programme.

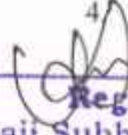
The Committee would like to thank the Vice-Chancellor, Pro Vice-Chancellor, Dean of various school, faculty members, staff (Teaching and Non -Teaching) and students for their unstinted support and co-operation during the entire exercise.

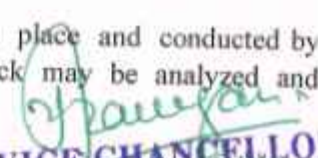
OVERALL OBSERVATION

GENERAL OBSERVATIONS

The deliberations started with a presentation by the Pro-Vice-Chancellor namely Prof(Dr) Acharya Rishi Ranjan giving an overview of the University. The overall impression of the Committee is very positive; but the following observations are made with a view to helping the University climb higher in the ladder of excellence.

1. Overall the pedagogic and examinations processes are progressing smoothly in both regular and distance modes. However, care should be taken for maintaining overall quality and parity for curriculum at par with regular courses. Emphasis should be laid on introduction of more courses.
2. The University may take note of the fact that the enrolment in the Research programme of Many departments are rather low. Although there is some demand for the same programme run by the University's, it is felt that the university may consider about phasing out this programme gradually by following the national trend.
3. It is recommended that representatives from industries and other prospective employers may be consulted while framing curriculum.
4. Mechanism for collecting student's feedback for courses is in place and conducted by IQAC. The overall issues recognized in the student feedback may be analyzed and


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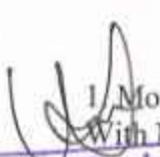

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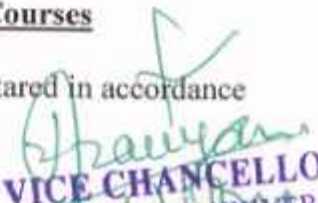
- discussed in the departmental meetings. The inputs to individual teachers may be communicated to the teacher by the Head of the Department/Dean of School.
5. The IQAC needs to be more vibrant.
 6. Feedback from other stakeholders needs to be collected and analysed. If possible, the action taken may be disseminated to the concerned stakeholders.
 7. The mentoring system in each department need to be structured. Faculty members may be motivated to involve themselves in mentoring extensively.
 8. Structured mechanism of consultancy and collaboration in all departments needs to be developed.
 9. The faculty needs to be familiarised with intellectual property rights. The IPR cell in the University needs to be very vibrant.
 10. Non-Ph.D. teachers should be encouraged and facilitated to enrol for Ph.D. and pursue doctoral research. Teachers with Ph.D. degree are to be motivated to take up research projects and receive research grants from various government agencies and industries.
 11. Performance based incentives to faculties for Research and Development work will certainly motivate them and will increase their contributions to journal publications and book writing. The state of research and innovation in the University needs improvement.
 12. More classrooms in very soothing ambit are required. LCDs, internet-connectivity, interactive boards, display boards, reprographic facilities and different educational software need to be provided to various departments. ICT based teaching and learning need to be emphasised.
 13. More Hostel facilities for students need to be made available to make it a residential campus.
 14. The University has visionary management and well defined goals and plans but it is not clear if Strategic and Perspective plans are available in the University.
 15. Decentralization and participative management may be encouraged in academics and administrative functions. The functions of various bodies, service rules, and recruitment and promotion policies require being documented and available in the website. More subcommittees are suggested for smooth functioning of administration.
 16. e-Governance is in rudimentary stage. Management Information Systems (MIS) needs to be introduced.
 17. Placement Cell needs to be geared up for execution of work on campus placement.
 18. There is need for total facelift of the campus. Efforts should be made for regular maintenance of the buildings with a structured mechanism.
 19. Finance and Examination sections need to be digitalized.
 20. Overall, student-teacher ratio in the University has been good. The committee observed that this is not uniform across different departments.
 21. All statutory positions need to be filled up at the earliest as per rule of Regulatory Body.
 22. Overall, publications from the University have been good in numbers in many departments. Faculty members need to be motivated to publish in Scopus or UGC-CARE listed journals to improve citations and visibility.
 23. All departments need to highlight PO, PSO and CO of their programs.

SPECIFIC OBSERVATION

Programmes, Curriculum, and Supportive Courses

1. More programmes, especially at the Postgraduate level may be started in accordance with NEP 2020 and stakeholder requirements


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2. Specific documents may be kept in all departments regarding curriculum transaction, including Remedial, Tutorials, Bridge classes, Industrial visits, educational tours etc.
3. Relevance of cross cutting issues should be categorized separately with specific mention
4. All departments have to resort to more student centric approach.
5. Feedback mechanism has to be performed and completed with proper directions from IQAC.
6. There should be a mechanism to monitor the quality of supportive courses such as add on programmes, Diploma /certificate courses, skill training, spoken English/ Hindi classes, value education etc. started by the departments.

