# Academic and Administrative Audit Report

# (Muralidhar Girls' College)

# (2021 – 2022)

# Academic Audit Committee:

On 20 December 2022, 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. Prof. (Dr.) Jayanti Das, Professor, Department of Education, University of Calcutta*

*2. Dr. Ruma Bhattacharyya, Principal, Bijay Krishna Girls' College*

**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 Evelina Basu, 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*

## <u>Academic Audit Report</u>

**Session: 2021 – 2022**

**Date of visit by the auditors: 20. 12. 2022**

**Date of report submission by the auditors: 17. 04. 2023**

# Schedule for Academic Audit

| Time | Schedule | Venue |
|------|----------|-------|
| 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* | *LUNCHEON* | *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 | Conference Room |

# ACADEMIC AUDIT (2021 – 2022)

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 was initiated during the academic year (2021-2022) by the IQAC 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, earning 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.

The audit serves to

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

The **Objective of the Academic 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 December 20, 2022 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 (2021 - 2022)

The college is having twenty-two (22) departments including Honours and General in Arts and science stream. At present there are total **forty-seven (47)** full time faculties in teaching

position. In this session, one post vacant due to death and another one has taken voluntary retirement. To meet up the shortages of teaching posts/position there are **forty-one (41)** State Aided Contractual Teacher (SACT). The college is having **one (1)** librarian, **one (1)** GLI and **nine (9)** support staff in full time post and **seventeen (17)** 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 No. | Name | Gender | Designation | Whether having Ph.D. qualification |
|---|---|---|---|---|
| 1 | Dr. Kinjalkini Bswas | FEMALE | PRINCIPAL | Yes |
| 2 | Dr. Uttara Maity | FEMALE | ASSOCIATE PROFESSOR | Yes |
| 3 | Smt. Sukla Chakraborti | FEMALE | ASSOCIATE PROFESSOR | *No* |
| 4 | Smt Swati Chattopadhyay | FEMALE | ASSOCIATE PROFESSOR | *No* |
| 5 | Dr. Madhumanti Maitra | FEMALE | ASSOCIATE PROFESSOR | Yes |
| 6 | Dr. Krishna Dutta | FEMALE | ASSOCIATE PROFESSOR | Yes |
| 7 | Dr. Niharkanti Mandal | MALE | ASSOCIATE PROFESSOR | Yes |
| 8 | Dr. Shampriya Chowdhury | FEMALE | ASSOCIATE PROFESSOR | Yes |
| 9 | Smt Sunetra Sengupta | FEMALE | ASSOCIATE PROFESSOR | *No* |
| 10 | Dr. Indrani Raha | FEMALE | ASSOCIATE PROFESSOR | Yes |
| 11 | Dr. Chandrakala Dutta | FEMALE | ASSOCIATE PROFESSOR | Yes |
| 12 | Smt. Aparna Sengupta | FEMALE | ASSOCIATE PROFESSOR | *No* |
| 13 | Dr. Indira Sur | FEMALE | ASSOCIATE PROFESSOR | Yes |
| 14 | Smt. Mithu Banerjee | FEMALE | ASSISTANT PROFESSOR | *No* |
| 15 | Smt. Sukla Pathak | FEMALE | ASSISTANT PROFESSOR | *No* |
| 16 | Smt. Anjana Chatterjee | FEMALE | ASSISTANT PROFESSOR | *No* |
| 17 | Smt. Chhanda Mandal | FEMALE | ASSISTANT PROFESSOR | *No* |
| 18 | Dr. Atreyee Saha | FEMALE | ASSISTANT PROFESSOR | Yes |
| 19 | Smt. Shashi Subba | FEMALE | ASSISTANT PROFESSOR | *No* |

