

***Academic and Administrative Audit
Report***

(Muralidhar Girls' College)

(2023 – 2024)

Academic Audit Committee:

On 17th July, 2024, Muralidhar Girls' College, Kolkata constituted a two members committee to conduct an Academic and Administrative Audit of the College.

The Audit Committee is comprised of the following members:

- 1. Dr. Jaydeep Sarengi, Principal, New Alipore College***
- 2. Shri. Debashish Biswas, Inspector of Colleges, University of Calcutta***

Members of College Academic Audit Committee

- 1. Dr. Kinjalkini Biswas, Principal***
- 2. Dr. Suvasree Dutta (Dasgupta), IQAC coordinator***

Other members -

- 1. Dr. Asis Ghosh, Senior Administrative Officer***
- 2. Sri Debashis Bose, Nominee Industrialist***
- 3. Sri Baiswanor Chattopadhyay, Nominee of Local Society***
- 4. Sri Prithwish Kr Roy, Management Representative***
- 5. Dr. Mousumi Mallik, Management Representative***
- 6. Dr. Shyamalendu Chatterjee, Nominee Stakeholder***
- 7. Ms Hrishita Sarkar, Students' Representative***
- 8. Ms Rupanwita Roy, Alumni Representative***
- 9. Dr. Minati Saha, Dr. Sushmita Sengupta, Dr. Sampriti Biswas, Shashi Subba, Shayeri Roy, Sri Pralay Mondal, Bidisha Biswas, Iman Ghosh - Teacher Members***
- 10. Smt. Bangasree Dey, Library Member***
- 11. Smt. Amita Dutta, Smt. Anjana Chatterjee, Administrative Staff***

Academic Audit Report

Session: 2023 – 2024

Date of visit by the auditors: 17.07.2024

Date of report submission by the auditors: 20.11.2024

Schedule for Academic Audit

<u>Time</u>	<u>Schedule</u>	<u>Venue</u>
11.00	Meet with Principal and other members attached with Academic Audit	Principal's Room
11.30	Meeting with different departments for academic audit purpose	Library and scheduled room
2.00	LUNCH	Principal's Room
2.45	Meeting with other departments	Scheduled room
4.00	Meeting with Office Staff	At Office
4.45	Meeting with Faculty members	Room No: 26, College Auditorium

ACADEMIC AUDIT (2023 – 2024)

Academic Audit is an integral part of the dynamics of higher education to achieve and maintain academic excellence. It aims to document evidence-based information related to the quality of academic programmes. It encourages a culture of continuous evaluation and quality improvement with sustenance of best practices of the different academic programs.

The Academic Audit for the academic year (2023-2024) was initiated by the IQAC on 17.07.2024 to evaluate the implementation of UG curriculum, teaching, learning methodologies and to ensure continuous improvement for quality assurance.

A faculty-driven model of ongoing self-reflection, peer feedback, collaboration, and teamwork based on structured conversation to improve educational quality processes in teaching, learning and evaluation.

There is a need to relook and review the curriculum, teaching, learning and evaluation methods. The statutory reports (NAAC, UGC or University) are not able to give a detailed and critical look at the curriculum, teaching, learning and evaluation methods. We know that the Higher Education scenario has changed dramatically. New teaching and learning methods are needed in order to make Higher Education relevant to the current times and to suit it to the world at large be it industry or the larger (Civil) society.

Purpose of the AAA

The audit serves to:-

- ✓ Provide a faculty driven process for a continuous improvement.
- ✓ Promote dialogue among faculty, students, and administrators
- ✓ Provide self-assessment based on quality principles
- ✓ Promote integration across programs and disciplines

The major **Objectives of the Academic and Administrative Audit** are:

- To subject every department to external scrutiny.
- To update the curriculum, teaching, learning and evaluation methods.
- To make suggestions for improvement to the Departments for necessary changes.
- To achieve the goal of updated curriculum and revised learning and evaluation methods. (UGC and National Curriculum)

Methodology

At the meeting with the Principal, Coordinator - IQAC, Members, faculties and other officials, a verbal presentation was made by the Principal which gave a general and broad profile of the facilities and activities of the College. The Audit team began their visit on 17th July, 2024 at the College through brief interactions with the faculty of each department and the administrative staff. They have visited laboratories, Computer rooms, the library and some

of the other facilities of the College which were accommodated in the schedule to enable the Audit Committee to acquire relevant first-hand information.

