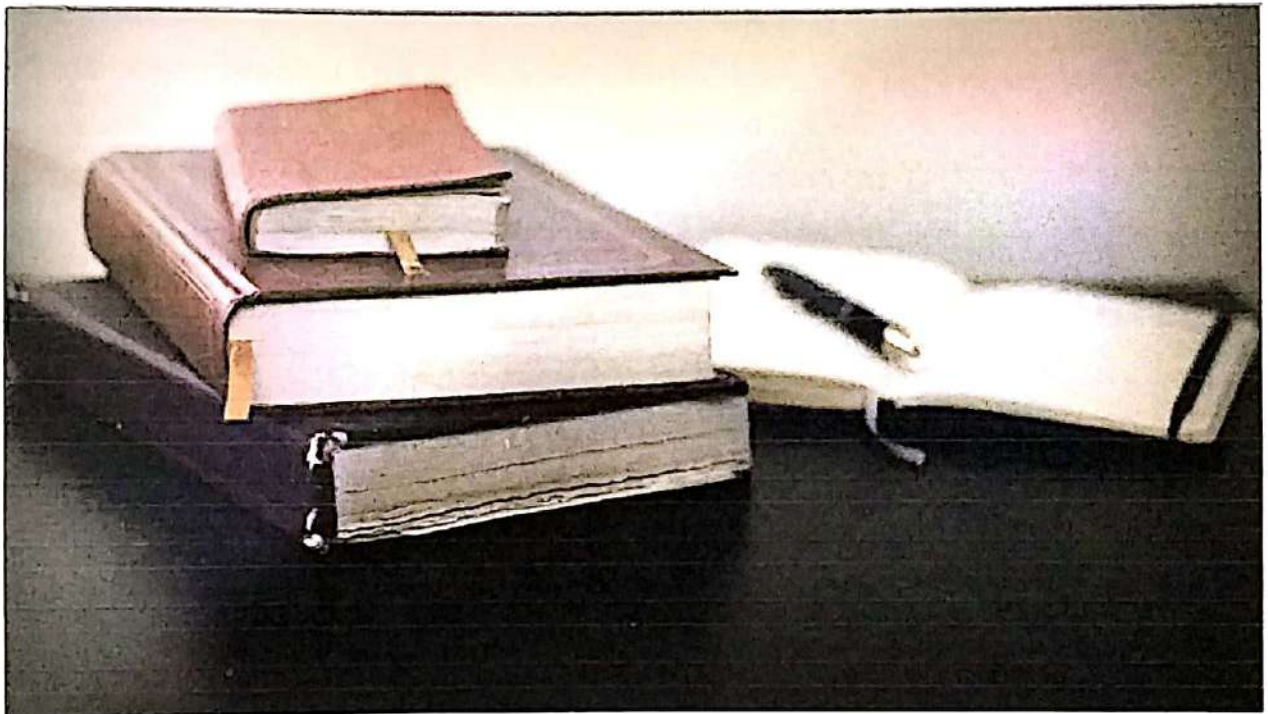


ACADEMIC AND ADMINISTRATIVE AUDIT

Malda College

2014-19



MALDA COLLEGE
ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
2014-19

Content	Pg No
Audit Period	2
Audit Date	2
Audit Definition	2
Audit Process	2
Audit Team	2
Audit Observation and Recommendation Domain (Criterion Wise)	
Criteria I: Curricular Aspects	3
Criteria II: Teaching Learning and Evaluation	4
Criteria III: Research, Consultancy and Extension	5
Criteria IV: Infrastructure and Learning resources	6
Criteria V : Student Support and Progression	7
Criteria VI : Governance & Leadership	8
Criteria VII : Innovations & Best Practices	9
Official Signature of the Auditors	10

Audit Period

This external Academic and Administrative Audit has been done based on the Annual Report (AQAR) and interaction with the functioning bodies and stakeholders of the college for the period 2014-15,2015-16,2016-17,2017-18 and 2018-19.