| | | | | |
|---|---|---|---|---|
| 20 | Dr. Sampriti Biswas | FEMALE | ASSISTANT PROFESSOR | **Yes** |
| 21 | Dr. Minati Saha | FEMALE | ASSISTANT PROFESSOR | **Yes** |
| 22 | Dr. Rituparna Basak | FEMALE | ASSISTANT PROFESSOR | **Yes** |
| 23 | Sri Saminur Rahaman | MALE | ASSISTANT PROFESSOR | **_No_** |
| 24 | Dr. Sailen Das | MALE | ASSISTANT PROFESSOR | **Yes** |
| 25 | Smt. Alifun Izaz | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 26 | Smt. Shayeri Roy | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 27 | Dr. Rudra Prasad Saha | MALE | ASSISTANT PROFESSOR | **Yes** |
| 28 | Sri Sontu Bagh | MALE | ASSISTANT PROFESSOR | **_No_** |
| 29 | Smt. Minakshi Lahiri | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 30 | Sri Pralay Mandal | MALE | ASSISTANT PROFESSOR | **_No_** |
| 31 | Dr Bandana Das | FEMALE | ASSISTANT PROFESSOR | **Yes** |
| 32 | Smt Bidisha Biswas | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 33 | Sri Subhrajit Dey | MALE | ASSISTANT PROFESSOR | **_No_** |
| 34 | Smt Anwesha Mondal | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 35 | Dr. Suvasree Dutta Dasgupta | FEMALE | ASSISTANT PROFESSOR | **Yes** |
| 36 | Dr. Vinay Limbu | MALE | ASSISTANT PROFESSOR | **Yes** |
| 37 | Dr. Sushmita Sengupta | FEMALE | ASSISTANT PROFESSOR | **Yes** |
| 38 | Smt. Piyali Das | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 39 | Smt Iman Ghosh | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 40 | Dr. Manishankar Adhikary | MALE | ASSISTANT PROFESSOR | **Yes** |
| 41 | Sri Anurag Prasad Lama | MALE | ASSISTANT PROFESSOR | **_No_** |
| 42 | Smt Rituparna Das | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 43 | Smt Moumita Datta | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 44 | Dr Tinni Dutta | FEMALE | ASSISTANT PROFESSOR | **Yes** |
| 45 | Smt Aruna Pain | FEMALE | ASSISTANT PROFESSOR | **_No_** |
| 46 | Smt Srabani Guha | FEMALE | ASSISTANT PROFESSOR | **_No_** |

| 47 | Smt Subhasree Chakraborty | FEMALE | ASSOCIATE PROFESSOR | *No* |
|---|---|---|---|---|

| 1. | Smt. Rita Nag | FEMALE | GLI | *No* |
|---|---|---|---|---|

## Library Staff

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

## Number of State-aided contractual teacher

| Sl No. | Name | Gender |
|---|---|---|
| 1 | Dr. Sangita Das Chowdhury | FEMALE |
| 2 | Smt. Ambalika Chakraborty | FEMALE |
| 3 | Dr Sarat Chandra Patra | MALE |
| 4 | Dr. Senjuti Mandal | FEMALE |
| 5 | Smt. Subhechchha Mitra | FEMALE |
| 6 | Smt Saswati Sengupta | FEMALE |
| 7 | Sri Avik Mukherjee | MALE |
| 8 | Sri Avik Majumder | MALE |
| 9 | Sri Sumanta Bandyopadhyay | MALE |
| 10 | Smt Amrita Kayal | FEMALE |
| 11 | Sri Bablu Samanta | MALE |
| 12 | Smt Kakali Das | FEMALE |
| 13 | Sri Puspendu Dhali | MALE |
| 14 | Dr. Priya K Gopal | FEMALE |
| 15 | Sri Partha Sarathi Dey | MALE |
| 16 | Suraj Ali | MALE |
| 17 | Smt Roma Roy Basu | FEMALE |
| 18 | Smt Aditi Ghosh | FEMALE |
| 19 | Smt Anusuya Moitra | FEMALE |
| 20 | Smt Kathakali Chakraborty | FEMALE |
| 21 | Sri Ujjal Mallick | MALE |
| 22 | Smt Sruti Das Mahpatra | FEMALE |
| 23 | Dr Surajit Sur | MALE |
| 24 | Smt Rimika Banerjee | FEMALE |
| 25 | Smt Suparna Mukherjee | FEMALE |
| 26 | Dr Devasmriti Jana | FEMALE |
| 27 | Dr Bithi Ahiri | FEMALE |

| 28 | Smt Ivy Saha | FEMALE |
|---|---|---|
| 29 | Smt Jhilmil Bhattacharya | FEMALE |
| 30 | Smt Jhumur Basu | FEMALE |
| 31 | Smt Mitali Mallik | FEMALE |
| 32 | Smt Nabanita Kundu | FEMALE |
| 33 | Smt Paramita Pal | FEMALE |
| 34 | Smt Rakhi Sengupta | FEMALE |
| 35 | Smt Ranita Mondal | FEMALE |
| 36 | Smt Sanhati Ghosh | FEMALE |
| 37 | Smt Sarmistha Dutta Roy | FEMALE |
| 38 | Sri Subhankar Saha | MALE |
| 39 | Smt Gouri Chakraborty | FEMALE |
| 40. | Sri Sanjoy Mazumder | MALE |
| 41 | Sri Ranjan Babdyopadhyay | MALE |

