BARUIPUR COLLEGE

ACADEMIC & ADMINISTRATIVE AUDIT REPORT
2018 -19

Content

Audit Process Information

Audit Period:

This external Academic and Administrative Audit has been done on the basis of the Reports submitted by the various sub-committees, availability of data from office and IQAC and interaction with the functioning bodies and stakeholders of the college for the period 2018-19.

Audit Date:

The audit was conducted on 12th September 2021 and the report was submitted on 29th November 2021.

Audit Definition:

Academic and Administrative Audit refers to a systematic process of designing , implementing, monitoring and reviewing the Institutional Systems with the objective of mapping of the current attainment / non- attainment of the IS and recommends several corrective and preventive action processes for quality improvements through successive Audit cycles.

Audit Process:

The Auditors visited the offices and the Departments including the library. The auditors interacted with the HoDs, the Conveners and the Coordinators, the teaching and the non- teaching staff, the students but were unable to meet the parents and the alumni. The IQAC coordinator placed all documents and data including Teaching -Learning Report, Report on Quality Initiatives, Add-on Programme report, Infrastructure Report and IQAC Minutes for validation and verification. During the audit, the Annual Internal AAA reports, Financial Internal Audit reports were taken into consideration. Interaction with The Principal, IQAC coordinator, The HoDs, the Office Bearers and other members were made to satisfy several queries with the objective of appreciating the achievements of the institutions which is summed up in the several observations and recommendations.

Audit Team
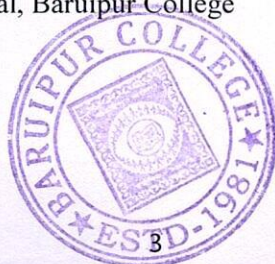
The team consisted of:

Prof. Santi Ranjan Pal Chaudhuri, Principal, Sammilani Mahavidyalaya

Prof. Sujit Kumar Pal, Professor, Vidyasagar University

Dr. Md. Sayeedur Rahman, Registrar, Diamond Harbour Women's University

Dr. Durga Ganguly, IQAC Coordinator, Baruipur College

Dr. Chanchal Kumar Mandal, Principal, Baruipur College

BARUIPUR COLLEGE

Basic Data of the Institution

Name of the Institution: BARUIPUR COLLEGE

Established in the Year: 1981

Name of the Head of the institution: Dr. Chanchal Kumar Mandal

Designation: Principal

Does the institution function from its own campus? YES

Phone no: 03324230447

Mobile No: 9475549934

Registered e-mail: baruipurcollege@gmail.com

Alternate e-mail: naacbaruipurcollege@gmail.com

Address: Purandarpur Math, P.S. Baruipur, South 24-
Parganas

                                             PIN: 743610, West Bengal, India

Town: Baruipur

State: West Bengal

Pin Code: 743610

Affiliated / Constitution Colleges: Affiliated

Type of Institution: Co-education

Location: Rural

Name of the Affiliating University: University of Calcutta

Name of the IQAC Coordinator: Dr. Durga Ganguly

IQAC e-mail address: naacbaruipurcollege@gmail.com

Alternate e-mail address: baruipurcollege@gmail.com

Academic and Administrative Audit
2018-19

Criterion 1
Curricular Aspects

Observations:

1. The Vision, Mission and Objectives of the College as academic institution are well defined and communicated to the stakeholder through prospectus and College Website.

2. Being as affiliated college, curriculum is designed and developed by the affiliating University and that is the University of Calcutta

3. Offering General and Honours Courses in the Undergraduate level in the Arts Subjects such as Bengali, English, Education, History, Philosophy, Journalism, Political Science; in Science offering General and Honours Courses in Geography and also General and Honours Courses in B.Com. In addition to this the College offers only General Courses in Sanskrit and Economics in Arts and in Physiology, Zoology and Botany in Science stream.

4. Choice Based Credit System (CBCS) has been introduced in B. Com stream from the Academic Year 2017-18 and in B.A. and B.Sc streams from the Academic year 2018-2019.

5. No New programmes or courses were introduced in last academic session.

6. No Ad-On and Value-Added courses are present still now.

7. Subjects like Geography have the scope of field survey and which used to conduct on regular basis along with academic excursions.

8. Subjects like Physiology, Botany, Zoology, Education, Journalism and B. Com have the opportunities of practical work and those used to conduct according to the syllabus and curriculum.

9. Subjects like Physiology, Zoology, Botany, Geography and Journalism have their own laboratories and are set up according to the need of the concerned subject.

