



KALINAGAR MAHAVIDYALAYA

Government Aided College

West Bengal State University

P.O.: Kalinagarhat, North 24 Parganas. PIN: 743442

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

SESSION: 2022-23

REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT

SESSION: 2022-23

<p>◆ Academic and Administrative Audit Committee</p> <p><i>Subhamita Chaudhuri</i> Dr. Subhamita Chaudhuri Professor and Head Department of Geography West Bengal State University Barasat, Kolkata - 700126</p>	<ol style="list-style-type: none"> 1. Dr. Sharmila Mitra, Principal, Behala College 2. Dr. Soma Bhadra Ray, Associate Professor, WBSU 3. Dr. Subhamita Chaudhuri, Professor, WBSU 4. Dr. Somak Mandal, Associate Professor, WBSU 5. Dr. Phalguni Mukherjee, President, Governing Body, Behala College 6. Dr. Indrila Guha, Principal, Basanti Devi College 	<p><i>[Signature]</i> Principal Behala College Parnashree, Kolkata-700060</p> <p><i>[Signature]</i> Assistant Department of English West Bengal State University</p> <p><i>[Signature]</i> Behala College Dr. Phalguni Mukherjee</p> <p><i>Indrila Guha</i> 27/9/23 Dr. Indrila Guha Principal Basanti Devi College</p>
<p>◆ Steering Committee for Academic and Administrative Audit</p>	<ol style="list-style-type: none"> 1. Shri Sukumar Mahata, President, Governing Body 2. Dr. Ishani Ghosh, Teacher-in-Charge, Kalinagar Mahavidyalaya 3. Shri Debasish Biswas, Inspector of Colleges, University of Calcutta 4. Dr. Sukla Hazra, Ex-Principal, East Calcutta Girl's College 5. Dr. Ritu Mathur (Mittra), Associate Professor, Netaji Subhash Open University 6. Dr. Priyanka Dutta, Assistant Professor, Department of Education, Vivekananda College, Madhyamgram 7. Subrata Biswas, Teacher's Representative, Bursar, Kalinagar Mahavidyalaya 8. Sampa Adhya, Teacher's Representative, Nodal Officer, AISHE 9. Krishna Kundu, Teacher's Representative, Convenor, Examination Sub- 	<p><i>Atmas</i> 05.02.24.</p> <p><i>Shweta</i> 6.02.24</p> <p><i>Quke</i> 5/4/24</p> <p><i>Subrata Biswas</i> 5/2/24</p> <p><i>K. Kundu</i> 5/2/24</p>

	<p>Committee, Kalinagar Mahavidyalaya</p> <p>10. Kankan Roy, Teacher's representative, Convenor, Academic Sub-Committee, Kalinagar Mahavidyalaya</p> <p>11. Niladri Purkait, Employers representative, Librarian, Convenor, Admission Sub-Committee, Kalinagar Mahavidyalaya</p> <p>12. Amitava Das, Teachers Representative, Kalinagar Mahavidyalaya</p> <p>13. Nanigopal Maity, Teacher's Representative, Kalinagar Mahavidyalaya</p> <p>14. Faruk Sardar, Alumni Representative, Kalinagar Mahavidyalaya</p> <p>15. Sumit Das, Local Society</p>	<p><i>Kankan Roy 5/2/24</i></p> <p><i>Dr. Purkait 5/2/24</i></p> <p><i>Amitava Das 05/02/24</i></p> <p><i>Nanigopal Maity 5/2/24</i></p>
◆ Academic Years for which Academic and Administrative Audit Conducted	2022-23 (27.09.23)	
◆ Submission of document from department and office for the Academic And Administrative Audit	<p>The documents from departments and office incorporating different aspects of academic proceeding of the College for the period 2021-2022. The Report contains</p> <ul style="list-style-type: none"> • Institutional Data • Profile of the Departments • Profile of activities of different Associations and Committees • Library • Financial support of UGC and other funding agencies 	
◆ Date of Visit	27.09.23	
◆ Time Spent	10.00 a.m. to 5.00 p.m.	

