

# ACADEMIC AND ADMINISTRATIVE AUDIT

## 2019-2020



**K. K. Das College**  
GRH – 17, Baishnabghata-Patuli,  
Garia, Kolkata – 700 084

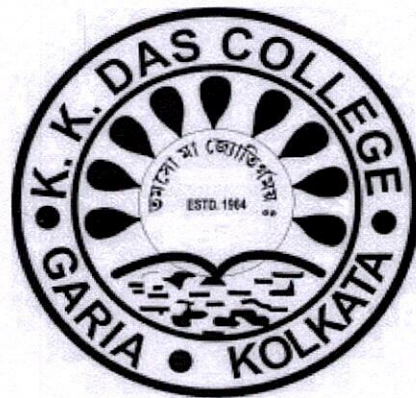
# **K. K. Das College**

**GRH - 17, Baishnabghata - Patuli**

**Kolkata - 700084**

**West Bengal**

**India**



**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**2019-2020**



## Content

<b>Audit Period</b>	1
<b>Audit Date</b>	1
<b>Audit Definition</b>	1
<b>Audit Process</b>	1
<b>Audit Team</b>	1
<b>Audit Observation and Recommendation Domain (Criterion Wise)</b>	2
<i>Criteria I: Curricular Aspects</i>	2
<i>Criteria II: Teaching Learning and Evaluation</i>	3
<i>Criteria III: Research, Consultancy and Extension</i>	5
<i>Criteria IV: Infrastructure and Learning resources</i>	6
<i>Criteria V: Student Support and Progression</i>	7
<i>Criteria VI: Governance &amp; Leadership</i>	8
<i>Criteria VII: Innovations &amp; Best Practices</i>	10



## **Audit Period**

This external Academic and Administrative Audit (AAA) has been done on the basis of the Reports submitted by the various sub-committees, availability of data from office and IQAC also interaction with the functioning bodies and stakeholders of the college for the period 2019-2020.

## **Audit Date**

The audit was conducted on 21.12.2020 and the report was submitted on 22.12.2020

## **Audit Definition**

AAA refers to a systematic process of designing, implementing, monitoring and reviewing the Institutional Systems(IS) 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 audit has been accomplished maintaining all the procedures. The Auditors visited the offices and the Departments including the library of the college. The auditors interacted with HODs, Conveners, Coordinators, teaching and non-teaching staff, the few 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, HODs, 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 was consisted of -**

1. Dr. Manas Kr. Baidya, Principal, Malda College, Malda, West Bengal
2. Dr. Rajyasri Neogy, Principal, Vijaygarh Jyotish Roy College, Kolkata, West Bengal.
3. Dr. Tilak Chatterjee, Principal, Bankim Sardar College, 24pgs(S), West Bengal.
4. Dr. Ramkrishna Prasad Chakraborty, Principal, K.K. Das College, Kolkata, West Bengal.
5. Dr. Nasima Munshi, IQAC Coordinator, K.K.Das College, Kolkata, West Bengal



## ***Audit Observation and Recommendation Domain (Criterion Wise)***

### **CRITERION I – CURRICULAR ASPECTS**

#### **OBSERVATIONS:**

- The Vision, Mission and objectives are well defined and communicated to the stakeholder through prospectus and college Website. It is even provided in written format in each floor of the College.
- Being an affiliated college, curriculum is designed and developed by the affiliating University.
- Offering General and Honours Courses, Offering 04 diploma courses as well.
- Choice Based Credit System (CBCS) has been introduced in Commerce stream from the Academic year 2017-2018 and in B.A. and B.Sc. stream from the Academic year 2018-2019.
- The College provides study material for the benefit of the students, which is available in the College website. The College has also established a Computer Training Centre in order to provide Computer Literacy.
- No New programmes/courses were introduced during the Academic year 2019-2020
- No formal Value-added courses or life skills courses were offered during the year 2019-2020, but the IQAC had made some arrangement for life skill training as well.
- In almost all subjects there is a scope of field Project, especially one field project is compulsory for each student on Environmental Science.
- Feedbacks from the stakeholder are in place. From the academic year 2018-2019 online feedback system has been introduced for students.
- Online analysis and offline analysis method of feedback are in practice which is placed by IQAC in the Governing Body meeting.

