BARUIPUR COLLEGE

ACADEMIC & ADMINISTRATIVE AUDIT REPORT
2020 -21

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 during 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.
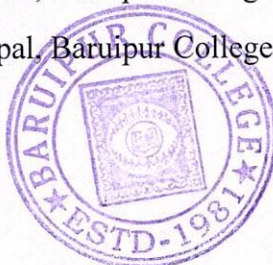
Audit Team:

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
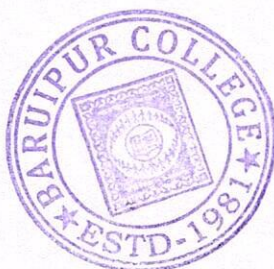
Academic and Administrative Audit

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. From the Academic Year 2023-2024 the Curriculum and Credit Framework (CCF) has been introduced to the streams of B.A., B.Sc and B.Com under the New Education Policy 2020 scheme.

5. Online Mode Study material supply became more regular.

6. No New programs or courses were introduced in last three 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 in this academic year also the academic excursions are hampered and couldn't be conducted due to the COVID situation.

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. But still because of the COVID situation the practical classes are continued mostly in online mode.

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. With gradual normalization of the Pandemic situation the laboratory works have started to re-organize with proper sanitation and by maintaining social distancing.

11. Feedback from the stakeholders are in place. Teachers feedbacks became more regularize but students' feedback system still couldn't be generated properly.

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
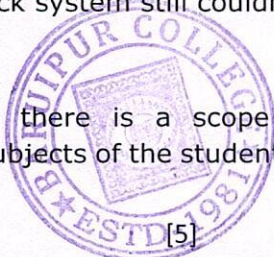
student on Environmental Science. Still the field work is not completely normalized but the students have given their project differently mostly based on online teaching.

13.   Online analysis feedback of teachers 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.   More stakeholders such as students needed to be included in feedback system.

4.   Though the initial online challenges have overcome to a certain level but still more technological advancements still needed for the online teaching learning process.

5.   The constant internal evaluation system should be more organized.

6.   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: 72

- Multifarious student centric methods are adopted by various departments which include experiential learning, participative learning methodologies.

- During the Pandemic year regular classes were 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 was carried out by the concerned departmental faculties through Google Meet and WhatsApp Groups.

- The total number of teachers against sanctioned post was: 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.

- Attainment of POs and COs are evaluated through the internal assessment result, the final examination result and through students' feedback.

- The pass percentage of the students in the final year examination is: 94.48%

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

- In pursuance to order and guidelines issued by the Ministry of Home Affairs and subsequent orders issued from time to time by the Government of West Bengal in view of the spread of coronavirus (Covid-19) and related restrictions imposed by the Government of West Bengal, extension activities in neighborhood community could not be effectively conducted during the year 2020-21.

- The observance of Independence Day was done and very few students participated in this event due to Covid-19 restrictions imposed by the State Government.

- Considering the pandemic situation and the restrictions on all cultural gatherings and congregation in the State, a small gathering was organized on the birthday of Netaji Subhash Chandra Bose (Netaji Jayanti) and Republic Day.

- Research Cell conducted online meeting to discuss research related matters of the college. However, due to Covid-19 restrictions Research Cell could not function effectively during this period.

- A number of faculties published research papers and books chapters during this period.

- A webinar on Virtual Education and The Role of The Libraries was organized on 8th and 9th August 2020. The entire webinar was uploaded on YouTube.

Recommendations

- After the pandemic period is over raise awareness among faculty and students about intellectual property rights and the process of patenting and commercializing research outcomes, fostering a culture of innovation and entrepreneurship.

- As Covid- 19 restrictions are withdrawn organize research seminar series featuring invited speakers on diverse research topics, providing opportunities for intellectual exchange and feedback.

- The research cell should encourage teachers to publish more research papers in UGC approved journals.

Criterion 4 - Infrastructure and Learning Resources
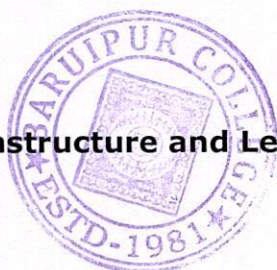
OBSERVATIONS:

- The college has its own buildings having total area 2886.28 square meters. Total land area is 2.079806 acre.