Based on the information gathered from the available documents and the interactions afforded with the different components of the institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

Profile of the College:

Muralidhar Girls' College began as a girls' school with a small number of students in 1919. The founder was Sri Muralidhar Bandyopadhyay, Principal of Sanskrit College, a well-known scholar and educationist, whose dream was to inspire in young women the ideals of national tradition and culture. His dream was fulfilled later on July 8th, 1940 when the school developed into Ballygunge Girls' College with the distinguished educationist Sri Nalini Mohan Shastri as Principal. In 1945 the College was permanently affiliated to the University of Calcutta and a year later it was renamed as Muralidhar Girls' College as a mark of respect to the founder's memory. His worthy son, Sri Hironmoy Bandyopadhyay, IAS, Ex Vice-Chancellor, Rabindra Bharati University, became Vice President of the College Governing Body and arranged a grant of 3 lakh from the Government of India for the construction of a 3 storied building on Gariahat Road, where the college has since been housed. The College is at present enlisted in the UGC panel of recognized colleges (in West Bengal) under section 2(f) & 12(B) of the UGC Act. It is also registered under West Bengal Societies Registration Act, 1961. The total land area of the College is 0.25253 acre, over which it has undisputed ownership. The total constructed area is 3134.5 square meters.

Present status (2023 - 2024)

The college is having sixteen (16) Honours departments and five (5) Pure General departments in Arts and Science stream along with Environmental Studies (ENVS) as a compulsory subject offered to all the students of the College. At present, apart from the **Principal (single post)** there are total **forty-four (44)** full time faculties in substantive teaching position. In this session, one permanent faculty has superannuated on 31.12.2023 and one permanent faculty is on lien w.e.f 20.07.2023. To meet up the shortages of teaching posts/position there are **thirty eight (38)** State Aided Contractual Teacher (SACT). The college is having **one (1)** librarian, **one (1)** GLI and **nine (9)** permanent support staff in full time post and **twenty one (21)** casual/contractual staff. NSS and NCC wing of the College are very active through which the students are engaged in giving service to the society.

Academic Strength

Number of full-time faculty

Sl .	Name of the Full-time teacher	Gender	Designation	Name of the Department	Qualification PhD
1	Dr. Kinjalkini Biswas	FEMALE	Principal	Chemistry	YES
2	Dr. Uttara Maity	FEMALE	Associate Professor	Sociology	YES
3	Smt. Sukla Chakraborti	FEMALE	Associate Professor	Philosophy	NO
4	Dr. Madhumanti Maitra	FEMALE	Associate Professor	English	YES
5	Dr. Krishna Dutta	FEMALE	Associate Professor	Sanskrit	YES
6	Dr. Niharkanti	MALE	Associate Professor	Bengali	YES

	Mandal				
7	Dr. Shampriya Chowdhury	FEMALE	Associate Professor	Botany	YES
8	Smt. Sunetra Sengupta	FEMALE	Associate Professor	Economics	NO
9	Dr. Indrani Raha	FEMALE	Associate Professor	Journalism and Mass Communication	YES
10	Dr. Chandrakala Dutta	FEMALE	Associate Professor	History	YES
11	Smt. Aparna Sengupta	FEMALE	Associate Professor	Bengali	NO
12	Dr. Indira Sur	FEMALE	Associate Professor	Education	YES
13	Smt. Shukla Pathak	FEMALE	Assistant Professor	Bengali	NO
14	Smt. Anjana Chatterjee	FEMALE	Assistant Professor	Philosophy	NO
15	Dr. Chhanda Mandal	FEMALE	Assistant Professor	Economics	YES
16	Dr. Atrayee Saha	FEMALE	Assistant Professor	Sociology	YES
17	Smt. Shashi Subba	FEMALE	Assistant Professor	Journalism and Mass Communication	NO
18	Dr. Sampriiti Biswas	FEMALE	Assistant Professor	Sanskrit	YES
19	Dr. Minati Saha	FEMALE	Assistant Professor	Education	YES
20	Dr. Rituparna Basak	FEMALE	Assistant Professor	Psychology	YES
21	Sri Saminur Rahaman	MALE	Assistant Professor	Journalism and Mass Communication	NO
22	Dr. Sailen Das	MALE	Assistant Professor	Political Science	YES
23	Dr. Alifun Izaz	FEMALE	Assistant Professor	Political Science	YES
24	Smt. Shayeri Roy	FEMALE	Assistant Professor	Political Science	NO
25	Dr. Rudra Prasad Saha	MALE	Assistant Professor	Education	YES
26	Sri Sontu Bugh	MALE	Assistant Professor	Botany	NO
27	Smt. Minakshi Lahiri	FEMALE	Assistant Professor	Sanskrit	NO
28	Sri Pralay Mandal	MALE	Assistant Professor	Sanskrit	NO
29	Dr. Bandana Das	FEMALE	Assistant Professor	Mathematics	YES
30	Smt. Bidisha Biswas	FEMALE	Assistant Professor	English	NO
31	Dr. Subhrajit Dey	MALE	Assistant Professor	Mathematics	YES
32	Smt. Anwesha Mondal	FEMALE	Assistant Professor	English	NO
33	Dr. Suvasree Dutta Dasgupta	FEMALE	Associate Professor	Geography	YES
34	Dr. Vinay Limbu	MALE	Assistant Professor	Geography	YES
35	Dr. Sushmita Sengupta	FEMALE	Assistant Professor	History	YES
36	Smt. Piyali Das	FEMALE	Assistant Professor	Philosophy	NO
37	Smt. Iman Ghosh	FEMALE	Assistant Professor	English	NO
38	Dr. Manishankar Adhikary	MALE	Associate Professor	Bengali	YES
39	Sri Anuraag Prasad Lama	MALE	Assistant Professor	Psychology	NO
40	Smt. Rituparna Das	FEMALE	Assistant Professor	English	NO
41	Dr. Moumita Datta	FEMALE	Assistant Professor	History	YES
42	Dr. Tinni Dutta	FEMALE	Assistant Professor	Psychology	YES
43	Smt. Aruna Pain	FEMALE	Assistant Professor	Economics	NO
44	Smt. Subhasree Chakraborty	FEMALE	Associate Professor	Economics	NO
45	Dr. Sampa Basu	FEMALE	Associate Professor	Bengali	YES

