

BARUIPUR COLLEGE



ACADEMIC & ADMINISTRATIVE AUDIT REPORT 2022 -23

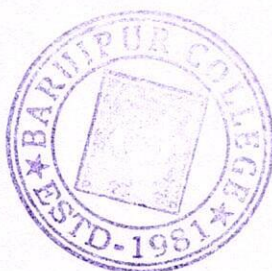
Email: baruipurcollege@gmail.com

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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 26.09.2023 and the report was submitted on 07.10.2023.

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 |



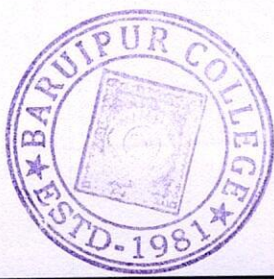
2022-23

Academic and Administrative Audit

Criterion 1 – Curricular Aspects

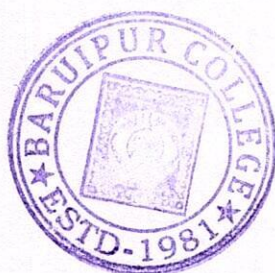
OBSERVATIONS:

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. The online study materials are also available on recently updated college website.
6. No New programmes or courses were introduced in last five 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. Subjects like History also organized field visit and educational trips based on academic curriculum.
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.
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.
11. Feedback from the stakeholders are in place. From the academic year 2021-22 online and offline feedback system has been introduced for students.
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 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

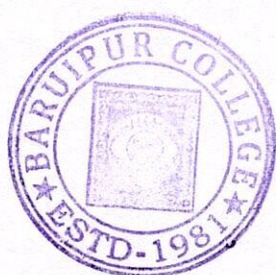
Observations:

- 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: 63
- Multifarious student centric methods are adopted by various departments which include experiential learning, participative learning methodologies.
- 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 was carried out by the concerned departments and they 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: 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.
- 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:

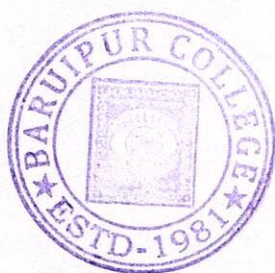
- Department of Bengali organized a one-day national seminar on “The New Avenues of Regional Language Research” on August 2022.
- The IQAC cell of Baruipur College organised a workshop on the preparation of Self Study Report (SSR) on 13.08.2022.
- A Workshop on National Educational Policy (NEP) was organised in June 2023 to create awareness about the National Education Policy amongst teachers and students.
- A workshop on Research Methods in Social Sciences was organised on July 2023 to make the teachers and students aware about the relevant quantitative and qualitative traditions.
- A workshop on different aspects of Intellectual Property Rights (IPRs) was organised on August 2023.
- A workshop on Financial Awareness for Teaching and Non-Teaching Staff was organised by IQAC on August 2023.
- A Traffic Awareness Programme was organised in collaboration with the local police station on March 2023.
- The college publishes annual Newsletter ‘College Barta’ on the occasion of the Foundation Day every year. The college newsletter contains all the important information related to the events, updates and occasions happening at the college.
- The IQAC installed a Sanitary Napkin Vending Machine for female students in collaboration with an NGO.
- IQAC planted indigenous medicinal plants at college campus for the benefit of the teachers, non-teaching staff and students.
- Plastic free campus drive was initiated by IQAC and World Environment Day was celebrated by planting trees on campus donated by a private corporate organization.



- NSS organised a Yoga Workshop, health awareness camp, women empowerment camp etc as part of its Special Camp and Regular Camps.
- Teaching Staff of the college have also published a number of book chapters and research papers.
- A significant number of MoUs have been signed with other colleges and organizations and various activities such as Teachers Exchange, Special Lecture etc. have been organised under the MoUs.

Recommendations:

- The reconstituted Research and Development Cell of Baruipur College needs to disseminate information regarding research grants and proposal process through a dedicated notice board.
- Establish collaborative relationships with local industries to facilitate applied research projects, internships, and technology transfer initiatives.
- Research and Development Cell can facilitate the dissemination of various aspects related to Indian Knowledge System.
- Teachers need to focus more on publishing UGC- Care listed journals.
- More activities can be arranged under the existing MoUs.
- Explore opportunities to share research facilities, equipment, and resources with partner institutions, optimizing resource utilization, reducing duplication of efforts, and enhancing research capabilities and productivity.
- Actively seek out new partnership opportunities with professional organizations research centers, NGOs, and industry partners to diversify collaboration avenues.