- The college has 20 classrooms, one computer laboratory with 08 computer systems, and one smart class room with LCD projector.

- At present college has student strength of 3034, number of govt. approved permanent substantive teachers including Principal is 43 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 31 & 19 computers for students

- Computers in the library are connected with LAN.

- Generator of electricity is there in the college, college has roof top solar panels for generating electricity also.

- Some Honours departments have Seminar Library facility.

RECOMMENDATIONS:

- Need to provide more computers for the students.

- Library should be developed fully automated with provision of reprographic facility.

- E-content development should be initiated.

- 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 programs.

- 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 and post matric. Students are also benefitted by the institution provided freeship.

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

❖ Institution has career counselling cell which conducts different types of workshops and also online workshops on career prospects.

❖ Students take part in various higher education system like M. A, M.sc, B. Ed etc.

❖ 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 but due to pandemic many program and activities of the college did not carried out.

❖ College has a registered Alumni association.

Recommendations:

❖ Institution should have different types of government provided scholarship cell.

❖ 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.

❖ Institutions should keep record of students' receiving of awards and medals.

❖ Alumni association should be more active.
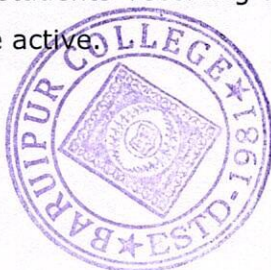
Criterion 6- Governance, Leadership and Management

Observations:

- The institution has adopted a working definition of quality assurance which is compatible with its mission.
- Continuous improvement towards total quality development of the students, teachers and the institution.
- Online mode of teaching has been implemented due to lockdown situation of covid break out.
- All working of offices and auditing are going through online mode.
- The admissions of students are made through online method created by ERP.

Recommendations:

- More trainings are needed to the staffs of the institutions for smooth conduction of online mode.
- ICT skill development methods through different software are needed.
- Resource mobilization is very much needed from State government or any other agencies.
- ERP software should be installed.

Criterion7–Institutional Values and Best Practices

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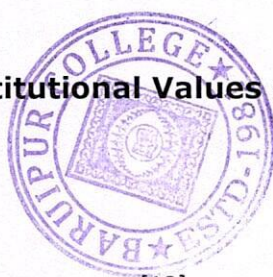
- College is facilitated with both male and female security personnel, CCTV, counselling room and separate common rooms for both the male and female students.

- The College promotes Eco friendly and plastic free campus.

- The college celebrates the commemorative days, like Republic Day, Independence Day, Foundation Day, Women's Day and World Environment Day keeping in mind the covid protocol during the pandemic time.

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

- The college takes initiative to organise vaccination camp and distribution of Mask and Sanitizer for students faculty and local people uring the covid period.

- Wastes are segregated in proper manner.

- LED lights are used throughout the campus.

- Grievance Cell exists within the college.

Recommendations

- More initiatives to be taken to maintain Covid protocol.
- Anti-ragging cell to be framed.
- Attention to be paid to proper segregation of E-waste
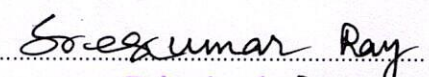- Green Audit, Environmental Audit and Energy Audit to be conducted.

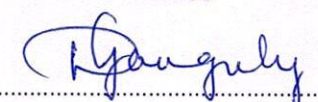## Signature of the Academic and Administrative Audit Team

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College

Principal
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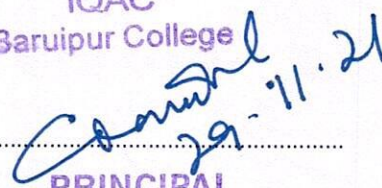
Dr. Sreekumar Ray, Principal, Rabin
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Sreekumar Ray
Principal 29.11.2021
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Co-oridnator
IQAC
Baruipur College

Dr. Chanchal Kumar Mandal,
Principal, Baruipur College

PRINCIPAL
Baruipur College
Purandarpur Math, 24 Pgs (S)

Date: 29/11/2021

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