

ISO Certified

ICI 2360726/21

ICI 2354783/21

ICI 2370541/21

NAAC ACCREDITED 'B+' GRADE INSTITUTION

Reco under Sec 2(F) of UGC Act 1956

☎ 0751-4024407



Madhav Vidhi Mahavidyalaya and Research Centre

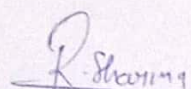
Rajwade Bhawan, Vivekanand Marg, Lashkar, Gwalior (M.P.) 474001


INTERNAL ACADEMIC & ADMINISTRATIVE

AUDIT REPORT

(ACADEMIC YEAR 2021-22)




Dr. RAHUL SHARMA
IQAC Coordinator


Principal
Madhav Vidhi Mahavidyalaya
Gwalior (M.P.)

INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT REPORT (ACADEMIC YEAR 2021-22)

An Academic audit is an integral part of the dynamics of higher education to achieve and maintain academic excellence. The college follows the practice of conducting internal academic audit annually for assessing the academic standard and suggesting ways to improve it or upgrade it.

Administrative Audit is the Process of is the process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

❖ Vision:

Endeavors to be No.1 institute in the field of legal education.

The vision statement of Madhav Vidhi Mahavidhyalaya is "To mould students into Physically fit, mentally robust and professionally competent individual, who are capable of assuming their rightful place as experts in the court and in the society of tomorrow.

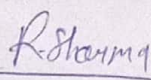
❖ Mission

The mission statement of Madhav Vidhi Mahavidhyalaya is

- To come up as a center of excellence in the field of legal education by adopting modern teaching and training techniques.
- To impart high quality legal education and professional training to the students.
- To promote academic excellence, discipline, personal character, high sense of ethical and moral values and spirit of national integration amongst the student.
- To provide Law graduates capable of pursuing career at Bar, Judicial services, Civil services or Placement in Multinational Companies.
- To Promote co- Curricular activities for all round development of the students.


❖ Objective

To encourage the institution to evaluate and analyze the teaching learning process for imparting quality education.


Dr. RAHUL SHARMA
IQAC Coordinator


Principal
Madhav Vidhi Mahavidhyalaya
Gwalior (M.P.)

Name and Designation of Internal Academic & Administrative Audit Members

Dr. Neeti Pandey (Principle) 

Dr. Mamta Mishra (Associate Professor)

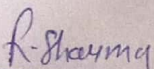
Dr. Rahul Sharma (IQAC Coordinator)


Mr. Bhartendu Choudhary (Assistant Professor)

Mr. Brajmohan Shrivastava (Management Representative)

Academic and Administrative Audit Schedule

S.No.	Program	Date	Time
1	B.A.LL.B.	15 March 2022	11:00 A.M.
2	LL.B.	16 March 2022	10:00 A.M.
3	LL.M.	17 March 2022	10:00 A.M.


Dr. RAHUL SHARMA
IQAC Coordinator


Principal
Madhav Vaidyalyaya
Coordinator (M.P.)

INSTITUTIONAL DATA

Name of the College	Madhav Vidhi Mahavidhyalaya
Status of the college	Affiliated
Name of the Affiliating University	Jiwaji University
Type of Institution	Co- Education
Financial Category	Self Finance
Year of Establishment	2004
UGC Recognition	2(f)
Accreditation by NAAC	B+
Date of Visit	15 to 17 March 2022
No of Full time Faculty	11
No of Full time Faculty with Ph.D	9
No of Contractual/ Visiting Faculty	14
No of Non- Teaching Staff	17
No of Programme	3
No of Student	1121
Address	RajwadeParisar, Vivekanand Marg, NaiSadak, Lashkar Gwalior (M.P.) 474001
Location	Urban
Email	madhavlawcollege@gmail.com
Phone	0751-4024407

R. Sharma
Dr. RAHUL SHARMA
IQAC Coordinator

Principal
Madhav Vidhi Mahavidyalaya
Gwalior (M.P.)

PROGRAM – BA.LL.B.

Name of the Coordinator: **Dr. Rahul Sharma**

S.no	Particulars	Response	Remark
1	Curriculum - Syllabus	Yes	As guided by Jiwaji University
2	No of Admitted Students	Yes	431
3	Meeting Register	Yes	Maintained by Co-Ordinator
4	Notice Register	Yes	Maintained by Co-Ordinator
5	Schedule of Classes	Yes	Maintained by Co-Ordinator
6	Lesson Plan	Yes	Maintained by Individual Faculty
7	Teacher Diary	Yes	Maintained by Individual Faculty
8	Attendance Register	Yes	Maintained by Individual Faculty
9	Internal Mechanism	Yes	Maintained by Co-Ordinator
10	Internal Assessment (Record of monthly test / Group Discussion/ Presentation/ Projects)	Yes	Maintained by Individual Faculty
11	Mentoring System	Yes	Maintained by Individual Faculty
12	Identification of Slow Learner	Yes	Evaluation on the basis of Internal Assessment
13	Remedial Classes for Slow Learner	Yes	Maintained by Individual Faculty
14	Activities- Co-curricular/ Extra-Curricular Extension Activities	Yes	Maintained by Co-Ordinator
15	Achievement by Students	Yes	Maintained by Co-Ordinator
16	Parent Teacher Meeting	Yes	Maintained by Co-Ordinator

Well maintained Record

R. Sharma
Dr. RAHUL SHARMA
IQAC Coordinator

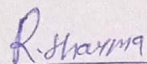
Principal
Madhav Mahavidyalaya
Gwalior (M.P.)