Number of State-aided contractual teacher

1	Smt. Rakhi Sengupta	FEMALE	Faculty	Psychology	NO
2	Smt. Sarmistha Dutta Roy	FEMALE	Faculty	Film Studies	NO
3	Smt. Jhilmil Bhattacharyya	FEMALE	Faculty	Chemistry	NO
4	Smt. Gouri Chakraborty	FEMALE	Faculty	Geography	NO
5	Smt. Mitali Mallick	FEMALE	Faculty	Psychology	NO
6	Smt. Nabanita Kundu	FEMALE	Faculty	Journalism and Mass Communication	NO
7	Smt. Sanhati Ghosh	FEMALE	Faculty	Political Science	NO
8	Dr. Jhumur Basu	FEMALE	Faculty	Philosophy	YES
9	Smt. Suparna Mukherjee	FEMALE	Faculty	Philosophy	NO
10	Smt. Ivy Shaha	FEMALE	Faculty	Journalism and Mass Communication	NO
11	Smt. Paramita Pal	FEMALE	Faculty	Journalism and Mass Communication	NO
12	Dr. Devasmriti Jana	FEMALE	Faculty	Sanskrit	YES
13	Sri Subhankar Saha	MALE	Faculty	Statistics	NO
14	Smt. Ranita Mondal	FEMALE	Faculty	Education	NO
15	Dr. Bithi Ahiri	FEMALE	Faculty	Psychology	YES
16	Sri Sumanta Bandyopadhyay	MALE	Faculty	Film Studies	NO
17	Smt. Ambalika Chakraborty	FEMALE	Faculty	Chemistry	NO
18	Smt. Saswati Sengupta	FEMALE	Faculty	Education	NO
19	Dr. Sangita Daschowdhury	FEMALE	Faculty	Botany	YES
20	Smt. Roma Roy Basu	FEMALE	Faculty	Psychology	NO
21	Dr. Bablu Samanta	MALE	Faculty	Geography	YES
22	Smt. Kakali Das	FEMALE	Faculty	Geography	NO
23	Smt. Aditi Ghosh	FEMALE	Faculty	Sociology	NO
24	Smt. Rimika Banerjee	FEMALE	Faculty	English	NO
25	Sri Avik Mukherjee	MALE	Faculty	Environmental Studies	NO
26	Dr. Priya K Gopal	FEMALE	Faculty	Microbiology	YES
27	Dr. Senjuti Mandal	FEMALE	Faculty	Chemistry	YES
28	Smt. Kathakali Chakraborty	FEMALE	Faculty	Tourism and Travel Management (Major)	NO
29	Sri Ujjal Mallick	FEMALE	Faculty	Tourism and Travel Management (Major)	NO
30	Suraj Ali	FEMALE	Faculty	Physics	NO
31	Smt. Subhechchha Mitra	FEMALE	Faculty	Economics	NO
32	Sri Puspendu Dhali	FEMALE	Faculty	Geography	NO
33	Smt. Amrita Kayal	FEMALE	Faculty	Geography	NO
34	Sri Avik Majumder	MALE	Faculty	Film Studies	NO
35	Dr. Surajit Sur	MALE	Faculty	Zoology	YES
36	Smt. Anusuya Moitra	FEMALE	Faculty	Sociology	NO
37	Dr. Sarat Chandra Patra	FEMALE	Faculty	Chemistry	YES
38	Smt. Stuti Das Mahapatra	FEMALE	Faculty	Zoology	NO