Audit Date

The audit was conducted during April, 2019 and the report was submitted on 14/05/2019

Audit Definition

AAA refers to a systematic process of designing , implementing, monitoring and reviewing the Institutional Systems with the objective of mapping of the current attainment / non- attainment of the IS and recommends several corrective and preventive action processes for quality improvements through successive Audit cycles.

Audit Process

The Auditors visited the offices and departments including the library. The auditors interacted with HoDs, Conveners and Coordinators, teaching and non- teaching staff, students but were unable to meet parents and alumni. The IQAC coordinator placed all documents and data including Teaching -Learning Report, Report on Quality Initiatives, Add-on Programme report, Infrastructure Report and IQAC Minutes for validation and verification. During the audit, the Annual Internal AAA reports, Financial Internal Audit reports were taken into consideration. Interaction with The Principal , IQAC coordinator, The HoDs, the Office Bearers and other members were made to satisfy several queries with the objective of appreciating the achievements of the institutions which is summed up in the several observations and recommendations.

Audit Team Members

1. Dr. Tilak Chatterjee, Principal ,Bankim Sardar College, Kolkata , West Bengal.
2. Dr. Ramkrishna Prasad Chakraborty, Principal , K.K. Das College, kolkata, West Bengal.
3. Dr. Rajyasri Neogy, Principal, Vijaygarh Jyotish Roy College, Kolkata, West Bengal.
4. Dr. Manas Kr. Baidya, Principal, Malda College, Malda , West Bengal
5. Sri. Prabhas Choudhuri, IQAC Coordinator, Malda College, Malda , West Bengal

Audit Observation and Recommendation Domain: Criteria-wise

Criteria I: Curricular Aspects

Observations:

- The college offers 22 UG Programmes and 3 PG Programmes out of which 2 UG and 3 PG Programmes are under self- financed category. The college has introduced Education and Sociology Honours and general programme and M.A. in bengali in the last 5 years. The college also offers 2 certificate courses and value-based courses on Gender sensitization and Human Values and Professional Ethics.
- Being an affiliated college, Malda College follows the curriculum of University of Gour Banga. However the post graduation section has been granted academic autonomy. A large number of faculty members have been a member of the BoS and actively participate in framing the syllabus and its moderation.
- The IQAC prepares the Annual Academic Calendar at the beginning of the academic session where the various planned activities are marked.
- Syllabus is distributed among the department's teachers and is displayed on the departmental website. The departments syllabus progression monitoring committee meets regularly to monitor the teaching learning process and takes remedial measures as and when necessary.
- The academic Council prepares the central time table which is further modified by the departments.
- The academic Council prepares the central time table which is further modified by the departments. Using various free services such as Google Classroom, Google form, Google Sites, Google Calendar and WhatsApp groups the college has set up an improvised Learning Management system which the students can access using their smartphones.
- Internal test comprising of both conventional questions and MCQ is conducted regularly. The MCQ test is conducted using Google Form, as a result the result is published on the same day.
- Feedbacks on curriculum are taken from all the stakeholders of the institution and analysis are done by IQAC for further implementation of Plan for action.

Recommendations :

- The college can take initiative to introduce more value-added skill based certificate /diploma course to provide job-oriented training to students.
- The college authority may take initiative for appointing substantive full time teacher in the department of sociology and education as these departments are functioning without any full time substantive teacher. The same is applicable for department of Arabic and Sanskrit as only one full-time substantive teacher is present in those departments.

Criteria II: Teaching Learning and Evaluation

Observations:

- More than 80% of sanctioned seats are filled up by the students and Students belonging to minority section (including SC, ST and OBC) constitute a large portion of the pupil.
- 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 and Newsletter/ Handbook are distributed. Moreover information about Central routine and departmental routine, list of Holidays, various departmental activities and schedule of internal assessment are provided through college and departmental website.
- 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.
- The departments also organize Fresher's Welcome where the new students are acquainted with the syllabus structure, scope of the subjects and various other departmental activities like extension programmes, outreach programmes, wall magazines, field trip (wherever applicable) and so on.
- The College has introduced Mentoring System from the session 2017-18 and has been reformed in the session 2018-19 with introduction of Internal and External Mentor. In consultation with the mentors the departments identify advanced and slow learners. Extra tasks and learning resources are shared with advanced learners, whereas remedial measures such as extra classes or personalized counselling by the teachers are done. Moreover, through various activities like students seminar, wall magazine, exhibition and model competition etc. the college tries to provide them a leadership training.
- As and when required parent teachers meeting is held to share the students progress with guardians.
- The college has taken initiatives to enhance student centric learning methods through experiential learning, participative learning and problem solving methodologies by encouraging students to participate in field trips, Youth and mock parliament, extension and outreach programmes, sports and cultural programme, students' seminar, model exhibition and competition.
- About 70% of the sanctioned posts are filled with full time teachers out of which 50% of full time teachers are having PhD.
- 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.
- Since the CBCS system has been introduced from the session 2019-20 in the Undergraduate level, the existing batches are appearing in the old annual system evaluation where they have to appear in the University Examination at the end of the session.
- 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 is 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.

- Even Supplementary Test system has also been introduced for the slow learners to improve their chance of success in University Examinations.
- Evaluation of Field Project and dissertation papers are evaluated by the teachers of the concerned department.
- Programme outcomes, Programme specific outcomes and course outcomes for all Programme offered by the institution are stated and displayed on website and communicated to teachers and students. The syllabus Progression Monitoring committee keeps check on the attainment of the various outcomes.
- Percentage of students passing in the University Examination

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 organised by the institution to make the teachers aware of the modern LMS and MOOCs.
- More emphasis can be given in the Continuous Evaluation Process by introducing project and Term papers in the Undergraduate Programmes.
- Stress can be given in developing the existing Mentoring system by introducing Personal Counselling system.

Criteria III: Research, Consultancy and Extension

Observations:

- Research Development Cell has been functioning in the college. The Research and Consultancy cell encourages the full time teachers to be involved in research activities and to undertake major and minor research projects.
- Regularly conferences , seminars , workshops are organised by the college to boost up the research potentialities and bring about innovations in their future research.
- Teachers regularly publish research articles and reviews, chapter in Ugc approved and non approved journals. In addition, teachers also publish chapters in books, literary reviews regularly. Teachers also participate in national and international seminars , conferences, symposia throughout the year.
- The college has received six projects funded by the University Grants Commission.
- The college has organised 29 seminars to encourage scientific approach of the students and teachers.
- The college from time to time organised 29 workshops related to different aspects of the curriculum.
- Two journals bearing ISSN number are published from time to time.
 - International journal of Multidisciplinary and academic research (IJMAR) bearing ISSN-2347-9884 is a peer reviewed journal published from time to time.
 - Exploring History (ISSN-2230-8490) is a peer reviewed UGC Refereed journal published biannually.
- Many faculty members also act as subject experts in different interview or selection board from time to time during the last five years.
- The college has adopted a socio economically backward village named Kheribari located under Bhabuk Gram panchayet in the Old Malda Block in 2017. Several steps have been taken to improve the socio-economic status in the past few years by organising several extension activities.

- The college has taken initiatives in overall development of the society through Community services and Extension Activities. Such activities encourages the students to understand social problems and to solve those problems using their local resources. Such extension activities in the college are carried out by
 - National Cadet Corps (NCC)
 - National Service Scheme (NSS)
 - Others

Recommendations :

- Teachers should be encouraged more to take up Research Projects.
- Approval for guiding PhD scholars can be asked from the University to enhance Research in the institution.
- Collaboration with Government and Non- Governmental organizations should be exercised more to carry out Extension Activities.
- Intellectual Property Rights Cell can be formed in the college.
- More Students and Faculty exchange Programmes should be initiated.

