

Date: 17/02/2024

AUDIT REPORT ON ACADEMIC & ADMINISTRATIVE AUDIT

CERTIFICATE

This is to certify that the Academic & Administrative Audit Report followed at Balagarh Bijoy Krishna Mahavidyalaya, Balagarh, Hooghly is based on the original data collected during the academic session 2018 to '23. This has been assessed and is applicable to provide Quality education, Training and Mental health to the students for their smart future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell of the College team members of Balagarh Bijoy Krishna Mahavidyalaya, Balagarh, Hooghly and submitted to us. The content of the baseline data containing data mentioned in the Departmental Profile has been personally verified by the Expert Team constituted by the University of Burdwan, Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Data & Photographs used in the report are taken by the respective departments & IQAC team members during preparing their Reports of the concerned year from 2018 to 2023.


17/02/24

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Date: 17/02/2024

To
The Principal
Balagarh Bijoy Krishna Mahavidyalaya
Balagarh
Hooghly
West Bengal

Website: <https://www.bbkm.ac.in>

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Subject: Academic Audit Report Submission from Experts

Sir

After verification of all the aspects in the College and necessary assessment of the report on "Academic Audit" submitted by your College for the academic session of 2018 -'23, here, accordingly, we are submitting the Audit Report of "Academic Audit" of your College of the academic session of 2018 -'23 for your kind perusal in the attached sheet.

We request you to please acknowledge and oblige.

Yours sincerely,


17/02/24

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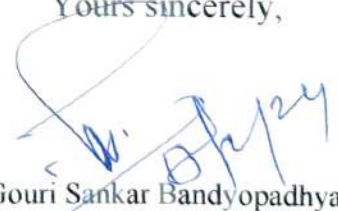
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**BALAGARH BIJOY KRISHNA MAHAVIDYALAYA
BALAGARH, HOOGHLY**

ESTD. 1985

CONSOLIDATED
ACADEMIC AUDIT REPORT
ACADEMIC YEAR: 2018-2023


Prepared by
The Audit Committee
The University of Burdwan
Burdwan

Schedule for Academic Audit


February 17, 2024 Time	Schedule	Venue
11:00 AM	Introductory Meeting	Principal's Office
11:30 AM	Meeting with IQAC	Principal's Office
12:00 NOON – 01:30 PM Presentation by Coordinator IQAC Visit to Academic & Administrative Buildings		
02:15 PM	Lunch	
02:45 PM – 05.00 PM Presentation by Different Departments		
02:45 PM	IQAC	
03.15 – 05.00 PM	Presentation by different departments	
05:00 PM	Tea	


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1. Introduction

Balagarh Bijoy Krishna Mahavidyalaya, Balagarh, Hooghly was established in 1985 and was a general degree College affiliated to the University of Burdwan since inception. College is named after Bijoy Krishna Modak, the noted freedom fighter, renowned educationist and the legendary mass leader of national stature. Initially, it was started with single stream of Arts, comprising six subjects like Bengali, English, History, Economics, Political Science and Mathematics; Commerce stream was incorporated in 1990-91; and B.Sc. General Course with the subject of Physics, Chemistry, Mathematics and the B.Sc. Honours in Mathematics was introduced in the years 2003-04 and 2004-05 respectively. Now, the College is maintaining its academic and administrative excellence, and has been continuously upgrading the curricula and infrastructure in order to improve the quality of higher education. Through its distinctiveness as an academic institution over a long period of time, the authorities of the College believes in continuous improvement. The College was first accredited by NAAC in 2007 with C++ Grade with a score range of 66.5%, during second cycle it scored C in 2016 with CGPA of 1.83. College believes in continuous improvement through continuous quality assessment. This is the first academic audit report prepared by IQAC for the period of 2018-'23.

Audit Committee

The University of Burdwan has constituted a three members committee to conduct an Academic & Administrative Audit of the Chandernagore College, Hooghly. The members of the Audit Committee are as follows:

Dr Tanmoy Dasgupta, Professor & Head, Deptt. of Business Administration, The University of Burdwan, Burdwan

Dr Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan

Dr Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, Shyamsundar, Purba Bardhaman

2. Objective & Scope of the Audit

Members along with the Principal, Dr Pratap Banerjee in presence of IQAC members at a preliminary meeting, held on 17-02-2024 at 11.30 am, outlines the broad objectives of the

academic audit as an assessment of the College. Accordingly, the audit team members decided to look into the prevailing situation at the College along the following aspects in course of the audit.

Scope

- Methodology of teaching and learning adopted for the different courses run by the College
- Functioning of the Laboratories and Computer Facilities
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Central Library and the Central Research Facility and Sport Office
- Outreach Programmes by NSS as well as regular students.
- Alumni/ae and their contributions to the College
- Opportunities and Scope of improvements in the major functional areas

The team is empowered and expected to express their views and give suggestions for the improvement of the systems being followed by the College.

3. Methodology

At the meeting with the Principal, the Coordinator-IQAC, and other faculty members, officials, a discussion was made with the Principal which gave a general and broad profile of the facilities and activities of the College. The new facilities added and the new campuses that are in the process of being developed were also noted by the audit team.