1.	Smt. Rita Nag	FEMALE	GLI	No
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Library Staff

1.	Smt Bangasree Dey	FEMALE	Librarian
2.	Basabi Manna	FEMALE	Casual
3.	Sri Suman Sarkar	MALE	Casual

List of administrative staff

Name	Gender	Designation
Sri Amal Adhikary	MALE	Head Clerk
Smt Anjana Chatterjee	FEMALE	Accountant
Smt Amita Dutta	FEMALE	Acting Cashier
Sri Manab Kumar Naskar	MALE	Typist
Smt Sibani Bhowmik	FEMALE	Peon
Sri Swapan Kr Panda	MALE	Lab Assistant (Botany)
Sri Pradip Kr Halder	MALE	Library Attendant
Sri Biswajit Roy	MALE	Electrician
Smt Chhaya Hela	FEMALE	Sweeper
Smt Kaberi Roy	FEMALE	Casual
Smt Chayana Saha Roy	FEMALE	Casual
Smt Mohua Bose	FEMALE	Casual
Sri Dibyendu Kayal	MALE	Casual
Sri Avishek Roy	MALE	Casual
Smt Susmita Pati	FEMALE	Casual
Sri Amit Bhowmick	MALE	Casual
Smt Prathama Sengupta	FEMALE	Casual
Sri Samaresh Maji	MALE	Casual
Sri Madhab Hazra	MALE	Casual
Sri Prasenjit Roy	MALE	Casual
Smt Behula Mondal	FEMALE	Casual
Smt Nirmala Koiri	FEMALE	Daily Basis
Smt Aruna Halder	FEMALE	Casual
Sri Rohan Kar	MALE	Casual
Sri Moloy Mazumdar	MALE	Casual
Smt. Subhosmita Nayak	FEMALE	Casual
Smt. Debjani Banerjee	FEMALE	Casual
Sri. Niranjan Hela	MALE	Casual

Other Aspects:-

No. of courses offered	16 Honours Degrees + 2 General Degrees
Total Student Strength	1048
Teacher student ratio	1: 13
No. of NSS Unit	Two
NCC	Yes
College Magazine	One (Suparna) – College Magazine
Journal/Book	One (MGC – QUEST)
Computer Centre	One
Laboratory	Seven (Chemistry, Botany, Zoology, Micro-biology, Physics, Geography, Psychology)
Computer Lab	Four (Journalism, Film Studies, Geography, TTMV)
Browsing Centre	One
Certificate courses	Self-defense and Yoga

Awards

Student aspect:

Name of the Award / Medal	Team/ Individual	University/ State/ National/ International	Sports/ Cultural	Name of the Student
Inter College State Sports and Games Championship	Individual	University	Sports	Nilufa Sultana

Inter College State Sports and Games Championship	Individual	University	Sports	Ishita Mondal
National Karate Championship 2023 1 st Position (Kumite) Gold Medal	Individual	National	Sports	Sarbari Das
National Karate Championship 2023 3 rd Position (Kihons) Bronze Medal	Individual	National	Sports	Sarbari Das

Teacher aspect

Name of the Faculty	Name of The Award	Given by	Month & Year
Dr. Tinni Dutta, Assistant Professor, Department of Psychology	Nelson Mandela Leadership Award	NRI Welfare Society at Oxford University	27 th September 2023
Dr. Tinni Dutta, Assistant Professor, Department of Psychology	SHAROD -SAMMAN	Durgapur Sanskritik Sangathan	2023
Dr. Tinni Dutta, Assistant Professor, Department of Psychology	International Royal Golden Award	International Research Council of Eudoxia Research Centre , India and Eudoxia Research University USA	20 th and 21 st February 2024
Dr. Tinni Dutta, Assistant Professor, Department of Psychology	National Faculty Award –Lifetime Achievement Award	Novel Research Academy Puducherry , India .ISO 9001:2015 Certified, Registered under the Ministry of MSME, Gov .of India	27 th June 2024

College Level Memorial Prizes

Sl	Name of the Award	Purpose (For securing highest Marks)
1.	Kalyani Sarkar and Narendranath Sarkar Memorial Prize	Bengali Hons (Part III Exam)
2.	Gopal Chandra Ganguly Memorial	English Hons (Part I & III)
3.	Sudha Bose Memorial	Sanskrit Hons (Part III)
4.	Acharya Benimadhab Das Memorial	English Hons. (Part III)

5.	Shipra Singha Memorial	B.A. General (First position)
6.	Mrinalini Ghoshal Memorial	Best Girl (Part II Hons. & General)
7.	Mrinalini Ghoshal Memorial	Tourism and Travel Management ((Part I)
8.	Phanibhusan Deb Memorial	Among all Hons (Part III)
9.	Sushmita Roy Memorial	Sociology & History (General)
10.	Minati Das Memorial	Bengali Hons. (Part I, II, III)
11.	Karunakar Gupta Memorial	Pol Sc Hons (Part III)
12.	G. C. Chakrobarty Memorial	Sociology Hons (Part III)
13.	Kalyani Chakrobarty Memorial	Sociology Hons (Part III General)
14.	Bratati Dasgupta Memorial	Best Hons student (Part II & III & best for Part III General)
15.	Jyotirmoy Banerjee Memorial	Best Hons student (Part III) & best (Part III General)
16.	Debashish Chattopadhyay Memorial	Best Hons Student
17.	Santosh Kr Chakrobarty Memorial	Journalism Hons (Part III)
18.	Sanjoy Majumder Memorial	Journalism and Mass Communication & Tourism and Travel Management.
19.	Renuka Chakraborty Memorial	Tourism and Travel Management (Part III Major)
20.	Hiranmayee-Jatindramohan Mondal Memorial	Best student in Psychology (B.A/B.Sc Exam)
21.	Samarendra Mohan Dhar Memorial	1 st position in Essay writing competition
22.	Banibhushan Dasgupta Memorial	Best student in English (Part III)
23.	Banibhushan Dasgupta – Amiyabhusan Dasgupta Memorial	Meritorious student (III year General)
24.	Muralidhar Bandopadhyay Memorial	All-rounder performer in academics, extra-curricular & regularity of attendance
25.	Special prize and certificates	Outstanding performance in NSS & NCC
26.	Special prize and certificates	Extra-curricular activities