10. Feedback from the stakeholders are in place. The Teacher Feedback Process has been started from this Academic Session.

11. In almost all subjects there is a scope of tutorial projects based on the understanding of the concern subjects of the students. Field project is compulsory for each student on Environmental Science.
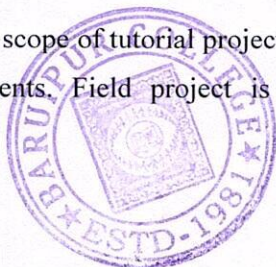
Recommendations:

1. New programmes/courses need to be introduced. More Honours courses need to be introduced especially in Science Stream.
2. Feedback system has been just introduced. It still needs to be more upgraded.
3. The Internal Evaluation system must be more regularized and must be conducted in more organized way by each and every departments.
4. Feedback System along with their analysis should be more organized, structured and strengthened.

Criteria 2

## Teaching- Learning and Evaluation

Observations:

- The institution maintains transparency regarding students' admission by strictly following online admission system on the basis of students' merit.
- The institution strictly follows the State Government rules regarding seat reservation during the admission process.
- The teacher student ratio is: 1 : 229
- Multifarious student centric methods are adopted by various departments which include experiential learning, participative learning methodologies.
- Informal mentoring of the students is carried out by the concerned departmental faculties through direct interaction between the students and the teachers.
- The total number of teachers against sanctioned post is: 15
- The institution encourages the teachers to pursue Ph.D. or any higher education and the teachers are also encouraged to participate in Seminars, Workshops, Conferences, etc. by granting them necessary leaves.
- The institution regularly conducts continuous internal evaluation to keep track of students' progress.
- The institution conducts regular internal examinations as per the mother University schedule.
- The institution addresses the grievances related to internal and external examination in a time bound and efficient manner.
- The POs and COs of all programmes offered by the institution are clearly mentioned in the Prospectus which is published every year and are also displayed on the College Website.
- The pass percentage of the students in the final year examination is: 20.28%

Recommendations:

- In terms of student teacher ration the number of sanctioned seats/teachers may be increased.
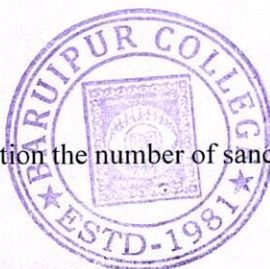
- Students may be sensitized more regarding examination related grievance redressal system.

- Provisions may be created for more ICT enabled classes.

- Teachers may be encouraged to participate in MOOCS and SWYAM courses.

- Mentoring system should be formalized and regularized.

- Special classes may be arranged for the slow learners.
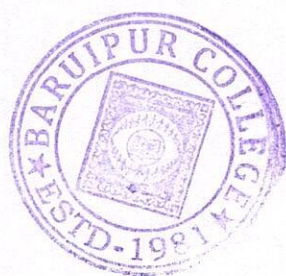
Criteria 3

Research, Innovations and Extension

Observations:

- The college has moderate research infrastructure, including laboratories and equipment, making available the scope for research activities among faculty and students.

- The college has constituted a Research Cell recently for the promotion of research and publication.

- Insufficient funding for research initiatives restricts the college's ability to support innovative projects and collaborative research efforts.

- There is a limited number of research publications by teachers from few departments.

- The research cell has prepared a list of journals under UGC Care List for publication.

- The college participated in Unnat Bharat Abhiyan (UBA) under the aegis of MHRD, Govt of India.

- A number of programmes, including AIDS awareness, PCPNDT Awareness, Dengue awareness etc. were conducted by NSS and the NSS volunteers took active part.

- A faculty exchange program was conducted for the benefit of the students.

Recommendations

- Enhance Research Infrastructure and allocate resources to upgrade laboratories, research cell and facilities to support diverse research endeavors across disciplines.

- Seek grants from government agencies, industry partners, and philanthropic organizations to support research projects and infrastructure development.

- The Research Cell room should be a dedicated space to incubate innovative ideas, provide mentorship, and facilitate the development of research projects.

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- Research Cell members need to guide on funding opportunities, research proposal development, and project management, thereby facilitating the research process for faculty and students.

- Implement clear guidelines and protocols for research ethics to ensure the integrity and responsible conduct of research activities conducted by faculty and students.