PROGRAM- LL.B.

Name of the Coordinator : Miss Arjita Diwedi

S.NO	PARTICULARS	RESPONSE	REMARK
1.	Curriculum – Syllabus	Yes	As guided by Jiwaji University
2.	No of Admitted Students	Yes	635
3.	Meeting Register	Yes	Maintained by Co-Ordinator
4.	Notice Register	Yes	Maintained by Co-Ordinator
5.	Schedule of Classes	Yes	Maintained by Co-Ordinator
6.	Lesson Plan	Yes	Maintained by Individual Faculty
7.	Teacher Diary	Yes	Maintained by Individual Faculty
8.	Attendance Register	Yes	Maintained by Individual Faculty
9.	Internal Assessment (Record of monthly test / Group Discussion/ Presentation/ Projects	Yes	Maintained by Individual Faculty
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13.	Activities- Co-curricular/ Extra-Curricular Extension Activities	Yes	Maintained by Co-Ordinator
14.	Achievement by Students	Yes	Maintained by Co-Ordinator
15.	Parent Teacher Meeting	Yes	Maintained by Co-Ordinator

Well maintained Record


Dr. RAHUL SHARMA
IQAC Coordinator

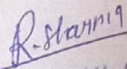
Principal
Madhav Vidya Mandir
Gwalior (M.P.)

PROGRAM -LL.M.

Name of the Coordinator: Mr. Girish Pal

S.NO	PARTICULARS	RESPONSE	REMARK
1.	Curriculum – Syllabus	Yes	As guided by Jiwaji University
2.	No of Admitted Students	Yes	55
3.	Meeting Register	Yes	Maintained by Co-Ordinator
4.	Notice Register	Yes	Maintained by Co-Ordinator
5.	Schedule of Classes	Yes	Maintained by Co-Ordinator
6.	Lesson Plan	Yes	Maintained by Individual Faculty
7.	Teacher Diary	Yes	Maintained by Individual Faculty
8.	Attendance Register	Yes	Maintained by Individual Faculty
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13.	Activities- Co-curricular/ Extra-Curricular Extension Activities	Yes	Maintained by Co-Ordinator
14.	Achievement by Students	Yes	Maintained by Co-Ordinator

Well maintained Record


Dr. RAHUL SHARMA
IOAC Coordinator

Principal
Madhya Vidya Peeth, Gwalior
Gwalior (M.P.)

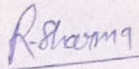
RESEARCH


S.NO	PARTICULARS	RESPONSE
1	Research Centre	Yes
2	Faculty Recognized as Research Guide	Yes
3	No of Researcher	
4	Magazine/ Journal/ Research Publication by the Institute	No
5	Sponsored Research Projects	No
6	Seminar/ Workshop/ Conferences attended by the faculty	Yes
7	Research Paper/ Articles/ Books Published by Faculty	Yes
8	FDP/ Refresher/ Orientation Programme by faculty	Yes
9	Seminar/ Workshop/ Guest Lecture organized by the institute	Yes
10	FDP/ Training Programme organized by the institute	Yes

R. Sharma
Dr. RAHUL SHARMA
IQAC Coordinator

Principal
Madhya Pradesh Sahitya Akademi
Gwalior (M.P.)

S.NO	PARTICULARS	RESPONSE	REMARK
1	Academic Calendar	Yes	
2	Feedback from students	Yes	
3	Online Student satisfaction Survey	Yes	
4	Functional MOUS	Yes	
5	Examination Section	Yes	Maintained by Exam Coordinator (Mr. SarveshSoni)
6	Scholarship	Yes	Mr. Rakesh Bakshi
7	Sports	Yes	Mr. Bhartendu Choudhary
8	Cultural	Yes	Mrs. Samidha Singh
9	Library	Yes	Mrs. Swati Anvekar
10	Library Automation System	No	Under Process
11	E Book/ Online Journal	Yes	
12	Alumni Association	Yes	Registered No 02/42/01/24836/20
13	Alumni Contribution	Yes	
14	Alumni Meetings	Yes	
15	Account Section	Yes	Mr. Haribabu Sharma
16	Office Record	Yes	Maintain by Mrs. ManjariMoghe
17	Computer Lab	Yes	Maintain by Mr. MayurNatekar, Mr. HemantKushwah
18	IT Facilities including wifi	Yes	
19	Teaching Method	Yes	Convectional/ ICT
20	Social Service and Extension activities by NSS	Yes	Dr. Neeti Pandey Program officer
21	NSS Awards	Yes	
22	Village adoption	Yes	
23	Online Certificate course	Yes	
24	Guidance for Competitive Examination	Yes	Free Judiciary Classes
25	Classes	Yes	15
26	Computers/ Internet Band Width	Yes	29
27	Reading Hall	Yes	
28	ICT enabled class rooms	Yes	02
29	Printer / Scanner	Yes	03
30	Printer with Scanner and Xerox	Yes	02


Dr. RAHUL SHARMA
IOAC Coordinator


Principal
Madhav Education Society's
Gwalior (M.P.)