Academic Audit Report (Criteria wise)

Curricular Aspects	
Curricular Planning and Implementation:	<p>CURRICULUM AND SYLLABUS</p> <p>Syllabus is prepared by University of Calcutta in consultation with subject experts, taking inputs from external and internal faculty. Based on the feedback, the syllabus is finalized and circulated to the colleges.</p> <p>Inputs to students are through:</p> <p>Lectures Chalk & Talk Power Point Presentation etc.</p> <p>Courses offered:</p> <p>B.A., B. Sc, Add on Courses</p>
Curricular design and Development:	<p>1. Follows curriculum provided by University of Calcutta.</p> <p>VAC – Value added course on computer, spoken English, media writing, speaking and presentation, precaution for sexual harassment, hand embroidery, cutting and tailoring, soft skill development, Nutrition & Dietetics, yoga and self-defense classes</p> <p>3. Career counselling course for competitive exam – SSC,</p> <p>2. Clerkship, exam for Primary teachers</p>
Academic flexibility:	<p>1. Active Faculty involvement in add on, value added courses and extra-curricular activities</p> <p>2. Faculty has full freedom to plan and execute the outreach programmes.</p> <p>3. Faculty & Students Exchange with MoU Colleges.</p>
Curriculum enrichment:	<p>1. Learning management system introduced and used – G-suit, Edmodo. Google Meet. Online with 24X7 services made available to students.</p> <p>2. Online interaction had taken place effectively.</p>
Co-Curricular Activities	<p>1. Annual social of college</p> <p>2. Reward function</p> <p>3. Extempore speech, Elocution competition, Music & Dance Competition</p> <p>4. Teachers' Day celebration</p> <p>5. Students' Reunion</p> <p>6. Staff Reunion</p> <p>7. Cultural Programme</p> <p>8. Celebration of Students' Week</p>
Feedback System:	<p>1. Class mentoring – on going process</p> <p>2. Feedback from students is obtained</p>

	<p>3. Feedback from teachers is obtained</p> <p>4. Inter-disciplinary classes are offered in the form of open elective</p> <p>5. Screening of deficiency among students</p>
<u>Teaching-learning and Evaluation</u>	
Teaching-learning process	<p>1. Remedial classes conducted</p> <p>2. Regular Induction and orientation program conducted</p> <p>3. Placements provided through institution ad self-effort by the students.</p> <p>4. Mentoring and counselling</p> <p>5. Encourages students who take up competitive exams</p> <p>6. Parent teachers meet held</p> <p><u>Process adopted:</u></p> <p>Lectures, Class room participation Assignments, Debates among teams on subjects, experientisl learning methods adopted.</p> <p>Changes in environment – technological (e- source of information and knowledge)</p> <p>Student presentations.</p> <p><u>Other Practices:</u></p> <ul style="list-style-type: none"> • Course material – given to students for “self-study” in advance and discussed in the class. This is a time saving method for faculty. • Participatory learning methods employed • Practices shared teaching methods
ICT Facility	<ul style="list-style-type: none"> • Teaching-learning through E-learning • Office & administrative practice through E-governance • Creation of instructional tools • Sharing E contents through high band width LAN, Wi-fi • Computerized library with Wi-fi zone, online access of books • Digital technology-based certificate course • Smart classroom using smartboard • Digital media laboratory • Online admission system • Computerised student management system • Computerised cash collection • Computerised library information, OPAC • Biometric system

	<ul style="list-style-type: none"> • Electronic data processing
Teacher quality:	<ol style="list-style-type: none"> 1. Subject knowledge of the teacher is sound 2. Faculty are engaged in research and to publish papers and books. 3. Monitoring of discipline and classroom participation of students 4. Student-wise data collection 5. Use of computerized presentations. 6. Faculty feedback taken every semester 7. Effective utilization of staff. 8. Programmes are conducted for faculty members both in- house and outside with leave. <p>These programmes are organized to support faculty development.</p>
Evaluation process and Reforms	<ol style="list-style-type: none"> a) Class room interactions b) Tests and exams c) Assignments and presentations d) Internal assessment conducted by the subject teacher e) Institutional Question design pattern: Easy 30%, Moderate 40% challenging – 30%. f) Analysis of PO, CO attainment done.