## 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 Kaberi Roy | FEMALE | Casual |
| Smt Chayna Roy | FEMALE | Casual |
| Smt Mohua Bose | FEMALE | Casual |
| Sri Dibyendu Kayal | MALE | Casual |
| 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 |
| 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 Maloy Majumdar | MALE | Casual |

## Other Aspects: -

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| **No. of courses offered** | 16 (15 Honours and 1 Major) + 2 General Degrees |
| **Total Student Strength** | 1274 |
| **Teacher student ratio** | 1: 14 |
| **No. of NSS Unit** | Two |
| **NCC** | Yes |
| **College Magazine** | One (Suparna) – College Magazine |
| **Journal** | One (MGC – QUEST) |
| **Computer Centre** | One |
| **Laboratory** | Seven (Chemistry, Botany, Zoology, Micro-biology, Physics, Geography, Psychology) |
| **Computer Lab** | Three (Journalism – 2, Film Studies and Library for browsing only) |
| **Certificate courses** | For self-defence and Add on course |

## Awards

### Student aspect:

| Year | Name of the award/ medal | Team / Individual | University/State/ National/ International | Sports/ Cultural | Name of the student |
|---|---|---|---|---|---|
| 2021-22 | Most spirited cadet - Runner up | Individual | State | Cultural | Deboshree Ghosh |
| 2021-22 | Face painting competition – 2nd | Individual | University | Cultural | Rajnandini Naskar |
| 2021-22 | Map reading -2nd | Individual | National | Sports | Avetta De |
| 2021-22 | Judging distance & Field signals – 2nd | Individual | National | Sports | Tannu Gupta |
| 2021-22 | Blind obstacles advance leadership camp - Gold | Individual | National | Sports | Tannu Gupta |

### Teacher aspect

| Year | Name of the award | Awarding authority | Name of teacher |
|---|---|---|---|
| 2021-22 | Young scientist of the year | International Benevolent Research Foundation | Dr. Surajit Sur |
| 2021-22 | Swami Vivekananda Excellence Award | World Achievers Foundation | Dr. Surajit Sur |
| 2021-22 | Iswar Chandra Vidyasagar Education Excellence Award | International Benevolent Research Foundation | Dr. Surajit Sur |

| 2021-22 | South Atlantic Modern Language Association's Book Award - Edited Collection | International Research in Children's Literature | Rituparna Das |
|---|---|---|---|
| 2021-22 | Innovative Teacher of the Year | Indian Glory Awards | Dr. Tinni Dutta |
| 2021-22 | Outstanding Women | Global Learners Academy of Development | Dr. Tinni Dutta |
| 2021-22 | Nari Shakti Samman | Contemporary Literary Society of Amlor : Banda UP | Dr. Tinni Dutta |
| 2021-22 | Biography of the Year | Rifacimento International | Dr. Tinni Dutta |
| 2021-22 | Outstanding Scientist Award | International Research Awards on Science, Technology and Management | Dr. Tinni Dutta |
| 2021-22 | Outstanding Assistant Professor for Managing Mental Health of Students | International Excellence Awards | Dr. Tinni Dutta |

## *College Aspect*

| 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. | ShipraSingha 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 | 1st 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 | Self-defence, Soft skill courses |
| 27. | Special prize and certificates | Extra-curricular activities |

# Academic Audit Report (Criteria wise)

| *Curricular Aspects: -* | |
|---|---|
| **Curricular Planning and Implementation:** | **CURICULUM AND SYLLABUS**<br><br>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.<br><br>**Inputs to students are through**:<br><br>Lectures<br><br>Chalk & Talk<br><br>Power Point Presentation etc.<br><br>**Courses offered**:<br><br>B.A., B. Sc, Add on Courses |
| **Curricular design and Development:** | 1. Follows curriculum provided by University of Calcutta.<br><br>2. VAC – Value added course on computer, spoken English, media writing, speaking and presentation, precaution for sexual |