Teacher quality. Teaching Learning and Evaluation

1. Systematic planned training should be given to all teachers on all areas of academic and Extra-academic requirements.
2. Professional skill development of the teaching and non-teaching faculty has to be Insisted and monitored so that a higher level of educatedness can be ensured in the Campus.
3. The digital learning content developed by teachers has to be appreciated.
4. All teachers should be insisted to complete Ph.D. in a stipulated time.
5. National and International exposure of teachers are highly suggested.
6. Blended system of teaching integrating technology has to be encouraged in accordance with the present day requirements.
7. Tutorial system has to be strengthened especially at the undergraduate level to enhance the learning process.
8. Continuous evaluation/formative assessment should be implemented to monitor the learning process.
9. Overall Results of the schools has to be improved.
10. Online evaluation systems can be introduced
11. More training has to be provided for all teachers in OBE. Outcome evaluation and analysis should be done meticulously. A monitoring committee may be formed for the purpose.
12. The present method of Feedback on curriculum should be made more effective. All departments may be guided by IQAC for a Curriculum Audit.
13. Tutorial system has to be strengthened especially at the undergraduate level to enhance the learning process.
14. Continuous evaluation/formative assessment should be implemented to monitor the learning process

Research and Extension

1. Research activities are not promoted effectively in the campus. More research centres are suggested.
2. A research culture should prevail in the campus.
3. The Innovation centre should encourage R & D with a student-centred approach. All departments can initiate Idea generation and design thinking through the R&D division.
4. The publications of faculty and students should be improved.
5. University Policy on research affairs may be effectively implemented on Research projects and Publications by the Faculty members.
6. Quite a good number of extension activities are undertaken by all departments.

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Sensitization programmes involving students in identified communities could be systematically organised.

7. Considering the legacy of the institution, a committee may be formed to assess the quality of extension activities promoted from the campus.

Administrative Staff

1. Trainings may be extended to segments of the administrative staff, such as Office, Security, attenders, other supportive personal.
3. Training should be given in strengthening e-governance.
4. More training shall be given to improve the IT skills of the administrative staff.
5. Soft Skills training shall be provided to enhance staff-student, staff-faculty relationships Yearly.

Governance

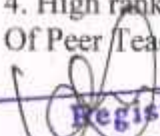
1. Vision and Mission of the University, is followed all through the planning.
2. An inclusive system of Management was observed.
3. A Development plan and a policy document exist, with timely implementation.
4. Sufficient welfare measures are provided to the staff as per guidelines of various Government scheme.
5. It was noted that the outcome of Student Teacher Evaluations and the Performance Based Appraisal System (PBAS) are not processed effectively.
6. Specific Professional training for teachers and administrative staff are very much required.
7. Fund mobilization cell should be strengthened. An effective fund mobilization cell may be formed.

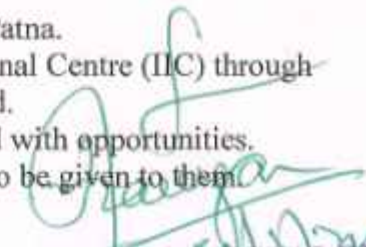
Infrastructure

1. Amidst space constraints, it was noted that sufficient care is being taken to accommodate all required facilities.
2. It is appreciable that additional land facilities are procured for faculty diversification in tune with the NEP and development plan.
3. Staff rooms/ work environment of certain departments have to be augmented.
4. Quality maintenance of lab facilities in most of the departments should be a major priority. Quality of equipment and cleanliness must be given more attention.
5. Many of the facilities such as Language lab, Audio studio, Culinary Arts room, Fashion Technology equipment etc. is underutilized.
6. Museums of Botany, Agriculture, and Zoology departments need further uplift.
7. Good and adequate facilities are given for the physically challenged.
8. ICT facilities are low and those which are provided are not effectively used.
9. Space constraints can also be seen in providing extracurricular facilities. The available facilities are properly utilized.
10. It is commendable that modern facilities and demeanor are integrated in the new facilities provided.

Student Support and Progression

1. It is suggested that a monitoring committee may be formed to assess the quality and need of Add on certificate courses offered from the institution.
2. A health centre is well established in collaboration with NSMCH Patna.
3. The services of Electronic Data Capture (EDC) and India International Centre (IIC) through the innovation centre can be made more effective and student oriented.
4. High ranking post graduate and research students may be promoted with opportunities. Of Peer Teaching after official class hours. A remuneration shall also be given to them.