**Students' performance
and Learning outcome:**

Student Aspects

Student oriented initiatives:

- a) Students' seminars and workshops
- b) CBCS ongoing, CCF introduced
- c) Observation of Independence Day, Teachers' Day, Mental Health Day, Republic Day, Sanskrit Day, International Mother Language Day, Birth Anniversary of Sri Muralidhar Bandhopadhyay, International Yoga Day.
- d) **Student -aid-fund**

Whose family Income is less than Rs. 10,000/- per month are eligible for the same.

c) Scholarship

Kanyashree Prakalpa

Swami Vivekananda Merit cum Means Scholarship

W.B Chief Minister Financial Assistance (Nabanna)

Post matric scholarship schemes Minorities CS & central sector scheme of scholarships for college

Govt of WB Samajik Suraksha scheme for children & unorganised sections of society

Aikyashree – W B Govt # Jindal Scholarship

Udayan Care Shalini Fellowship

f) Student Credit Card

To enable them to pursue education without having any financial constraints – under leadership of Hon'ble Chief Minister, WB.

g) Canteen

College cheap canteen with hygienic and healthy food

h) Students Feedback

- i) Expectations met by the Institution
- ii) Academics – excellent
- iii) Flexibility offered.
- iv) Challenging assignments
- v) Good admission policy
- vi) Fee structure – no grievance
- vii) Certificate, Add-on courses – adequate

Promotion of research	* Research & Development Cell is working towards the publication of MGC Quest with ISBN, Volume 3.
Academic Publications	Applied for ISSN for publication of Bi-annual journal. Magazines and Journals of respective departments # Scribe – Dept. of Journalism & Mass Communication # Ujaan – Dept. of Philosophy # Lekhani - Department of Bengali # Insignia - Department of English
Seminars	Several College sponsored seminars were conducted
Research Facilities:	<ul style="list-style-type: none"> • Institute has a well-planned library and internet facility including wi-fi to cater to the needs of research. • E-content available
Consultancy	Not explored
<u>Library Facilities</u>	
Books/Journals	<ul style="list-style-type: none"> • Fully automated library circulation through KOHA software. • Total number of books: 43869 • E books, Newspaper, Periodicals, Journals & reference books Database of books by author name, subject, key word Digitisation + Photocopy facilities. • Reading room – Almost 60 students can sit at a time Lending and reference service • Access to e-resource NLIST: E-journals – 2100; E-books - 51000 • Separate Departmental Library/ Seminar Library Membership – British Council • Web OPAC facility • 2 Research Publications MGC-QUEST, vol 1& 2 • Morning Reading Centre – between 9 am – 11.30 am. • Extension of Library Stack room & Teachers' Reading room.
<u>Collaborations</u>	
With NGOs	<ul style="list-style-type: none"> • Health Awareness Lecture on 10.10.23 • Free health check-up of local slum people • Organising Blood Donation Camp
IGNOU Study Centre	College has regular Study Centre (code 28140) – UG & PG
Training in value added courses	a) Yoga b) Self Defense c) Language and Communication Skill
Club	1. Photography Club: Zoom In 2. Interactive Club: We Speak 3. Drama Club: Oishiki 4. Cultural Club: Spandan

	5. Literary Club: Bhasa
	6. Nature Club: Go Green
Environmental Awareness	Green campus – through use of rain water harvesting system and use of solar panels (both Govt funds and college purchased) for generation of clean electricity.
<u>Placement</u>	
Career Counselling & Placement Cell	Preparing students for competitive exam and other career opportunities. SSC Exam, Clerkship Exam for bank and railways, Primary Teachers etc. Campus placement through which final year students get placed in reputed companies.
<u>Infrastructure:</u> The College has infrastructure for academic activities. The infrastructure is well maintained. Eight new rooms have been constructed from RUSA fund. The library and IT facilities are also adequate. Hygienically maintained campus.	
<u>Student support and progression</u>	
Student Mentoring	<ul style="list-style-type: none"> • Identification of slow learners and advanced learners. • Remedial measures taken and suggest remedies for both the slow and advanced learners. • Regular Parent-teacher meets are held to discuss about the students' performance.
Student Progression	A. Participation in <u>NSS</u> activities: - <ul style="list-style-type: none"> • Independence Day Celebration • Gender Sensitization Workshop by Swayam (NGO), 3 NSS volunteers participated in 3 day workshop, Venue: Swayam • A Film session focussing on childhood and juvenile mental health, followed by an Interactive Analysis to observe Mental Health Month (October 2023), by Shri Sourav Sarkar, Film Director, Fragrant Creation • Lesson for mental well-being of Young adults by Teenine, a helpline service of CINI (Child in Need Institute) • Cleanliness Drive by NSS Volunteers, in and around the College, in Presence of the Program Officers and Other Faculty Members • NSS Extension Activities (Community Outreach Programme) • Online Quiz Competition Was Organised by NSS Units for Observing World Aids Day • Celebration of International Yoga Day by NCC Cadres And NSS Volunteers