The Audit team visited the various departments and facilities, and had brief interactions with the faculty of each department, and the support staff. Visits to the laboratories, Computer facilities, the Library and some of the other facilities of the College were accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information.

Based on the departmental profile, information/data from the available documents and the interactions with the Head/Coordinator relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations

that these recommendations, when implemented, will best serve the interest of the College as intended.

4. Institutional Distinctiveness

- The College was established in 1985 and has been a general degree College affiliated to the University of Burdwan since inception.
- Most of the departments are conducting Gender Equity and Gender Sensitization Programmes on regular basis.
- College conducts meeting of Sexual Harassment Cell as well as Bisakha Cell considering its immediate need to address.
- College provides free Wi-Fi facility with a bandwidth of 500 Mbps.
- Library is good. Library has 16,914 books as on catalogue with INFLIBNET to access and KOHA for Library Management;
- No new minor or major projects during the year of assessment.
- College has introduced some Add-on courses, for creation/generation of job opportunities and become employable.
- Overall pass percentage is good.
- Most of the teachers are well-experienced.
- Few teachers pursue research works in their personal capacity.
- Orientation programmes for the new entrants are organized.
- The support staffs are very happy with the College Administration.
- The IQAC conducts its tasks efficiently.
- There are total 21 Classrooms, 1 Halls, 5 laboratories
- Total no. of permanent teachers is 11 against 12 sanctioned posts, non-teaching 1 against sanctioned 14 posts and SACT 36.

5. College Campus & Facilities: College has the following campuses -

- i. Main building comprises -

Administrative office, Principal's Room, Office of Accountant, departments of Bengali, Economics, Education, English, History, Philosophy, Physical Education, Political Science, Sanskrit, Commerce

ii. Sir Ashutosh Mukherjee Building (Science Building) comprises Geography, Chemistry, Physics, Mathematics

iii. Canteen & Cycle Stand

iv. Library building

The College comprises the total campus area of 15029 sq. mt with a built up area of 3744 sq. mt maintaining a green area of 5721 sq. mt and total open area of 5564.

Vision & Mission of the College

Vision statement:

An Academia that will transform lives by encouraging human Endeavour and have an impact on the youths of the region by bringing them into the ambit of the contemporary national learning scenario. To embrace the traditional wisdom and value-system of the country as its founding principle and side by side try to inculcate the modern and scientific outlook amongst the learners as well as in the surroundings they belong to.

Mission statement:

To prepare students with strong foundation of discipline in all arenas of learning.

To develop skills among students for the diversified and fast-changing job market.

For furthering the endeavour of aspiring students of the region for higher studies, and to encourage life-long learning.

To inculcate leadership qualities and to nurture the deep sense of social responsibilities for serving the society.

6. Goals of the College

i. Provide an inclusive educational environment; enhance the strength and capabilities of the students coming from diverse socio-economic backgrounds. In pursuit of an inclusive developmental mode, the college teaches its students to appreciate, respect and promote the perspectives, rights and dignities of each individual.

ii. Encourage students to realize their own potential.

iii. Prepare students to become analytical and responsible citizens.

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ii. Encourage students to realize their own potential.

iii. Prepare students to become analytical and responsible citizens.

- iv. Build an empowered young generation who can act as an essential component for the sustainable development of the society.
- v. Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence.

7. Awards and Accolades

While reputation has grown over the years, formal recognition first came in 2007 from the National Assessment and Accreditation Council (NAAC) as a “C++” (66.5%) grade College followed by C in 2016, with CGPA 1.83 now preparing for the process of Cycle III of NAAC accreditation.

8. Management

The College has three decision making bodies:

- Governing Body
- Teachers’ Council
- Internal Quality Assurance Cell

The various aspects of the Academic affairs and administration of the College are organized and looked after by the different committees constituted by the Members of the Management and Faculty. In some of these committees, representatives of the students and alumni are also present.

9. Critical Observations

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on 17th of February, 2024 are recorded as follows:

- i. Institute has been careful about Vision and Mission statements.
- ii. Departments are requested to be more concerned about their SWOC analysis and Future Plans.
- iii. Department should take more initiative to prepare progression of the students in regard to academic as well as employment.
- iv. Students’ counselling mechanism be improved and be processed for becoming employable.
- v. College will constitute a Research Development Cell for research orientation of the faculty members.
- vi. Some departments have to take more initiatives for field visit/field survey.

- vii. Skill Development Courses/Add-on Courses be oriented as per NEP objectives.
viii. College has to make some strategic plans for opening skill-oriented courses.