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| | harassment, hand embroidery, cutting and tailoring, soft skill development, Nutrition & Dietetics, yoga and self-defence classes |
| | 3. Career counselling course for competitive exam – SSC, Clerkship, exam for Primary teachers |
| **Academic flexibility:** | 1. Faculty flexibility in add on, value added courses and extracurricular activities |
| | 2. Faculty has full freedom to plan and execute the outreach programmes. |
| **Curriculum enrichment:** | 1. Learning management system introduced and used – G-suit, Edmodo. Google Meet. online with 24X7 services made available to students. |
| | 2. Online interaction had taken place effectively. |
| **Co-Curricular Activities** | 1. Annual social of college |
| | 2. Reward function |
| | 3. Extempore speech, Elocution competition |
| | 4. Teachers' Day celebration |
| | 5. Students' Reunion |
| | 6. Staff Reunion |
| | 7. Cultural Programme |
| **Feedback System:** | 1. Class mentoring – on going process |
| | 2. Feedback from placement – sometimes obtained |
| | 3. Feedback from alumni is obtained |
| | 4. Inter-disciplinary classes are offered in the form of open elective |
| | 5. Screening of deficiency among students |
| | ***Teaching-learning and Evaluation: -*** |
| | 1. Remedial classes conducted |
| | 2. Workshop on soft skill development and orientation program conducted |
| | 3. Placements provided through institution ad self-effort by the students. |
| | 4. Mentoring and counselling |
| | 5. Recognizing achievements |

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| | 6. Encourages students who take up competitive exams |
| | 7. Parent teachers meet held |
| **Teaching-learning process** | 1. <u>Process adopted</u>: |
| | Lectures, |
| | Class room participation |
| | Assignments |
| | Debates among teams on subjects |
| | Changes in environment – technological (e- source of information and knowledge) |
| | Student presentations. |
| | 2. Other <u>Practices</u>: |
| | a. Course material – given to students for "self-study" in advance and discussed in the class. This is a time saving method for faculty. |
| | b. Participatory learning methods employed |
| | c. Practices shared teaching methods |
| **ICT Facility** | • 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 |
| | • Biometry system |
| | • Electronic data processing |
| **Teacher quality:** | 1. Subject knowledge of the teacher is sound |
| | 2. Faculty are engaged in research and to publish papers and books |

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| | 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. |
| | These programmes are organized to support faculty development. |
| **Evaluation process and Reforms** | 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%. |
| *Student Aspect* | |
| **Students' performance and Learning outcome:** | *Student oriented initiatives*: |
| | a) Students' seminars and workshops |
| | b) Introduced CBCS |
| | c) Celebration of World Environment Day, National Days, International Mother Language Day, World Health Day, Film screening and workshop, College Foundation Day, Workshop on Gender Equality, Gender sensitization, Intra-department webinar etc. |
| | *Student -aid-fund* |
| | Whose family income is less than Rs. 10,000/- per month are eligible for the same. |
| | *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 |

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| | # Govt of WB Samajik Suraksha scheme for children & unorganised sections of society |
| | # Aikyashree – W B Govt |
| | # Jindal Scholarship |
| | # Udayan Care Shalini Fellowship |
| | ***Student Credit Card*** <br> To enable them to pursue education without having any financial constraints – under leadership of Hon'ble chief minister, WB. |
| | ***Photocopy Centre*** <br> For students at nominal charge |
| | ***Canteen*** <br> College cheap canteen with hygienic and healthy food |
| | ***Students Feedback*** <br> a) Expectations met by the institution <br> b) Academics – excellent <br> c) Flexibility offered. <br> d) Challenging assignments <br> e) Good admission policy <br> f) Fee structure – no grievance <br> g) Certificate, Add-on courses – adequate |
| ***Research Consultancy and Extension: -*** | |
| **Promotion of research** | 1. College has own research and development section under the banner of '***MGC Research Wing***' <br> * Provide consultancy for research <br> * Helps in major/minor research project from UGC <br> * Invite industry sponsored research project <br> * Organize workshop/seminar for research methodology <br> * Access e-resource data repository through e-books, e-journals <br> * Helps to get approval as research supervisor <br> Assistance of research works in the form of data collection, data classification, data refinement, data analysis. |
| **Academic Publications** | Magazines and Journals of respective departments <br> # Suparna – College magazine |