Criteria IV: Infrastructure and Learning resources

Observations:

- At present the college has a student strength of 5873, 46 permanent teachers, 6 Graduate Laboratory Instructor, 17 Government Approved Part Time Teacher and 41 guest/ad-hoc teachers.
- The College Campus is spread over an area of more than 42400 square meter (17 Acres) with a built up area of area of over 7371(new) 7030 square meter
- There are 49 classrooms of which 18 have a projector and are ICT enabled. The college has 19 well equipped laboratory and 1 Seminar hall (capacity of 100) and 2 auditorium (Sanaulla Mancha with a capacity 340 and Durgakinkar Sadan with a capacity of 1012).
- The central library has 43172 books, 550 rare book collection and access to e-books and e-journals through N-List. The library also has computers section where the students can access the online study materials. There is an open stack section and an air conditioned reading room. Apart from this, some departments have a seminar library which caters to the specialized needs of the students.
- The Central Library is partially automated with the latest version of Koha Integrated Library Management Software (ILMS) since 2013. All activities like book accumulation, spine label and barcoding of books, circulation of books, library user card generation, online access of catalogue (OPAC) etc. have been done through this software.
- The Library provides remote access to the digital resources such as previous years question papers, syllabus, list of newly arrived books etc. to its users.
- The Central Library has more than 550 copies of Rare Books. Out of which 186 copies of rare books have been digitized. At present more than 350 copies of books have been digitized and preserved in Malda College Digital Repository (DSpace) for the access of the library users on Desktop over LAN connectivity as well as on Smart Phones via Wi-Fi connectivity.
- The college had 252 computers of which 90 was being used directly by the students. A new air conditioned central computer facility with 60 computers with a dedicated 50 Mbps fiber optic internet line and a projector has been inaugurated recently.

- To ease the teaching learning process of the students from far flung areas the college has three boys hostel and one girls hostel with a total intake capacity of 175 (103 male & 72 female).
- The college has one large and one small playground used by the students for various sports and games competition. The events and tournaments are organized by the sports sub-committee and cultural sub-committee. In collaboration with the Students' Council for organizing Annual Social (cultural festival), Basontotsav, Freshers' Welcome, Saraswati Puja and many such programmes.
- The gymnasium within the college has adequate equipment for physical training of the students and teachers.
- The college has received RUSA grant for further improvement of physical infrastructure and procurement of equipment.
- All the computers in the campus are connected through LAN. Internet service to the computer provided through hardware firewall and the college has implemented Unified Threat Management (UTM), which consolidates multiple security and networking functions.

Recommendations :

- Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) can be developed.
- Language laboratory can be made to familiarize the students with various Indian and foreign languages and develop their communicative skills.
- Being an old college, renovation should be done in the old blocks for proper functioning.
- Extension of the available physical infrastructure especially room can provide the scope for introduction of new Programmes and certificate courses.
- Initiative should be taken for renovation of auditoriums with installation of instruments with advanced technologies.
- More smart classrooms should be made to accommodate the huge number of students and make the teaching-learning process ICT enabled.
- More books should be added to the library to cater the demand of the students, especially after the revision of the syllabus recently.

Criteria V : Student Support and Progression

Observations:

- More than 50% of students have been benefited by scholarships and freeships provided by the Government and the institution during the last five years.
- The college has taken initiative to provide coaching for competitive examinations, career counselling and Remedial Teaching to develop various skills of the students.
- The institution has Internal Compliant Cell, Anti- Ragging Cell, Minority Cell, SC/ST cell as part of transparent transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.
- More than 40% of students are taking admission in various higher educational institutions for doing masters, B.Ed and other job-oriented courses.

- More than 175 students have qualified in various state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) during the last five years.
- The Student council takes active participation in organising seminars, workshops and all kinds of extension activities in the college. Besides being part of various statutory bodies of the college they also actively organises college annual function, model exhibition, Teachers' Day celebration, cultural competition, Annual Social Programme, Annual Exhibition, Publication of Students' Magazine, Annual Sports etc.
- The institution has an active Alumni Association registered under the West Bengal Societies Registration Act, 1961 taking an active role in the maintenance of pisciculture of the pond and plantation in the college premises, extension activities in adopted village and organizing reunion and various cultural events.