10. Courses

Table 1: Departments in the College Stream	Programme	Total
Arts		08
B. A. Bengali [Hons.+Gen.]		
B. A. English [Hons.+Gen.]		
B. A. Economics [Gen.]		
B. A. Sanskrit [Hons.+Gen.]		
B. A. Geography [Hons.+Gen.]		
B. A. History [Hons.+Gen.]		
B. A. Political Science [Hons.+Gen.]		
B. A. Physical Education & Sports [Hons.+Gen.]; Session 2023-'24		
Science		03
B. Sc. Chemistry [Hons.+Gen.]		
B. Sc. Mathematics [Hons.+Gen.]		
B. Sc. Physics [Gen.]		
Commerce		01
B. Com in Accountancy [Hons.+Gen.]		
TOTAL		12

11. Assessment of courses

Language groups

1. B.A.

- ❖ Vision and Mission of the departments be mentioned highlighting the objectives, good practices & goals and opportunities of the courses
- ❖ Student progression from UG to PG is to be taken care off; it is satisfactory for the department of Bengali.
- ❖ Most teachers are well experienced and with PhD degrees.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.

- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ More number of teachers will be involved in syllabus revision/modification as per NEP 2020.
- ❖ Faculty members may take part in addition/deletion of new topics, be proposed during syllabi orientation after getting feedbacks from alumni, passed and final year students.
- ❖ Career counselling is required.
- ❖ Placement process be initiated by the College authority.
- ❖ Research orientation among the faculty members be focussed.
- ❖ Authority will take initiative to fill up the vacant posts as early as possible.

Humanities and Social Sciences

2. B.A.

- ❖ Vision and Mission of the departments be mentioned to focus on the uniqueness, strength and opportunities of the departments.
- ❖ Records of student progression from UG to PG be maintained; it is satisfactory for the department of Political Science.
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ Department of Political Science conducted a series of lectures on job-oriented course for the students under the banner of 'Capacity Building' program.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure of the students.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ Senior faculty members will take initiative to incorporate the relevant new topics in the syllabi for the subject enrichment, skill orientation and more job opportunities and development of entrepreneurship amongst the students as per NEP 2020.
- ❖ Placement process, creation of job opportunities of the students be initiated by the College authority.

- ❖ Faculty members should be more involved in research orientation.
- ❖ Placement process, counselling be initiated by the College authority.
- ❖ Students be encouraged for preparation of competitive examinations.

Science subjects

3. B.Sc.

- ❖ A good number of teachers are having PhD and possess years of experience.
- ❖ Some academicians be invited for innovation in teaching-learning process/enrichment programmes for the benefit of the students.
- ❖ Initiative should be taken for more major/minor research projects.
- ❖ Publication of research papers in reputed/UGC enlisted journals are less in number.
- ❖ In some departments students are engaged in in-house projects/internship/field survey for experimental learning.
- ❖ Teachers will be requested to maintain more liaison with the students to keep their records of placement/achievements/job etc.
- ❖ Number of equipment/instruments be maintained under AMC; Logbook for each equipment be maintained and students must be equipped with the knowledge/knowhow to handle the instruments.
- ❖ Research activities be strengthened amongst the faculty members.
- ❖ Department should choose more skill-oriented courses, field-oriented studies for the students; new practical be proposed in skill enhancement papers.

B.Com

- ❖ Vision of the Department be more focussed.
- ❖ Mission be oriented towards the vision of the department.
- ❖ More hands-on/skill-oriented courses be initiated to cater to the need of the students.
- ❖ Students may be involved in the process of evaluation of works/performance of the local bodies/Govt. sector/Municipality.
- ❖ Social engagement of the students is necessary.

- ❖ Computer based skill enhancement programs be given emphasis

12. Strengths & Opportunities for Improvements

Strengths

The audit committee is satisfied with the inherent strengths of the College and these are mentioned below:

- ✓ 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
- ✓ One of the best infrastructural facilities that can be provided by an educational institution
- ✓ Unique character of having one College Museum, presently shifted outside the campus.
- ✓ Good and competent teaching faculty using updated pedagogy with supportive IT facility.
- ✓ Inclusive approach to education by extending the educational facilities, mandatory add-on courses and services be initiated.
- ✓ In some cases, despite shortage of teaching staff, the quality of teaching intended to fulfil the needs of the students.
- ✓ There is one Canteen.
- ✓ NSS is working effectively.

Opportunities for Improvement

The college can easily raise the bar of its achievement if the following points are taken care of:

- ✓ Research initiation
- ✓ Publications
- ✓ Innovations in teaching-learning
- ✓ Development of e-content and participation in different learning platforms.
- ✓ Introduction of soft-skill development programmes
- ✓ Strengthening of the Career Counselling Cell.

13. General Conclusion

- Inclusion of add-on courses for the students helping in exploring the areas of job markets
- The College is maintaining a congenial ambience of quality teaching-learning process.
- Discipline-centric progression of students is satisfactory.
- Overall academic and administrative development stand out as an institution of academic excellence.

14. Declaration

I agree with all the recommendations and observations mentioned in this report.

Date: 17/02/2024

Place: Balagarh Bijoy Krishna Mahavidyalaya

Balagarh, Hooghly

Signed by
College Principal with Seal
Dr. Pratap Banerjee
Principal
Balagarh Bijoy Krishna Mahavidyalaya
Balagarh, Hooghly - 712501

15. Gratitude

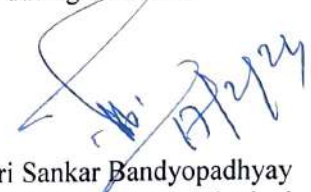
The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation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


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