1. Curricular Aspect.

- The College has defined its goals and objectives clearly and are communicated systematically to all its stakeholders.
- The College at present follows choice based credit system (CBCS) in effective manner.

Courses offered:

Add on/ Certificate Course-09

- The progress of planned activities is reviewed periodically in the departmental meetings, Academic sub-committee and by the IQAC.
- Departments like Computer Science, Political Science, History always tries to involve students in co-curricular activities such as involving them for social & cultural activities games & sports activities etc.
- It is essential to create interest in language and literature among students through different literacy programme.
- Curricular development workshop to be organized regularly.
- To evaluate students' performance, the college uses a continuous internal evaluation method that includes-
 - MCQ framing by the students.
 - Periodical class tests.
 - Evaluation of home assignment.
 - Study materials are distributed by the faculty.
 - Library automation-2021. AIMS cloud ERP version 3

2. Teaching Learning and Evaluation:

- Faculty members of different courses of the college follow different methodologies to provide quality teaching-learning services to the students.
- Different forums of participative learning, experimental learning and problem-solving methodologies are used by the faculty members.
- Students are engaged with projects to encourage and develop of their skills.
- Total number of permanent faculty (Full time-12, SACT-18)
- Number of permanent faculty with Ph. D-05, M. Phill-04
- Number of SACT with Ph. D-0, M. Phil-01
- Number of permanent Administrative Staff-08
- Number of College Appointed Staff-17
- Total number of actual teaching days-182 Days
- Total footfall by students and teachers (2022-23)-1492/182 days=08 users per day.
- Total number of ICT based classroom-21
- Teaching and learning process needs to be effectively implemented according to the lesson plan.
- Computer Science, Political Science, History, Philosophy departments must have inter-disciplinary thrust areas of discussion

- Teaching, Learning process includes Quiz, Debate, Group discussion etc.
- Students should be encouraged to access the Swayam, Moocs-online resources.
- You tube lectures for slow learners are to be introduced
- Tutorials to be conducted as part of the weekly class schedule for each paper in every subject.
- At the end of each semester, attendance of students is to be calculated accordingly.
- The institution holds continuous evaluation to analyse the academic progress of the students.
- More student presentation needs to be arranged.
- Student-teacher relationship in very cordial in several departments such as Computer science, Political Science, History.

3. Research, Innovation and Extension:

- Total number of research paper published is-02
- Year wise publication list-
2022-23= 02
- Number of books and chapters published in the audited volume-06
- Seminar/workshop/webinar organized in2022-23- 02
- Collaboration with other institution
 - a) College- 03
 - b) Department activities-07
- Result
Total student appeared-177
Passed out-104

4. Governance, Leadership & Management

- Vision, Mission and Core Values of institution stated clearly.
- Decentralized transparent administration.
- Various committee for monitoring activities.
- Notice/Agenda/Resolution of different meeting are maintained properly and circulated in time.
- College procured some assets from the college fund and assets register for the items to purchase are maintained separately.
- College authority may consider formulating resource mobilization policy, procedure and strategies for mobilization of fund and optimal utilization of the resources to harnessed.
- The College should take initiative for conducting Green Audit, Environment Audit and Green Energy Audit.

5. Institutional Values and Best Practices

- Provides Support to economically challenged students.
- Integrated curricular knowledge with value education and need based training.
- To promote quality higher education for girl students.
- The College strives for procuring the best of academic opportunities to all categories of students irrespective of class, caste and religion.

6. Recommendation

- Lack of full time teacher in several departments.
- Lack of lab technicians in several departments like Computer Science.
- Department seminar/workshops need to be organized in every department in all semesters.
- Provide interdisciplinary lecture opportunities.
- Publishing departmental journal and wall magazine in every semester.
- Honours course to be introduced in the department of political Science.



WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat

24 Parganas (North), Kolkata - 700 126

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REPORT OF THE ACADEMIC AUDIT OF GEOGRAPHY DEPARTMENT

HELD ON 27.9.2023 AT KALINAGAR MAHAVIDYALAYA

The team members scrutinized all relevant papers and documents regarding the Academic Audit of the Department of Geography, Kalinagar Mahavidyalaya and after assessing these made the following observations:

1. The Geography Department has a faculty strength of 5, among which 2 teachers are in substantive post and 3 teachers are State Aided College Teacher (SACT).
2. The College has both Honours and General programme in Geography, but it is observed that more than 75% of the seats were vacant in 2022-23. However, the attendance record shows that students are regular in classes.
3. The teachers have adequate workload with 14 hours of teaching per week. The Departmental routine shows 5 hours are dedicated for research activities. However, it is observed that only one teacher is enrolled in PhD programme and there has been only one research publication in the period 2022-23. Though the teachers are guiding UG field-based projects of the students, but quality research publication in peer-reviewed journals are lacking.
4. The Department has MoU with another College for collaborative activities, mainly teaching.
5. The Department arranged one international webinar on "*Climate Change and Biodiversity Loss of Indo-Bangladesh Sundarbans: Threats, Opportunities and Solutions*", where out of two, one resource person was from Bangladesh.
6. Remedial classes are regularly held for slow learners and weaker students. Nine hours per week is dedicated for extension activities.
7. The Department has a dedicated wall-space for an in-house wall magazine "*Geo-Spectrum*", which is regularly published since 2021. Students are encouraged to contribute to this wall magazine.

The Committee has the following suggestions which we feel will improve the academic standard of the Department:

1. The teachers should aim at publishing in good peer-reviewed journals and apply for minor research projects.
2. More funds and infrastructural support should be provided/ or facilitated at the earliest to promote the academic interest of the Department. The laboratory for students should be upgraded, especially the GIS lab. Compared to the number of students the number of computers is grossly inadequate.
3. More funds are required for purchasing quality books and journals.
4. The Department can think of initiating more outreach programmes/ extension activities to create social awareness about various issues and to serve the cause of the surrounding rural communities.

Subhamita Chaudhuri

DR. SUBHAMITA CHAUDHURI
Professor and Head
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BASANTI DEVI COLLEGE

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Report of the Academic Audit of the Department of Education

Held on : 27.09.2023 at Kalinagar Vahavidyalaya

I have scrutinized all relevant papers regarding the Academic Audit of the Department of Education, Kalinagar Mahavidyalaya and after assessing these, made the following observations:

1. Honours in the subject was opened in 1996, having good scope in enrollment as not many colleges nearby offer this subject.
2. Demand for the subject is high (Demand Ratio: 58: 199), Total of 40 seats filled up among 58. Female enrolment is higher than Male (Among 40 students Female: 25, Male: 15)
3. Very good Student Progression/ Enrolment in Higher Studies and
4. The process of teaching is well developed and delivered through regular Parent teacher Meetings, Conducting Educational tours, motivating the students to participate in inter / intra college programmes, student seminars/workshops, use of ICT and remedial classes for weaker students.
5. A total of 4 Teachers in the department (2 Assistant Professors, and 2 SACTs), Faculties are involved in many other academic activities other than their Teaching duty as per UGC norms.
6. Students are encouraged to write for departmental journals, which improves their writing skills.

The following suggestions which I feel will improve the academic standard of the Department :

1. More Research Programmes need to be conducted to upgrade the Teaching faculty.
2. Seminar/ Workshop on mental and physical health can be conducted.
3. The infrastructure of the department needs to be upgraded periodically.
4. More Teaching Posts to be created for the department for the smooth running of the department.
5. More remedial classes to be taken for slow learners.

Indrila Guha
Dr. Indrila Guha
Principal
Basanti Devi College
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Report of the Academic Audit of the Department of Economics

Held on : 27.09.2023 at Kalinagar Vahavidyalaya

I have scrutinized all relevant papers regarding the Academic Audit of the Department of Economics, Kalinagar Mahavidyalaya and after assessing these made the following observations:

1. MOU signed with the Department of Economics, Basirhat College for conducting joint academic activities.
2. Conduction of remedial classes for slow learners.
3. Process of teaching is well developed and delivered through regular Parent Teacher Meeting, Conducting Educational tours, motivating the students to participate in inter / intra college programmes, regular class tests, student seminar/workshops, use of ICT.
4. Only one SACT in the Department for 15 students (Ratio : 1 : 15)
5. Good efforts in academic activities despite of lack of teaching staff.