Recommendations :

- Though there is a placement cell in the college, it should be made active for organizing career oriented programmes and placement of outgoing students 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 organised to encourage participation of students in these sectors.
- More initiative can be taken to utilize the expertise of established alumni in teaching-learning mechanisms and in motivating the students.
- The college can take initiative to introduce more courses to develop the job-oriented skills and personality of the students.

Criteria VI : Governance & Leadership

Observations:

- The governance and management of the college are ably maintained by the principal along with the Administrator. The college has 43 different committees consisting of teaching and non-teaching staffs functions in maintaining different academic and administrative aspects of the college
- The college has implemented e-governance through ERP system in areas of
 - Planning and Development
 - Administration
 - Finance and Accounts
 - Student Admission and Support
 - Examination
- Student Support Service connected through website provides all kinds of necessary information such as attendance report, class routine, academic calendar etc. for proper functioning of the teaching-learning management of the institution.
- The admission of the students are made through 100% online mechanism developed through ERP.
- The institution has a cooperative of its own run by the teaching and non-teaching staff as part of the welfare measures.
- 46 teachers have attended professional development programmes during the last five years.

- The institution follows the PBAS (Performance based Appraisal System) for the faculty members.
- Institution conducts internal and 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 (ERP).

Recommendations :

- Institution can implement Performance Appraisal System for teaching and non-teaching staff for recording their daily activities.
- More faculty development programmes should be organised to increase the efficiency of the administrative staff.
- The college should initiate certain proceeding to generate fund for smooth functioning of the institution.

Criteria VII : Innovations & Best Practices

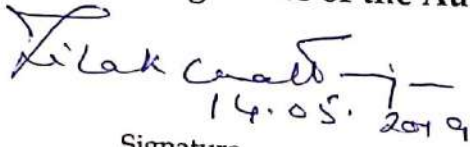
- The college has introduced a course on Gender Sensitization along with seminars and workshops to promote gender equity among students. Women Cell actively monitors and organizes various social activities to create awareness. Gender Audit has also been performed.
- Sanitary napkin vending machine at 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.
- Initiative like Student-Staff using bicycles-public transport-pedestrian friendly roads, plastic free campus, paperless office, green landscape with trees-plants has been taken by Green Campus Committee to promote green campus.
- The institution offers a course on Human Values and professional ethics.
- The institution organizes national festivals and birth / death anniversaries of the great Indian personalities.
- The students in collaboration with NCC conducts a number of activities for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion.
- Organic wastes generated everyday in the college are deposited in the peats created in the hostel premises of the college. The manure generated are used in gardening and also for feeding livestock at the college campus under the organic growers.
- NSS and NCC unit of the college takes special initiative and programmes under the supervision of Green Campus Committee for making the campus plastic free and eco-friendly space.
- Malda college possess a 3000 sq ft area , most of which are occupied by Green trees , shrubs and herbs. It is not merely for the purpose of beautification but with a larger motive of attesting to the eco-consciousness.
- There is a medicinal plant garden in the Department of Botany bearing medicinal plants of different types.

Recommendations :

- > More initiatives can be taken to engage with and contribute to local community.
- > More resources can be allotted to create the campus Divyangjan-friendly by making provision for lift and braille facilities and special skill development for physically challenged students.

Signature of the Academic and Administrative Audit team

Official Signature of the Audit Team


14.05.2019

Signature
Dr. Tilak Chatterjee,
Principal, Bankim Sardar College,
Kolkata, West Bengal.

Dr. Tilak Chatterjee
Principal
Bankim Sardar College


14/05/19

Signature
Dr. Ramkrishna Prasad Chakraborty,
Principal, K.K. Das College,
Kolkata, West Bengal.

Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84


14.05.19

Signature
Dr. Manas Kr. Baidya,
Principal, Malda College,
Malda, West Bengal

Principal
Malda College, Malda.

R. Neogy 14.5.19

Signature
Dr. Rajyasri Neogy
Vijaygarh Jyotish Roy College,
Kolkata, West Bengal

Principal
Vijaygarh Jyotish Roy College
Kolkata-700 032