BARUIPUR COLLEGE

ACADEMIC & ADMINISTRATIVE AUDIT REPORT 2021 -22

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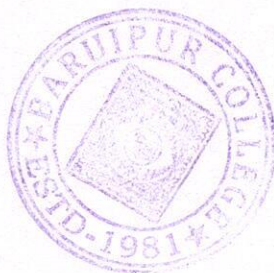
Baruipur, P.O. Purandarpur Math, P.S. Baruipur,
South 24 Parganas, PIN-743610

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 08.07.2022 and the report was submitted on 30.07.2022.

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

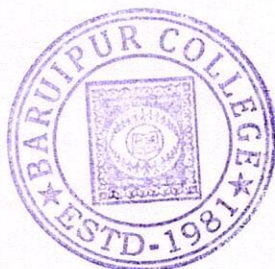Dr. Chanchal Kumar Mandal, Principal, Baruipur College

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

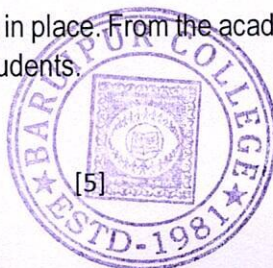Alternate e-mail address: baruipurcollege@gmail.co

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2021-22

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.

5.   The College provides study material for the benefit of the students in both online and offline mode.

6.   No New programs or courses were introduced in last four 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. Departments like History also introduced to organized field visit and educational trips based on academic curriculum. In Post Pandemic situation these trips are becoming more regular and effective for the betterment of the understanding of the concern subjects for the students.

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. In Post Pandemic Situation the Practical classes are started to regularize physically.

10.   Though physical classroom situation has been re-promoted in Post Pandemic situation but still online mode of education has been effectively present and the blended mode has been continuing very much effectively.

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

12.   Feedback from the stakeholders are in place. From the academic year 2021-22 online and offline feedback system has been introduced for students.
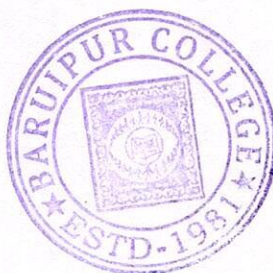
13.   In almost all subjects there is a scope of tutorial projects based on the understanding of the concern subjects of the students. Field project is compulsory for each student on Environmental Science.

14.   Online analysis and offline 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.   More stakeholders such as tentative employers and Alumni members needed to be included in feedback system.

4.   Feedback System along with their analysis should be more organized, structured and strengthened.
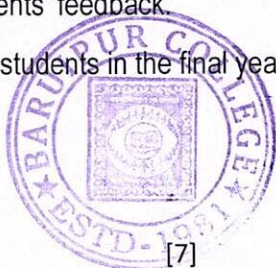
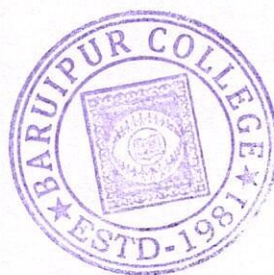## Criteria 2- Teaching- Learning and Evaluation

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 : 82

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

•   In the post Covid period offline classes were resumed after the reopening of the institution. However, due to occasional lock down situations the online mode was operative as well.

•   The institution initiated formal mentoring system by assigning Mentees to the Mentors officially for the Hons. Students.

•   The process of identifying slow and advanced learners officially was initiated and the concerned departments took necessary measures to segregate the learners and follow up accordingly.

•   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: 83%

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.

- Special classes may be arranged for the slow learners.