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| | # Scribe – Dept. of Journalism &Mass Communication<br># Insignia – Dept. of English<br># Lekhani – Dept. of Bengali<br># Ujaan – Dept. of Philosophy |
| **Seminars** | UGC and College sponsored seminars<br>Youth Parliament Session |
| **Research Facilities:** | • Institute has a well-planned library and internet facility including wi-fi to cater to the needs of research.<br>• Online journal/E-content available |
| **Consultancy** | Not explored |
| *Library Facilities: -* | |
| **Books/Journals** | Total number of books: 44,000<br>E books, Newspaper, Periodicals, Journals & reference books<br>Database of books by author name, subject, key word<br>Digitisation + Photocopy facilities.<br>Reading room – Almost 60 students can sit at a time<br>Lending and reference service<br>Access to e-resource NLIST<br>E-journals – 2100; E-books - 51000<br>Separate Departmental Library/ Seminar Library<br>Membership – British Council, American Centre Library<br>ISBN – 2 Research Journals MGC-QUEST, vol 1& 2<br>Morning Reading Centre – between 9 am – 11.30 am. |
| *Collaborations: -* | |
| **With NGOs** | Organizing health camp<br>Eye testing camp,<br>Blood donation camp<br>Training for self- employment and entrepreneurship. |
| **IGNOU Study Centre** | College has regular Study Centre (code 28140) – UG & PG |
| **Training in value added course** | a) Spoken English course<br>b) Computer courses for the students. |
| **Club** | 1. Photography Club: Zoom In<br>2. Interactive Club: We Speak<br>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. |

<p align="center"><i><u>Placement: -</u></i></p>

| | |
|---|---|
| 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. |

*Infrastructure***:** The College has infrastructure for academic activities. The infrastructure is well maintained. The library and IT facilities are also adequate. Hygienically maintained campus.

<p align="center"><i><u>Student support and progression: -</u></i></p>

| | |
|---|---|
| **Student Mentoring** | • Identification of slow learning students.<br>• Remedial measures taken and suggest remedies for non-performers.<br>• Parent-teacher meet to aware the weak points. |
| **Student Progression** | Participation in **NSS** activities: -<br>#Social outreach programmes – disaster preparedness, environment enrichment, conversation, health and nutrition programmes<br># Social responsibilities – visit orphanage, old age home, blind student's organisation, health check-up for old population of slum areas<br># Special camp – for thalassemia testing, awareness programmes for HIV, Legal issues of women.<br># Indira Gandhi National NSS award<br># Participate in Swatch Bharat Summer Internship 2018 programme of Govt of India.<br>**NCC**<br>Adventure training |

| | |
|---|---|
| | Scholarship |
| | Cleanliness drives, a |
| | Awareness campaigns, |
| | Covid -19 combat initiative. |
| | **Enrolment in PG Courses** |
| **Medical Unit** | College has medical unit and regular visit of registered doctor |
| | Medical camp for health check-up |
| | Proper sick room |
| | Health card |
| **Persons with Disability** | Ramp facility |
| | Rails in the corridors |
| | Special toilet |
| **Sports Centre** | Gymnasium and sports centre (with sports library) |
| | Indoor sports – Table tennis, yoga coaching centre, Karate coaching centre, carrom |
| | Outdoor Sports – Track and field, badminton, mountaineering, adventure sports, nature club |
| | Annual sports – Every year |
| **Anandamela** | For creativity nurture and artistic talent, collage fete |
| *Governance, Leadership and Management: -* | |
| **Institutional Vision** | 1. Vision statement is clear and noble |
| | • To achieve academic excellence with social concern |
| | • Institute supports students from marginalized and poor segments of society |
| | 2. Investment on faculty: |
| | a) Approval from Principal for Faculty Development Programmes with demand |
| | b) Faculty motivation policy: encourage for higher studies |
| **Strategy Development** | 1.Admission policy: Process conducted by admission Committee following merit criteria. |
| | 2. Faculty encouragement: All HODs manage their departments with the help of departmental faculties. |
| | 3. There are other committees take decision regarding related matters: Finance sub-committee, Purchase committee. |

| | Collective efforts of the members of College Governing Body: for smooth functioning |
| | |
| | **_Grievance Redress Cell_** <br> To look into all types of grievances and accept suggestions from students and guardians for better functioning of college. |
| | **_Internal Complaint Cell_** <br> To promote awareness of the students about gender issues and related rights and responsibilities. |
| | **_Anti-ragging Cell_** <br> As per UGC rule it is followed for the students. |
| | **_Students' Council_** <br> Elected body and organizes all extra-curricular activities with the help of teachers. Formed as per notification from govt. |
| **Alumnae Association** | Registered in 2004, and Re-registered in 2016 Organizes reunion, cultural programmes, |
| **Internal Quality Assurance System** | • Faculty performance is evaluated effectively <br> • Student performance is evaluated effectively |