Committees

S.NO	PARTICULARS	RESPONSE	REMARK
1	Student Grievance redressal cell	Yes	Miss. Rekha Gambhir
2	Admission Committee	Yes	Mr. Devdutt Mishra
3	Disciplinary Committee	Yes	Dr. Mamta Mishra
4	Anti-raging committee	Yes	Mr. Girish Pal
5	Paralegal Committee	Yes	Mr. Devdutt Mishra
7	Women Empowerment cell	Yes	Miss. Arjita Dwivedi
8	Placement cell	Yes	Dr. Amit Bansal
9	Carrier Guidance	Yes	Dr. Neeti Pandey
10	Internal Complaint committee	Yes	Mrs. Sushma Singh
11	Anti-Sexual Harassment	Yes	Dr. Pooja Gupta

Facilities

S.NO	PARTICULARS	RESPONSE
1	Staff Room	Yes
2	Seminar Hall	Yes
3	Common Room for Students	Yes
4	Canteen	Yes
5	RO Drinking Water	Yes
6	Vehicle Parking	Yes

R. Sharma
Dr. RAHUL SHARMA
IQAC Coordinator

Principal
Madhu Vidya Mahavidyalaya
Gwalior (M.P.)

SUMMARY OF REPORT

1. Easily accessible location with good connectivity.
2. Supportive and proactive management.
3. ISO certification.
4. De-Centralized administration.
5. Consistent performance in NAAC grading.
6. No. of is sufficient books at library.
7. Qualified and experienced faculty members.
8. Well planned lesson plan execution by the faculty.
9. Active student Co-operation with the institution.
10. Good Academic calendar.
11. Admission process is well maintained.
12. 100% Students admission every year.
13. Academic management is focused to achieve the learning outcome
14. The curricular and the co-curricular activities are well balanced in the teaching learning environment.
15. Uniform for students is good practice.
16. Alumni association of the college is making efforts to make its contribution for academic development of the students.
17. Limited space available for expansion.
18. Research output of the college to be improved.
19. All the records are standardized and maintained in the same format by all program Co-Ordinator.
20. No. of seminars, workshops and guest lecturers were conducted to update the knowledge of the students and faculty members.
21. Innovative methods in teaching and evaluation process are adopted.
22. The college has established a well-planned feedback system to obtain feedback from the faculty, students, parents, alumni and employer.
23. AQAR report submitted in time every year and uploaded in the college.
24. IQAC meetings are organized regularly and the minutes are recoded.
25. Faculty appraisal is done in a planned manner.
26. Canteen is maintained with good hygiene.
27. Green practices like reducing waste and avoiding single use plastic items.
28. Under the supervision of principal, IQAC is coordinating properly to enhance the quality practices in the college.
29. There is proper control over timely completion of syllabi.
30. Examinations including internal are properly conducted and internal results are declared in

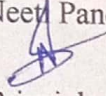
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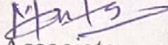
R. Sharma
Dr. RAHUL SHARMA
IQAC Coordinator

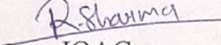
Principal
Madhya Pradesh Vidyalyaya
Gwalior (M.P.)

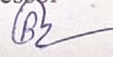
31. Non teaching staff is satisfied about work conditions and is well supportive for administrative management.
32. Teachers are encouraged to pursue research attend and organize seminars, conferences and workshops.
33. Most of the teachers use appropriate teaching methods.
34. Teachers make appropriate teaching plan & which is periodically monitored by teaching diary courses coordinator.
35. Remedial courses are provided to needy students.
36. Strong NSS unit for the community oriented activities.
37. IQAC functioning mostly as per NAAC guidelines.
38. IQAC monitor teaching learning activity by coordinating with course coordinator.
39. IQAC is working for the timely submission of AQARs.

Institutional audit was conducted in well organized member.

Dr. Neel Pandey

 Principle

Dr. Mamta Mishra

 Associate
 Professor

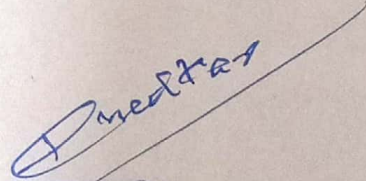
Dr. Rahul Sharma

 IQAC
 Coordinator

Mr. Bhartendu
 Choudhary
 Assistant
 Professor


Mr. Brajmohan
 Shrivastava
 Management
 Representative

Principal
 Madhav Vidya Mahavidyalaya
 Gwalior (M.P.)

Dr. RAHUL SHARMA
 IQAC Coordinator


 अध्यक्ष (शा.नि.)
 माधव विधि महाविद्यालय
 ग्वालियर