#### **RECOMMENDATIONS:**

- ❖ New programmes/courses especially job oriented course need to be introduced.
- ❖ The college can take initiative to introduce formal value-added and skill-based Certificate/Diploma courses for the students.



## CRITERION II -TEACHING-LEARNING AND EVALUATION

### OBSERVATIONS:

- Detailed prospectus publishes regularly every year.
  - College follows online admission strictly on merit basis.
  - College follows the policy of reservation.
  - Total Number of students 1551
  - Total Number of Teachers 35
  - Teacher-Student ratio is 1:44.31.
  - Mentoring and counseling are in place for slow learners.
  - Extra classes are taken for slow learners.
  - Well defined Academic calendar and Academic plans are in place.
  - Teachers are using ICT in addition to regular chalk and talk method.
  - Student centric seminar, workshop and Surveys are conducted by teachers of different Departments.
  - 16 teachers are NET Qualified, 7 with Ph.D., 11 with M.Phil. Degree.
  - More than 80% of sanctioned seats are filled up by the students. Seats in Reserved Category especially ST Category are not fulfilled along with some seats in Science stream because of non-availability of applicants.
- The total number of applications submitted for the Academic Session 2019-2020 in Semester - I is 2889, with 581 students admitted.
- Informal mentoring systems are taking place.
  - Almost all sanctioned post of teachers is fully filled except 1.
  - Orientation Programmes for students are organized where the students are made familiar with the college programmes, courses, discipline, mission and vision, curriculum, evaluation procedure and faculty.
  - Academic calendar, list of Holidays, various departmental activities and schedule of internal assessment are provided to the students through college website and prospectus.



- Students are also informed about Government scholarship and stipends along with college scholarships so that the meritorious students coming from economically backward classes can continue their study.
- Orientation programme for the Guardians is organized before the 1<sup>st</sup> orientation programme of fresher. Parent-teachers' meeting is also held to discuss the students' progress with the guardians, if any need arises.
- Faculty development programmes are attended by the teachers and special training are also conducted by the institution to develop certain skills of the teaching and non-teaching staff.
- The continuous Internal Evaluation is done through class test, Viva-Voce, Final test and Online MCQ test. The setting of question papers and evaluation process are done by the teachers. The result of the Test Examination is declared within stipulated period of time and measures for further improvements are discussed in the class by the teachers.
- Programme outcomes, Programme specific outcomes and course outcomes for all Programmes offered by the institution are informed to the students.
- Students' performance in all exam is good with more than 80% passing average in all courses.
- Majority of students are skilled in computer.

#### **RECOMMENDATIONS:**

- ❖ The college can take initiative to introduce students' and teachers' diary to take note of the improvement and part of the appraisal system.
- ❖ More faculty development programmes should be organized by the institution to make the teachers aware of the modern LMS and MOOCs.
- ❖ More emphasis may be laid on the Continuous Evaluation Process by introducing project and Term papers in the Undergraduate Programmes.
- ❖ Emphasis may be laid on developing the existing Mentoring system by introducing Personal Counseling system.
- ❖ Number of full-time teachers must be increased.



### **CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

#### **OBSERVATIONS:**

- Two teachers have submitted their final report of MRP Under the grand of UGC.
- NO Workshops/Seminars was Conducted on Intellectual Property Rights.
- Few teachers are involved in research.
- The number of Publications made by the faculty is only 7.
- Few numbers of Teachers Participated in Seminars/Conferences and Symposium.
- The College provides Wi-Fi facility to the students.
- Available of few journals in the Library with INFLIBNET.
- N.S.S unit involved in various social activities including awareness programme.
- Special camps in backward and slum areas organized to work for marginalized section of the society in association with NGO ‘Sahamarmi’.
- Faculty Exchange with other Colleges has been done by three Departments Viz. Mathematics, Bengali and English.
- A large number of students participated in extension activities such as Gender Awareness programme, College cleaning and green Campus drive Programme, Blood Donation Programme, Eye operation camp for the Marginalized persons jointly with one N.G.O “Garia Sahamarmi Society” and Aditya Birla Shankara Netralay, Kolkata , Celebration of Vasa Dibas, observation of Independence Day and many others.
- A few Linkages have been established with other academic Institutions.
- MOUs are being signed with other Academic Institution for qualitative development.