NSS Special Camp:

- Lecture by Dr. Malyasree Bhattachariya, Topic: Significance of NSS in Students' Life
- Awareness Programme on HIV-AIDS by Piyali Das, Assistant Director, Youth Affairs, Government of West Bengal
- Vocational Training by Pidilite
- Lecture on the Importance of Psychological Counselling: by Dr. Tinni Dutta
- Lecture by Dr. Bandana Das– Awareness Regarding Cyber Security
- Medical Examination by Slum Dwellers by Dr. Suchandra Das
- Mental Health Awareness Programme for Young Adults by CINI
- Blood Donation Camp and ECG and Blood Sugar Testing Camp in Collaboration with NRS Hospital
- Tree Plantation Programme

B. NCC

Participated in various NCC activities like:-

- Pre Thal Sainik Camp (TSC) Inter Group Competition / CATC
- CATC (Combined Annual Training Camp) KC
- TSC IGC (Inter Group Competition)
- CATC
- Inter Group Competition
- CATC
- CATC KC-14
- CATC KC
- CATC KC 17
- Marathon Safe Drive Save Life
- Republic Day
- Hospital Attachment Camp
- Army Attachment Camp
- Swachha Bharat Avijan
- Cancer awareness program
- Blood Donation Camp
- Officers Training
- Trekking
- Rock climbing course
- Basic Mountaineering Course

C. Enrolment in PG Courses

Medical Unit

- College has medical unit and regular visit of registered doctor Medical camp for health check-up is in vogue.
- Proper sick room

	<ul style="list-style-type: none"> • Health Card for each student
Persons with Disability	<ul style="list-style-type: none"> • Ramp facility • Rails in the corridors • Special toilet
Sports Centre	<p>Gymnasium and sports centre.</p> <p>Indoor sports – Table tennis, yoga coaching centre, Karate coaching centre, carrom</p> <p>Outdoor Sports – Track and field, badminton, mountaineering, adventure sports, nature club</p> <p>Annual sports – Every year</p>
Anandamela	For creativity nurture and artistic talent, College organizes College Fete in collaboration with Incubation Cell.
<u>Governance, Leadership and Management</u>	
Institutional Vision	<p>1. Vision statement is clear and noble</p> <ul style="list-style-type: none"> • To achieve academic excellence with social concern • Institute supports students from marginalized and poor segments of society <p>2. Investment on faculty:</p> <p>a) Approval from Principal for Faculty Development Programmes with demand</p> <p>b) Faculty motivation policy: encourage for higher studies</p>
Strategy Development	<p>1. Admission policy: Process conducted by admission Committee following merit criteria.</p> <p>2. Faculty encouragement: All HODs manage their departments with the help of departmental faculties.</p> <p>3. There are other committees take decision regarding related matters: Finance sub-committee, Purchase committee.</p>

	<p>Collective efforts of the members of College Governing Body: for smooth functioning</p> <p><u>Grievance Redressal Cell</u></p> <p>To look into all types of grievances and accept suggestions from students and guardians for better functioning of college.</p> <p><u>Internal Complaints Cell</u></p> <p>To promote awareness of the students about gender issues and related rights and responsibilities.</p> <p><u>Anti-ragging Cell</u></p> <p>As per UGC rule it is followed for the students.</p>
Alumni	<p>Registered in 2004 and renewed on 09.10.2023 with registration number SO256218. Organizes annual Reunion and cultural programmes,</p>
Internal Quality Assurance System	<ul style="list-style-type: none"> • Publication of KNOW YOUR COLLEGE (KYC) • Faculty performance is evaluated effectively • Student performance is evaluated effectively

Overall Analysis: - Observation

Institutional Strengths: -

- The College provides quality education to students from varied backgrounds, including first generation learners and students from low-income families with meagre resources.
- Efficient Administration
- Team of dedicated and committed Faculties and Support Staff that ensures holistic development of the students and the College as a whole.
- Healthy teacher student ratio
- Academic calendar is being prepared at College and department level following the affiliating University's calendar.
- Easy accessibility from the bus/train, station attract students from the outskirts of the city
- ICT infrastructure with campus Wi-Fi (for both Students and Teachers)
- Add-On Courses on Skill Development and Entrepreneur skills are offered by the College.
- Community outreach and extension activities by inculcating social responsibility among the students and equipping them with skills and life values to face the challenges of life thereby contributing towards nation-building.
- The Career Guidance and Placement Cell facilitates, counselling and placement opportunities
- Students are disciplined and well mannered
- Well equipped library with sufficient stock of books and references are readily available in the library.
- Chalk and talk method combined with ICT facilities are practiced by the majority of the faculties.
- Well placed alumni connected to the institution.

