

BARUIPUR COLLEGE



ACADEMIC & ADMINISTRATIVE AUDIT REPORT 2019 -20

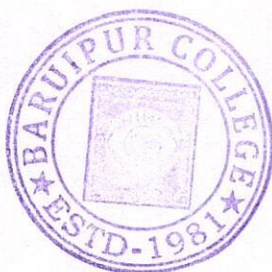
Email: baruipurcollege@gmail.com

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Baruipur, P.O. Purandarpur Math, P.S. Baruipur,
South 24 Parganas, PIN-743610

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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 12.11.2021 and the report was submitted on 29.11.2021.

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:

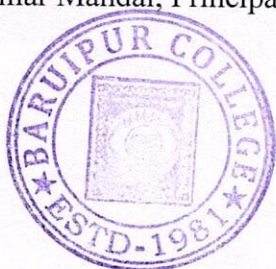
The team consisted of:

Dr. Ramkrishna Prasad Chakraborty, Principal, K.K.Das College

Dr. Sreekumar Ray, Principal, Rabin Mukherjee College

Dr. Durga Ganguly, IQAC Coordinator, Baruipur College

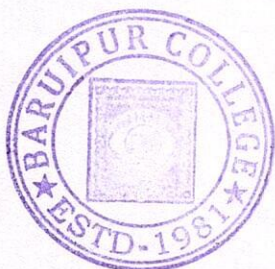
Dr. Chanchal Kumar Mandal, Principal, Baruipur College



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.com5



2019-20

Academic and Administrative Audit

Criterion 1 – Curricular Aspects

Observations:

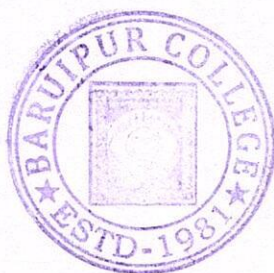
1. The Vision, Mission and Objectives of the College as academic institution are well defined and communicated to the stakeholder through prospectus and College Website.
2. Being as affiliated college, curriculum is designed and developed by the affiliating University and that is the University of Calcutta
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. The system became more effective from the concern session.
5. Due to the outbreak of COVID 19 Pandemic the normal process of education has been disrupted from the early half of 2020. Physical Classroom situation has been hampered and online teaching became more important. The College effectively tried its best to provide technical support to both the teachers and students to continue educational process through online mode.
6. No New programs or courses were introduced in last two academic sessions.
7. No Ad-On and Value Added courses are present still now.
8. Subjects like Geography have the scope of field survey and which used to conduct on regular basis along with academic excursions. But these surveys were affected for this academic session because of the COVID Pandemic.
9. 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 until the outbreak of the COVID Pandemic.
10. Subjects like Physiology, Zoology, Botany, Geography and Journalism have their own laboratories and are set up according to the need of the concerned subject. But practical works are somehow affected due to COVID 19 Pandemic.



11. Feedback system for the teachers are continuing but still the feedback for the students couldn't be introduced.
12. 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.
13. Online analysis method of feedback are in practice which is generally conducted under the guidance of IQAC.

Recommendations:

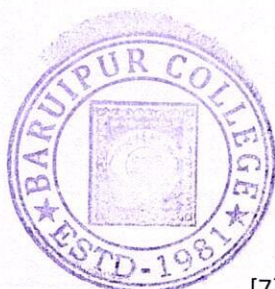
1. New programmes/courses need to be introduced. More Honours courses need to be introduced especially in Science Stream.
2. The College need to take certain initiative to introduce formal value added and skill-based Add-On Certificate/Diploma courses for the students.
3. As the College is mainly for the rural students thus in case of online education technical problems and network issues always created hurdles. This thing have to be deal with more importance by the College.
4. Feedback System along with their analysis should be more organized, structured and strengthened.



Criteria 2- Teaching- Learning and Evaluation

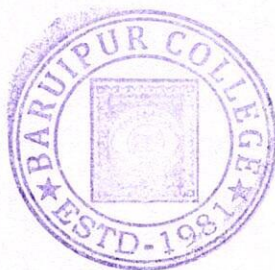
Observations:

- 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 : 75
- Multifarious student centric methods are adopted by various departments which include experiential learning, participative learning methodologies.
- During the Pandemic year regular classes have been conducted through online platform and to aid the teaching learning process various ICT tools like Power Point Presentations, E-Resources, and YouTube video documentaries were adopted by the teachers.
- Informal mentoring of the students is carried out by the concerned departmental faculties through Google Meet and WhatsApp Groups.
- The total number of teachers against sanctioned post is: 42
- 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: 58%



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.
- For advanced learners programmes like debate, student seminar, quizzes, group discussion may be arranged.



Criteria 3- Research, Innovations and Extension

Observations:

No Research funds were sanctioned or received from any agencies, industry and other organisations.

Journalism Department conducted a workshop on Radio Production for providing hands on training by media industry professional.

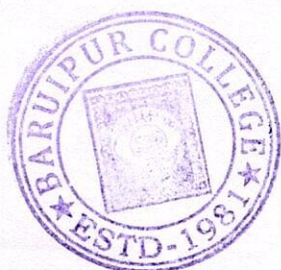
A Departmental seminar on Ishwar Chandra Vidyasagar was organized by History Department on the occasion of the 200th birth anniversary of Ishwar Chandra Vidyasagar.