#### **RECOMMENDATIONS:**

- ❖ Research activity should be promoted.
- ❖ Consultancy and extension activity should be initiated.
- ❖ Need to encourage for mobilization of research funds from different agencies.





## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### OBSERVATIONS:

- The College has its own buildings since 2008 having total area of 2778 Sq. Mtrs and built-up area of 1372 Sq. Mtrs.
- The College has 12 class rooms, one computer lab with 30 systems, 05 class rooms with LCD projectors and one smart class room. All rooms are enabled with ICT facilities.
- At present the college has a student strength of 1551, number of Govt. Approved permanent teachers including Principal is 35.
- The library has an OPAC system, and the reading room has a capacity of 24 people.
- The library includes more than 13757 printed hard bound book and 3lakh 35 thousand e-books. The library has eight printed journals and over 6000 e-journals.
- Total number of computers in the college is 52.
- Students' Canteen is well maintained.
- All the computers in the College are connected through LAN. Internet facilities are available in all the computers.
- Wash room facilities for men, women and staff exist.
- Water purifier and generator exist in the College.
- Budgetary provision is made for maintenance.
- The College has lack of infrastructure for sports facilities. Some indoor games facilities are available for Boys students and Girls Students.
- Different Department has book bank facilities for the students.
- Teachers have uploaded their study material for the students.
- Use of Google classroom has already been initiated.

### RECOMMENDATIONS:

- ❖ Need to provide space for construction of building.
- ❖ Library should be developed with sufficient space and with provision of reprographic facility.
- ❖ Facilities for e-content development should be increased.



- ❖ Special effort may be taken for the development of Sports facilities
- ❖ More books should be added to the library to cater the demand of the students.
- ❖ Language laboratory is to be renewed for the benefit of the students.
- ❖ Extension of the available physical infrastructure especially room can provide the scope for introduction of new Programmes and certificate courses.
- ❖ More smart classrooms should be built to accommodate students and to integrate ICT into the teaching-learning process.

## **CRITERION V - STUDENT SUPPORT AND PROGRESSION**

### **OBSERVATIONS:**

- More than 20% students have been benefited by different scholarships from Government and Aid-fund support from institution during the academic year.
- The institution has Internal Compliant Cell, Anti-Ragging Cell, Minority Cell, and SC/ST Cell as a part of transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.
- More than 30% students are taking admission in various higher educational institutions for doing masters, B.Ed. and other job-oriented courses.
- The Students' Union/Students' council takes active participation in organizing seminars, workshops and all kinds of extension activities in the college. Besides being a part of various statutory bodies of the college, they also actively organize college annual function, Teachers' Day celebration, cultural competition, Annual Social Programme, Publication of Students' Magazine, and Annual Sports etc.
- The institution has a registered Alumni Association but it is not active.

### **RECOMMENDATIONS:**

- ❖ Capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc need to be developed.
- ❖ Guidance for competitive examinations and career counseling need to be strengthened.



- ❖ Students' progression on regular basis needs to be monitored.
- ❖ The Alumni Association should be encouraged to actively participate in the affairs and events of the College.
- ❖ Though there is a placement cell in the college, it should be made more active for organizing career-oriented programmes and placement for the students passing out from campus.
- ❖ Students should be encouraged to participate in various sports and cultural events of various levels. Training camps and workshops related to self -defense measures should be organized to encourage the participation of students in these sectors.