- For advanced learners programmes like debate, student seminar, quizzes, group discussion may be arranged.
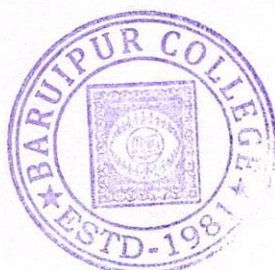
Criteria 3- Research, Innovations and Extension

Observations:

- A number of teachers have published research papers in journals and book chapters during this period.
- A workshop on RTI was organised in March 2022.
- Workshop on Self Study Report (SSR) preparation and a National Seminar on the Regional Language is planned to be held in July/August 2022.
- Baruipur College Research Cell is organizing regular meetings for facilitating research dissemination.
- Two MoUs are going to be signed with other colleges to facilitate academic and infrastructural collaborations.
- Covid-19 Vaccination Drive was organised on campus in collaboration with local hospital.
- NSS Special Camp and Regular Camps were organised during this session. NSS volunteers were engaged in cleaning the college campus and surrounding area, a workshop on "Consumer Protection Act" was conducted.
- NSS Unit 1 organised an "AIDS Awareness and Health Consciousness Programme" under Red Ribbon Club of State AIDS Prevention and Control Society, Government of West Bengal on February 2022.

Recommendations:

- The Research Cell should be reconstituted as per the UGC guidelines for establishment of Research and Development Cell (RDC) in HEIs.

- Specific Policy Document for the Baruipur College Research and Development Cell (RDC) should be prepared.

- More workshops on research methods, IPR and NEP should be organized.

- NSS can focus more on outreach program around the college for more holistic development.

- Teaching staff of the college should be made aware of available funding sources for research in humanities, social sciences and sciences for securing external grants and support.

Criterion 4 - Infrastructure and Learning Resources

Observations:

- Total constructed area of the college is 2886.28 square metre and total land area is 2.079806 acre.

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

- At present college has student strength of 3527, number of govt. approved permanent substantive teachers including Principal is 22 and 21 SACT.

- The Library has OPAC, seating capacity 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 for electricity is there in the college, college has roof top solar panels for generating electricity also.

- Some Honors' departments have Seminar Library facility.

Recommendations:

- Need to provide more computers for the students.

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

- E-content development should be initiated.

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

Institution has an, Internal Complaint Committee 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 workshop 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.

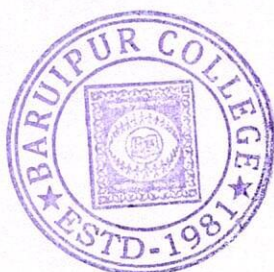College has a registered Alumni association.

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.

Alumni association should more active.

Observations:

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.

A clear mission has been adopted to overcome the covid situations.

Vaccination drives are ongoing to combat the disease.

Blended mode of teaching has been started after proper vaccination of staffs and students.

IQAC has organized different training programmes for the enhancement of knowledge for teaching and non-teaching staffs.

E-governance software is more in charge of taking care of different sectors of the institution.

Collection of fees from the students is the main source of financial mobilization.

Salary grants are received from the State Government.

Statutory audit is up to date.

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

Recommendations:

Professional development of staffs should be actively promoted.

E-library facility should be in wide range of access.

Adequate provision should be made for information and advice to potential students during the application and enrolment phases.

A systematic procedure should be taken for keeping record of student progress, for providing feedback to students and taking corrective action where necessary is effectively employed.

ERP software need to be installed.

PBAS should be implemented for non-teaching staffs also.

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, Yoga Day, Bhasha Divas, Women's Day etc.

- The College holds gender sensitization programmes through seminars.

- 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.

- Wastes are segregated in proper manner.

- E-waste is segregated and collected by vendors.

- The college takes initiatives for construction of rain water harvesting system.

- LED lights are used throughout the campus.

- Anti-ragging and Grievance Cell exists within the college.

Recommendations:

- More gender sensitization programme to be conducted to aware the students.

- Sanitary vending machine to be installed.

- More pout-of-campus activity should be organized by NSS unit.

- Rain water harvesting to be implemented.

Signature of the Academic and Administrative Audit Team

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

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Dr. Sreekumar Ray, Principal, Rabin Mukherjee
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Sreekumar Ray
Principal 30/07/2022
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College

Ganguly
Co-ordinator
IQAC
Baruipur College

Dr. Chanchal Kumar Mandal, Principal, Baruipur
College

PRINCIPAL
Baruipur College
Purandarpur Math, 24 Pgs (S)

Date: 30th July 2022