- Lift facilities, ramps at the entrance, special toilets have been created for Divyangyan students.
- Overall feeling of satisfaction on the part of stakeholders is a valuable strength of the Institution.
- The NSS and NCC unit of the college is very active and has hosted many programs for betterment of the students and nation building.
- The institution has taken rigorous initiatives in making sufficient MoUs with relevant institutions for the greater benefit of the students.
- College has implemented CCF syllabus based on NEP 2020 in tune with the curriculum followed at the national level.
- Alumni association has been formalized with updated records. Regular annual programmes are organized by the college for the Alumni.

Weakness of the Institution: -

- Limited physical space is a major limitation of the college. This has hindered the construction of recreational hall and has also limited the expansion of classrooms, laboratories, seminar rooms and library reading rooms
- Lack of sufficient permanent non-teaching staff to manage the workload and administrative responsibilities
- Maximum supporting staffs are casual
- Lack of laboratory demonstrators is another limitation in the academic front
- Lack of own hostel is a hindrance for attracting students from outside the city
- No full-time officer for placement – full time faculty given additional responsibility
- Lack of playground in the Campus.
- In some departments, number of students are very few.
- Only two smart class rooms
- Lack of departmental office room.
- Number of toilets for the faculty members is not sufficient
- No full-time faculty for film studies, Physics, Chemistry, Statistics and Micro-biology, Zoology.
- Some of the departments like Physics, Statistics, Micro-biology have single faculty
- Very few research and interdisciplinary projects.

Institutional Opportunities: -

- With qualified teachers and varied departments, there is scope and plans for interdisciplinary add on courses and research works.
- The college has to use rented space/grounds to host the annual outdoor sports, cultural programs and other programs at its own cost.
- College authority may think of building separate facilities at other location for running different courses like vocational, professional, Post Graduate.
- Well placed and highly qualified alumni of the institution may engaged in programs of career counselling, motivational and discipline specific activities and there lies wide opportunities in the context.

- Though skill oriented professional courses are the need of the hour, inadequate funds have forestalled the opening of more professional courses.
- The college despite having a small campus, tries to provide all the basic facilities for uplifting the academics that promises for better scope future
- The College can easily raise the bar of its achievement if it takes care of Faculty and students exchange programme.
- Industry institution interface cell can enhance the quality of institution
- Collaboration with foreign and other state universities for offering joint programmes can augment the status of this prestigious institution.

Institutional Challenges: -

- The College, being a government-aided one, is dependent on financial support from government sources which are available at specified intervals, severely limiting resources for upgradation and maintenance of infrastructural facilities.
- Many students are first generation learners from deprived economic backgrounds and are not getting adequate support or motivation for higher studies beyond what the college provides them with.
- Unavailability of playgrounds, indoor stadium facilities poses great challenge to manage the co-curricular activities.
- Managing funds for academics, co-curricular academics and extension activities is a challenge to the institution with requirement to appoint full time non- sanctioned and part time faculties and non-permanent office staff.
- Under the CBCS and CCF system, the infrastructure available in the college has not been commensurate with required resources.
- The Alumni input and support is not being fulfilled to its potential.
- The placement cell of the college has initiated no. of steps to facilitate student's placement but the number of final placements are very limited.
- Limited scope for further building expansion

Recommendations: -

- ✓ Faculty to be encouraged to go for more minor and major research projects funded by UGC/ICSSR/TISS etc.
- ✓ Infrastructural facilities and laboratories to be upgraded with latest equipment including ICT.
- ✓ More thrust on IT in teaching-learning be given.
- ✓ Collaborations with formal MOUs with reputed institutions be made for faculty development.
- ✓ Degree courses under Science faculty be more energized
- ✓ Need of courses like animation and graphics, web technology.
- ✓ Coaching for NET/SET, recruitment tests on regular basis be commenced
- ✓ Augmentation in ICT, library and sport resources is required

- ✓ Faculty be encouraged to go for membership of different bodies
- ✓ The placement cell of the institution needs to be strengthened
- ✓ Outdoor sports facility should be increased
- ✓ MoU may be formed to enhance the student support facilities such as playground
- ✓ Language lab may be introduced
- ✓ More faculties may be trained in using ICT facilities for teaching learning
- ✓ Own hostel facility may be introduced for the students, not with other association.
- ✓ Unutilized height of the library room may be gainfully utilized for keeping the extra books.
- ✓ Classes need to have rolling board and microphone.
- ✓ Research culture needs improvement and interdisciplinary research to be initiated.
- ✓ For effective delivery of curriculum, the course file to be assessed by IQAC
- ✓ More students should be involved in the extension activities
- ✓ More collaborations need to be established for faculty exchange, students exchange, internship etc.
- ✓ More teachers should participate in FDP/ FIP programmes
- ✓ Necessary initiative to be taken to fill up the vacant faculty position
- ✓ The college may be opted for autonomous status if PG Courses are introduced by arranging separate set up.

Gratitude:-

The audit members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended to the audit members during the audit conducted on that day.

Signature with seal:

Mr. Arzo
20.11.24

Inspector of Colleges
UNIVERSITY OF CALCUTTA

J. Sarangi 20/11/2024

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