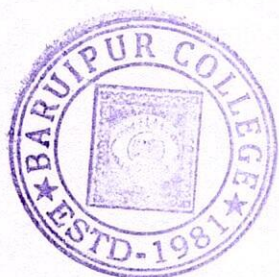
Criterion 4 - Infrastructure and Learning Resources

Observations:

- The college has its own buildings having total area 2886.28 square meter. Total land area of the college is 2.079806 acre.
- The college has 20 classrooms, one computer laboratory with 12 computer systems, 03 Class rooms with LCD projectors and one smart class rooms with LCD projector.
- At present college has student's strength of 2657. There are 21 number of govt. approved permanent substantive teachers including Principal & 21 SACT
- The Library has OPAC, seating capacity for the students and teachers are 50 and 8 respectively.
- The library has 16820 printed books, 1,99,000+ e-books, 6000+ e-journals and 2 printed journals.
- Total number of computers in the college are 44 & 30 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 Honours departments have Seminar Library facility.

Recommendations:

- Library should be developed fully automated with provision of reprographic facility. Professional library staff is required for library automation.
- E-content development should be initiated for the benefit of students.
- More books should be added to the library according to CBCS syllabus.
- 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 on career prospects.

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

Students are taking 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. A blood donation camp was arranged by Alumni.

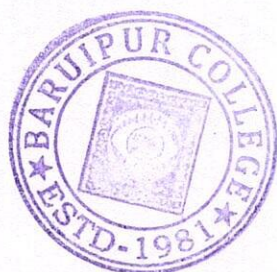
Recommendations:

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 keep maintain their regular meeting minutes.



Criterion 6- Governance, Leadership and Management

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.

ERP has been installed.

The admission of the students are made through online process developed through ERP.

Staffs have been provided training through ERP.

Ensuring that specific responsibilities are clear and are assumed appropriately by members according to their hierarchy.

The institution has well established policies for appraisal and promotion of staff and that these policies are effectively implemented.

Statutory audit is up to date.

Teaching accommodation is sufficient in quantity and is appropriate for the curriculum on offer and for the full range of students.

Collected fees from the students is the main source of financial mobilization. The salary grants are received from the State Government.

The physical environment is adequately maintained in terms of safety, cleanliness, repairs and decor.

Learning programmes are effectively organised and managed.

Teaching and learning are based on explicit learning outcomes which are consistent with programme/course objectives.

Students are effectively supported during their studies by systems of induction, counselling, and provision for remediation and curricular choice.

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



Recommendations:

Regular training and monitoring is necessary for the review of performance of Teaching and Non-teaching staffs.

Teaching-Learning and Evaluation Processes should be monitored rigorously.

The institution should initiate certain proceedings for generate funds for smooth functioning of the institution.

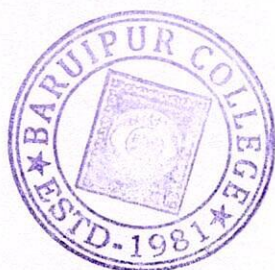
The library should use cloud management system.

More ICT enabled teaching-learning processes are needed.

Initiatives should be taken to implement a system recording the daily activities of teaching and non-teaching staff members.

FDPs may be conducted both for teaching and non-teaching staffs.

More add-on courses which provide job-oriented training to students may be introduced.



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.
- Sanitary vending machine is available in the girls' common room.
- The College promotes Eco friendly and plastic free campus.
- The delegates are felicitated with saplings in college seminars and workshops.
- The College magazine 'Dakshini ' is published annually.
- The college celebrates the commemorative days, like Republic Day, Independence Day, Foundation Day, World Environment Day, World Inclusiveness Day, Yoga Day, Bhasha Divas etc.
- The College holds gender sensitization programmes through seminars. Gender Audit is also conducted in this session.
- 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 Save Life and safe Drive, workshop by Swayam Siddha on awareness regarding violence against women etc.
- Wastes are segregated in proper manner.
- E-waste is segregated and collected by vendors.
- The college facilitates rain water harvesting.
- LED lights are used throughout the campus.
- Anti-ragging and Grievance Cell exists within the college.



Recommendations:

1. More programs, seminar and workshop to be organized to sensitize the students on gender issues.
2. More programs, seminar and workshop to be organized to sensitize the students on environmental issues.



Signature of the Academic and Administrative Audit Team

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

(Signature)
07/10/23

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

Dr. Sreekumar Ray, Principal, Rabin
Mukherjee College

(Signature)
Principal 07/10/2023
RABIN MUKHERJEE COLLEGE
KOLKATA-700060

Dr. Durga Ganguly, IQAC Coordinator,
Baruipur College

(Signature)
Co-ordinator
IQAC
Baruipur College

Dr. Chanchal Kumar Mandal, Principal,
Baruipur College

(Signature)
7.10.23
PRINCIPAL
Baruipur College
Purandarpur Math, 24 Pgs (S)

Date 07/10/2023