## **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **OBSERVATIONS:**

- The Institution has clear vision, mission in place.
- Governing Body is the highest authority which includes 3 Teaching members, one non-Teaching Member, one student Member from College, 2 nominated members by the affiliating University, 3 members nominated by the Department of Higher education, Govt. of West Bengal. Name of the President of The Governing body is also nominated by the Department of Higher education, Govt. of West Bengal. The Principal is the Secretary of the Governing Body.
- College is administrated by the Principal along with different sub committees.
- Governing Body is in charge of the policy making decisions.
- Management Information System is in place.
- Staff has been provided training for using the e-governance software.
- Regular training and monitoring for the review of performance of staff are taken under consideration.
- Financial Management is done by the Principal along with the Finance Committee.
- Statutory audit is more or less up to date.
- Collection of fees from students is the main resource mobilization part, salary grants are received from the State government.



- IQAC was established in 2010 and it started functioning from 2013 and IQAC become active from the Academic session 2015- 2016.
- Student Support Service connected through website provides all kinds of necessary information such as class routine, academic calendar and so on for proper functioning of the teaching- learning management of the institution.
- The admissions of the students are made through online mechanism developed through ERP.
- The institution has a cooperative of its own run by the teaching and the non-teaching staff as part of the welfare measures.
- The institution follows the PBAS (Performance based Appraisal System) for the faculty members.
- The Institution conducts external financial audits regularly.
- IQAC has organized various training programmes for the enhancement of the knowledge of teaching and non-teaching staff on teaching methodologies, ICT skills and administrative software.

#### **RECOMMENDATIONS:**

- ❖ Institution can implement Performance Appraisal System for teaching and non-teaching staff for recording their daily activities.
- ❖ More faculty development programmes may be organized to increase the efficiency of the administrative staff.
- ❖ The college should initiate certain proceedings to generate fund for smooth functioning of the institution.
- ❖ Resource mobilization is very much needed either from MPLAD or from State Govt. or from any other agencies.



## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### OBSERVATIONS:

- E-Waste management exists.
- Use of CFL or LED bulbs, tree plantation and medicinal plantations taken for environmental awareness.
- E-Sanjog, a unique way of communicating with stakeholders through email /SMS is in practice.
- Efforts are taken towards Holistic development.
- Work audit calendar is in practice.
- ‘Quest’, a yearly edited book by staff members is published irregularly.
- The college organizes Gender Sensitization programme along with seminars and workshops to promote gender equity among students. Women Cell actively monitors and organizes various social activities to create awareness. Gender Audit has also been conducted from the academic session 2019-2020.
- Sanitary napkin vending machine at the girls’ common room has been installed with incinerator for disposal.
- The institution provides facilities like security personnel, counselling and common rooms for promoting gender sensitivity.
- College campus is plastic free and Eco club promote green campus
- Principal regularly displays quotation in a separate board for development of Human Values and professional ethics.
- The institution organizes national festivals and birth / death anniversaries of the great Indian personalities.
- The students of N.S.S in collaboration with N.G.O “Garia Sahamarmi Society” conducted a number of activities in connection to their Health and specially Eye Check up and eye operation in Collaboration with Adittyia Birla Shankara Netralyay for the marginalized section of the society.
- NSS unit of the college takes special initiative for Clean Campus and special Camp.



## RECOMMENDATIONS:

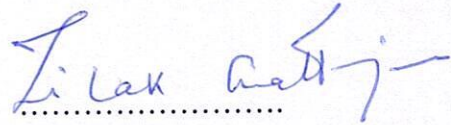
- ❖ More initiatives can be taken to engage and contribute to local community.
- ❖ Alternate Energy initiatives may be taken into consideration.
- ❖ A Course on Human Values and Professional Ethics may be introduced.
- ❖ More resources can be allotted to create the campus Divyangjan-friendly by creating provisions for an elevator and Braille facilities and special skill development for physically challenged students.
- ❖ Green audit is yet to be initiated.
- ❖ 'Quest', a yearly edited book by staff needs to be published regularly.

Signature of the Academic and Administrative Audit team



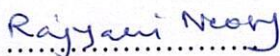
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