A number of teachers published chapters in books but there was a lack of publications in the research journals of repute.

The newly constituted Research Cell has drafted a guidelines and plan of action for promoting research and research publications.

NSS conducted several activities as part of its regular and special camps. Vector borne disease awareness programme, Plastic Free Village Campaign and various commemorative days were observed.

Unnat Bharat Abhiyan (UBA) team conducted Gramsava Meetings at adopted villages under UBA during this period as outreach initiatives.



Recommendations

Forge partnerships with research institutions, government agencies, and industry stakeholders to provide students with opportunities for research internships, experiential learning, and hands-on research experience.

Formulate research advisory committees comprising internal and external experts to provide strategic guidance, review research proposals, and monitor the progress and impact of research activities.

Streamline administrative processes related to research proposal submission, grant management, ethics approvals, and intellectual property rights to facilitate efficient and effective research administration.

Encourage interdisciplinary research initiatives by facilitating collaborations among departments and fostering a culture of cross-disciplinary dialogue and cooperation.

The outreach programs can be conducted on a regular basis with more participation from the students.

Faculty exchange programs can be conducted on a regular basis.



Criterion 4 - Infrastructure and Learning Resources

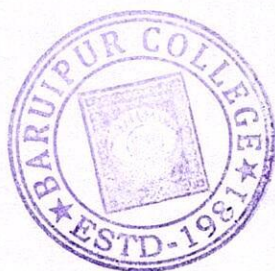
OBSERVATIONS:

- 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 3236, number of govt. approved permanent substantive teachers including Principal is 20 and 21 SACT.
- The Library has OPAC, seating capacity of students and teachers are 50 and 8 respectively.
- The library has 16110 printed books, 1,99,500+ 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 and the college has roof top solar panels for generating electricity also.
- Some Honours departments have Seminar Library facility.



Recommendations:

- Need to improve students –computer ratio.
- Library should be developed fully automated with provision of reprographic facility.
- More books should 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 off 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 or student's aid fund.

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

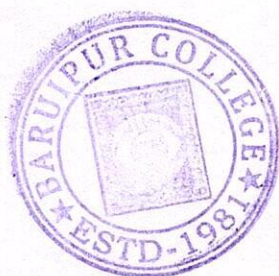
Students take part in various higher education system but the college did not keep any data.

Students take part in the Annual Sports and various cultural program like foundation day, annual function etc.

Institution has career counselling cell which conducts different types of workshops on career prospects.

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

College has a registered Alumni association; this association consist of former students and notable local residents.



Recommendations:

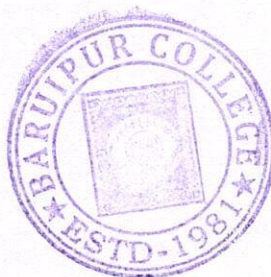
Institution should have different types of government provided scholarship cell to maintain scholarship data properly.

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

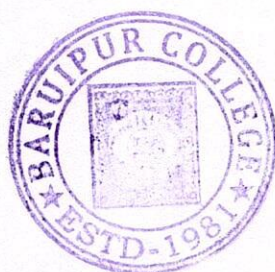
Observations:

- Institution's mission is explicit and understood by the staffs.
- 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.
- Aims and objectives are in keeping with the mission and are realistic and achievable.
- The Statutory audit of the institution is up to date.
- Financial management is done by the Principal along with the help of Finance Committee.
- The main source of financial mobilization is the collected fees from the students.
- Salary grants are received from the State Government.
- PBAS has been working.



Recommendations:

- Proper budgeting is needed for using of funds with justification, taking into account short term and long-term goals.
- These policies which are taken by the governing body are needed to be reviewed to reflect changing circumstances.
- The institution should apply for more funds for further development.
- Opportunities should be given to deserving members for building their further career.



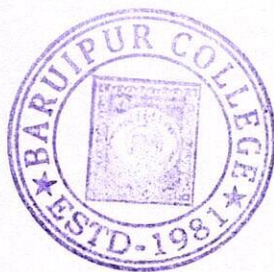
Criterion 7–Institutional Values and Best Practices

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 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.
- LED lights are used throughout the campus.
- Grievance Cell exists within the college.

Recommendations:

- More LED lights installed throughout the campus.
- Green Audit, Environmental Audit and Energy Audit to be conducted.



Signature of the Academic and Administrative Audit Team

Prof. Dr. Ramkrishna Prasad Chakraborty,
Principal, K.K.Das College

29.11.21
Principal
K.K. DAS COLLEGE
GRH-17, Balshnabghata, Patuli
Kolkata-700 084

Dr. Sreekumar Ray, Principal, Rabin
Mukherjee College

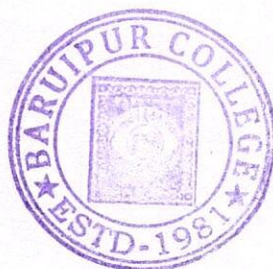
Sreekumar Ray
Principal 29.11.2021
RABIN MUKHERJEE COLLEGE
KOLKATA-700060

Dr. Durga Ganguly, IQAC Coordinator,
Baruipur College

D. Ganguly
Co-ordinator
IQAC
Baruipur College

Dr. Chanchal Kumar Mandal, Principal,
Baruipur College

Chanchal
29.11.21
PRINCIPAL
Baruipur College
Purandarpur Math, 24 Pgs (S)



Date: 29.11.2021