## **Overall Analysis: - Observation**

### *Institutional Strengths: -*

- Sound and value-based Management

- Efficient Administration

- Committed Faculty

- High Brand equity

- Good quality of students

- High degree of community intervention

- Healthy teacher student ratio

- Easy accessibility from the bus/train, station attract students from the outskirts of the city

- ICT infrastructure with campus Wi-Fi (Teachers only)

- 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
- Half of the faculty members are qualified with Ph.D. degree
- Forward looking and visionary leadership of the College authority
- Willingness of leadership for all round continuous quality improvement
- Enforcement of discipline in a fair and just manner
- Committed and supportive non-teaching staff
- Students are disciplined and well mannered
- Books and references are relevant
- Chalk and talk method with combined ICT
- Appointment of SACT for different subjects
- Well placed alumni connected to the institution.

## In general, the overall feeling of satisfaction on the part of stakeholders is a valuable strength of the Institution

### *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
- Though skill oriented professional courses are the need of the hour, inadequate funds have forestalled the opening of more professional courses
- Lack of sufficient permanent non-teaching staff to manage the workload and administrative responsibilities
- The stagnation in permanent appointments of non-teaching staff has affected the dynamics of the professional growth of the discipline
- 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
- Rigid routines take over academic work
- Limitation – for inter-disciplinary course

- Lack of playground

- One or two teachers are involved with personal research projects.

- In some departments, number of students are very few.

- Only one smart class room

- Lack of departmental office room.

- No separate room for IQAC

- Public urinal system in front of the entrance is a visual pollution as well as it creates unhygienic environment.

- Number of toilets for the faculty members is not sufficient

- No full-time faculty for film studies.

- Maximum supporting staffs are casual

- Limited scope for further building expansion

- Some of the departments like Physics, Statistics, Micro-biology have single faculty

- No full-time faculty in the department of Physics, Chemistry, Statistics and Micro-biology, Zoology

- Post creation in permanent appointments has affected the dynamics of the departments and the professional growth of the discipline.

## *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 NSS and NCC unit of the college is very active and has hosted many programs for betterment of the students and nation building
- The college is a girl's institution which has always tried to encourage inclusiveness across language, economic diversities, etc.
- 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 introduction of CBCS promises to contemporize education with changing pedagogies but the restricted size of sanctioned teachers will hamper to fulfil the objectives of CBCS curriculum.
- 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
- The placement cell of the college has initiated no. of steps to facilitate student's placement but this could be done in favour of few disciplines only
- The institution has taken one or two initiatives in making sufficient MoUs with relevant institutions for the greater benefit of the students.
- As the college has always attracted students, the pandemic situation in last two years has led to a decrease in the enrolment, mostly due to less mobility from suburb areas to the city.
- Location of the college in a populated area, surrounded by buildings, main busy road is a challenge to maintain the safety and also the academic environment of the college.
- College should be aware regarding upcoming syllabus based on NEP 2020 and active participation of all faculties is very much needed.

## *Recommendations: -*

- ✓ Faculty 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 may be strengthened
- ✓ Outdoor sports facility should be increased
- ✓ MoU may be formed to enhance the student support facilities such as playground
- ✓ Alumni association may be formalized with updated records. The data may be made accessible to the current students to foster their academic progression as well as enhance employment opportunities
- ✓ 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.
- ✓ Separate reading room in the library may be introduced for the teacher and students
- ✓ 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
- ✓ Proper documentation is required for all activities
- ✓ Best practices of individual departments for various aspects need to be institutionalised.
- ✓ For effective delivery of curriculum, the course file to be assessed by IQAC
- ✓ Academic calendar to be prepared at department level following the affiliating University's calendar

- ✓ 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.

**As a prestigious institution, it is a suggestion to arrange own land cum building to maintain its quality and reputation.**

## 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:

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