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Fund mobilization cell shall find ways and means for the funds.

5. A Career Assistance centre may be formed to extend support to students for international Exams.

6. Career counselling must be intensified to improve the attainment in competitive exams.

7. A set of teachers can be trained for dedicated counseling.

8. Skill development has to be promoted further. There can be collaborations with external agencies like Skill Development Corporation of India.

9. More common rooms shall be provided for the students.

Green initiatives and inclusiveness

1. The University is resorting to a green campus concept.

2. Green/waste/energy audits were performed sufficiently.

3. Although a Co- education is provided , female security personnel are appointed.

4. Sufficient information has to be conveyed to students and staff regarding important days Observed, national obligations, human rights, values etc. through the general display system of the campus.

5. More emphasis should be given to the Best practices by all the departments.

MoU's and Collaborations

1. Placement Cell of the University, should be encouraged to have agreements with Industrial establishments for training and placements

2. Student exchange with other institutions should not be confined to project experiments alone.

3. Every MoU should be active with at least one performed activity as per the agreement.

4. Each departments should look into possibilities of collaborations with institutions for new areas of study as per the NEP2020.

5. National and international exposure of faculty should be encouraged.

Documentation

1. Teachers are maintaining a work diary. Ensure that the work diary of teachers is Verified by the HoDs/Deans.

2. Although the departments maintain documents, effective updating should be monitored by IQAC.

3. There should be a common format for documentation regarding student participation and attendance list, Geo-tagging, and report of various events

Statutory Committees, Clubs, Cells and Associations


1. The committees, clubs and cells are ample to meet the academic and non- academic requirements of the students. However, more effective events shall be organised to enhance campus experience and overall development of the students

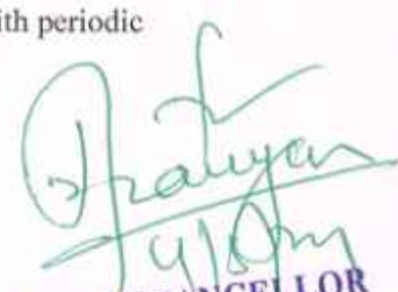
2. Systematic mechanism shall be implemented to ensure efficient functioning of the clubs and cells

3. The statutory and Non statutory committees should be consistent with periodic meetings and proper effective mechanism.

FINDINGS

INTERACTION WITH REGISTRAR INCLUDINGP OFFICES:


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1. Based on the interaction with the Registrar & other officers attached to Office of Registrar the committee observed that there is evidence of good leadership in the Administration. However, the management information system (MIS) is yet to be integrated by the administration.
2. The Stock Registers need to be maintained by all the Academic & Administrative Units in the University. The purchase & procurement need to be done centrally through the established procedure as per GOI guidelines. There is the necessity for decentralization of purchase & procurement, as appropriate.
3. The legal matters in the University are very efficiently dealt. There are no major concerns related to RTI queries.
4. The Establishment Section deals with both Teaching & Non-Teaching service matters. It is recommended to use more ICT for office system.
5. The Hindi Cell under the supervision of Hindi Officer needs to translate all circulars and notifications in Hindi.

On the basis of the above findings the committee recommends as follows:

1. The process of e-governance with emphasis on integrated MIS needs to be implemented.
2. The purchase & procurement manual in tune with University / GOI norms needs to be formulated.
3. A proper manpower policy for professional Human Resource Management needs to be formulated & adopted by the University.
4. The online file tracking system for Administration, Finance & Other Offices needs to be in place
5. For monitoring construction activities project-wise Monitoring Committee may be constituted for quality assurance.
6. Assets register of the University needs to be maintained properly and updated regularly

• INTERACTION WITH FINANCE OFFICER

The committee members interacted with the Finance Officer in-charge and other officials. The Finance Officer post is presently vacant and is looked after by a Professor.


On the basis of the above findings the committee recommended as follows:

1. The office of Finance Officer needs to be filled up at the earliest.
2. The finance section has implemented software for maintaining Financial Operations but its integration with Administration is absent.
3. The Internal Audit Cell of the finance section needs to be made operational.

• INTERACTION WITH CONTROLLER OF EXAMINATIONS

The committee members interacted with the Controller of Examinations in-charge. The Committee makes the following recommendations:

1. The office of Controller of Examinations need to be filled- up at the earliest.
2. The examination reforms need to be initiated with revisiting present system with emphasis on parity between UG and PG courses in the perspective of CBCS.
3. For online mode of examinations a separate cell may be created.