Criterion 4

Infrastructure and Learning Resources

OBSERVATIONS:

- The college has its own buildings having total area 2886.28 square meter and total land area is 2.079806 acre.
- The college has 20 classrooms, one computer laboratory with 8 computer systems, and one smart class room with LCD projector.
- At present college has student strength of 3420, number of govt. approved permanent substantive teachers including Principal is 15 and 03 CWTT.
- The Library has OPAC, seating capacity students and teachers are 50 and 08 respectively.
- The library has 15204 printed books, 97,000+ e-books, 6000+ e-journals and 2 printed journals.
- Total number of computers in the college is 23 & 13 computers for students.
- Computers in the library are connected with LAN.
- Generator for electricity is there in the college.
- Some Honours departments have Seminar Library facility.

RECOMMENDATIONS:

- Need to improve students-computer ratio.
- Library should be developed fully automation with provision of reprographic facility.
- More books should be added to the library. More reference books to be added to the library.
- Language laboratory should be initiated for the benefit of students.
- More class rooms should be made to accommodate the students for introduction of new programmes.
- More smart class rooms with ICT facilities to be introduced for smooth running of teaching learning process.

Criterion 5

Student Support and Progression

Observations

- Students have benefitted by different types of scholarship like Kanayashree, Vivekananda and Aikyashree. Students are also benefitted by the institution provided freeship.

- Institution has an Anti-Ragging Cell as component of a transparent system for promptly addressing student complaints, which may include issues related to grievances and ragging.

- Students take part in various higher education system but college did not keep any data.

- Students take part in the Annual Sports and various cultural program.

- Students' union/council has an important role to participate and organize different types of program like Nabin Baron, Fresher's Welcome, Teacher's day celebration etc. Students union/ council also an important part of various statutory bodies.

- College has an Alumni association.

Recommendations:

- Institution should have different types of government provided scholarship cell to maintain scholarship data properly.

- Institution should develop such schemes like soft skill development, remedial coaching for such competitive examinations like NET, SET etc ,

- Institution should take initiatives for special Yoga and Meditation classes or can arrange some special courses. Institution should have language lab and bridge courses also.

- Institution should track and maintain a proper data base of students' progression of higher education and their placement.

- Alumni association should be more active.

Criterion 6

Governance, Leadership and Management

Observations:

- There is a clear vision and mission of the institution.

- The Governing Body is the highest authority in the college. The Composition of the GB consist of 3 Teaching Members, 1 Non –Teaching Member,1 from Students' Union, 2 Nominated Members by the University and 3 Nominated Members by the Department of Higher Education. The Principal, who is the Secretary of GB,is nominated by the Higher Education Department.

- Policy making decisions are taken by the Governing Body.

- The institution is administered by the Principal and different sub committees.

- Statutory audit is up to date.

- Financial Management is done by the Principal through the Financial Committee.

- Collection of fees from the students is the main source of financial mobilization. Salary grants are received from the State Government.

- The institution conducts the external and internal audit during each financial year.

Recommendations:

- A noticeable number of Faculty Development Programmes may be organized by the institution to increase the efficiency of the staffs of the institution.

- The institution can implement PBAS (Performance Based Appraisal System) for recording their daily activities.

Criterion7

Institutional Values and Best Practices

Observations

- College is facilitated with both male and female security personnel, CCTV, counselling room and separate common rooms for both the male and female students.

- The College promotes Eco friendly and plastic free campus.

- The College magazine 'Dakshini 'is published annually.

- The college celebrates the commemorative days, like Republic Day, Independence Day, Foundation Day, World Environment Day etc.

- Quotations by eminent educators and philosophers are displayed throughout the college.

- The NSS unit of the college takes initiative to organise out of the campus activities, like Plastic Free Village Campaign.

- LED lights are used throughout the campus.

- Grievance Cell exists within the college.

Recommendations

- More CCTV to be installed.

- More initiatives to be taken to promote eco-friendly campus.

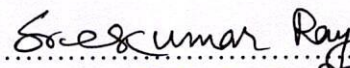- College should celebrate more commemorative days.

Signature of the Academic and Administrative Audit Team

Prof. Dr. Ramkrishna Prasad
Chakraborty, Principal,
K.K.Das College
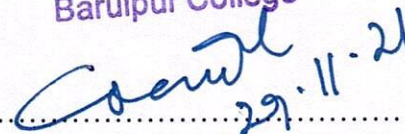
Dr. Sreekumar Ray, Principal,
Rabin Mukherjee College

Dr. Durga Ganguly, IQAC
Coordinator, Baruipur College

Dr. Chanchal Kumar Mandal,
Principal, Baruipur College

Date: 29.11.2021