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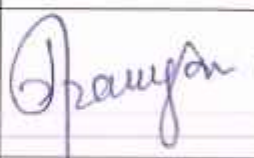
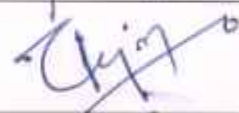

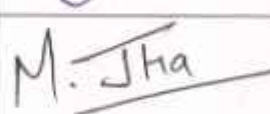

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4. A new examination building needs to be constructed with high priority.

• INTERACTION WITH LIBRARIAN AND OTHER OFFICERS IN THE LIBRARY

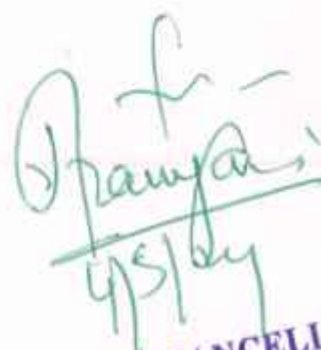
The infrastructure facilities in the Central Library in the University are good. The library services are digitized to a great extent with Radio Frequency Identification (RFID) system. The committee therefore recommends the following:

1. The library may be operational on both in weekdays and holidays including evening time.
2. Library has started automation of catalogue and issue system. However, average number of visits is very low. Some incentives like Best Reader award semester-wise may be considered.
3. The cafeteria facilities in the University need to be strengthened.
4. The reading rooms need to be facilitated with biometric recording system.
5. The existing system of procurement of books needs to be reviewed for more transparency.

SL.NO	NAME AND DESIGNATION	SIGNATURE
1	Dr G. C.Nanda, ---Vice Chancellor,	
2	Prof.(Dr) Acharya Rishi Ranjan (Pro-Vice Chancellor cum NAAC Coordinator)	
3	Dr. Ranjan Kumar Mishra IQAC Director, NSU	
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ACTION TAKEN REPORT ON ACADEMIC ADMINISTRATIVE AUDIT **(2021-22 & 2022-23)**

The following are the action Taken Report of the Academic and administrative Audit Report which was held on 09th & 10th May 2023.

Criteria	Observations and Suggestions	Action taken Report
Curricular Aspects	<ul style="list-style-type: none"> • Programme review to replace non-performing programmes with new one. • Increase domain electives • Industry /Research internship to be mandatory • Courses on scientific writing, entrepreneurship, taxation, IPR, Digital marketing, Sound media analytics, AI, Data Science etc... 	<ul style="list-style-type: none"> • University Will initiate the process in Nov 2022 for session 2022-2023 onwards.
Teaching-Learning and Evolution	<ul style="list-style-type: none"> • Structured Academic arrangements for slow and fast learners • Advice faculty members to prepare modules for Swayam/MooCs/LMS etc. • Develop lab specific manuals • PO/PSO and CO Attainment module specific 	<ul style="list-style-type: none"> • Re-medial classes provided • LMS implementation is in full swing • Lab Manuals updated
Research, Consultancy and Extension	<ul style="list-style-type: none"> • Qualified faculty members need to attract research grants/ consultancy and publish in quality journals • Industry integrated R & D need to strengthen • Research centres need to 	<ul style="list-style-type: none"> • Grant applications submitted to various funding bodies • Research centres reviewed • Approved the policy by authority of the University

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Criteria	Observations and Suggestions	Action taken Report
Infrastructure and Learning Resources	<ul style="list-style-type: none"> • To improve facilities for Divyagjan • Reduce carbon footprint • Declare plastic free campus • Initiate paper free governance 	<ul style="list-style-type: none"> • Moving towards Reduce carbon footprint • Intends to complete at the end of assessment years
Student Support and Progression	<ul style="list-style-type: none"> • Guidance for competitive examination • Strengthen placement in domain • Higher studies details/ alumni credentials to be maintain • Involve students in R& D 	<ul style="list-style-type: none"> • Placements are moving towards domain • Provided R & D opportunity to student
Governance, Leadership and Management.	<ul style="list-style-type: none"> • Enhance students' participation in national/interactional events • Alumni Association need to be strengthened • FDPs in quality assurance to be planned • Faculty/Staff retention policy to be design 	<ul style="list-style-type: none"> • HR has organised FDP and awareness meeting to address faculty and Staff issue • Alumni Association Policy and facilitate the alumni to gift the items/Particulars • Approved by competence authority
Innovations and Best Practices	<ul style="list-style-type: none"> • Environment/Energy Quality Audits to be conducted periodically 	<ul style="list-style-type: none"> • Done

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