The following suggestions which I feel will improve the academic standard of the Department :

1. Encourage prospective students to take Economics through career counselling and improve student enrolment.
2. Initiatives for opening Honours/ Major course in Economics to be taken up
3. More posts may be sought from the appropriate authority as per rule.
4. Faculty improvement may be done through publication of papers and research activities
5. The scope of work of MOUs should be well defined and delivered accordingly and more MOUs' to be signed.
6. Seminar / Workshops to be conducted by the Department.

Indira Guleri

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Report of the Academic Audit of the Department of Physical Education

Held on : 27.09.2023 at Kalinagar Vahavidyalaya

I have scrutinized all relevant papers regarding the Academic Audit of the Department of Physical Education, Kalinagar Mahavidyalaya and after assessing these made the following observations:

1. CBCS curriculum started
2. Certificate / add on course on Importance of yoga and Meditation in Life introduced from 2022-2023
3. Bridge course has been introduced from academic session 2023-2024
4. Several Interdisciplinary activities are carried out by the department.
5. The department integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum through courses in Semester I to Semester VI.
6. The process of teaching is well developed and delivered through regular Parent Teacher Meetings, Conducting Educational tours, motivating the students to participate in inter / intra college programmes, regular class tests, student seminars/workshops, and use of ICT.
7. Only one SACT in the Department for 10 students (Ratio: 1 : 10)
8. Satisfactory efforts in academic activities despite lack of teaching staff.

The following suggestions which I feel will improve the academic standard of the Department :

1. Encourage prospective students to take Physical Education through career counselling and improve student enrolment.
2. Initiatives for opening Honours/ Major course in Physical Education to be taken up.
3. Substantive posts may be sought from the appropriate authority as per rule.
4. Faculty improvement may be done through the publication of papers and research activities.
5. Seminars / Workshops to be conducted by the Department.
6. Publication of Journal / Magazine by the department is recommended
7. MOUs to be made with other institutions for collaborative academic / co-curricular activities
8. More remedial classes to be introduced for slow learners


Dr. Indrila Guha
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Reference:

Date: 15/01/2024

Report of the Academic Audit of the Department of Bengali
Held on : 27.09.2023 at Kallinagar Mahavidyalaya

I have scrutinized all relevant papers regarding the Academic Audit of the Department of Bengali, Kallinagar Mahavidyalaya and after assessing these, made the following observation :

1. The Bengali Department has faculty strength of 5, out of which 3 teachers are in Assistant Professor (Substantive post) and 2 teachers are posted as State Aided College Teacher (SACT).
2. The College have both Honours and General programme in Bengali. It has a great scope Under Honours programme in the subject.
3. Demand for admission in the subject is very high. It is noticeable that total of female students enrolment is higher than Male students.
4. The college have a very good teaching and learning environment in spite of having remote place.
5. The processes of teaching are well developed and deliver through regular Parent teacher Meeting, conducting special classes, Seminar, Workshop etc.

The committee has the following suggestions which we feel will improve the academic standard of the Department :

1. The teachers should aim at publishing in good peer reviewed journals and apply for minor research projects.
2. More Seminar, workshop should be organised involving students of the college to promote academic excellence of the Department.
3. More funds are required for purchasing academic books and journals.

Soma Bhadra Ray
(DR. SOMA BHADRA RAY)
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Reference:

Date: 18/01/2024

Report of the Academic Audit of the Department of Sanskrit
Held on : 27.09.2023 at Kalinagar Mahavidyalaya

I have scrutinized all relevant papers regarding the Academic Audit of the Department of Sanskrit, Kalinagar Mahavidyalaya and after assessing these, made the following observation:

1. The Sanskrit Department has faculty strength of 2 , out of which 1 teacher are in Assistant professor (Substantive post) and 1 teacher are posted as State Aided College Teacher (SACT).
2. The College has both Honours and General programme in Sanskrit. It has a great scope Under Honours programme in the subject.
3. Demand for admission in the subject is very high. It is noticeable that total of female students enrolment is higher than male students.
4. The college has a very good teaching and learning environment is spite of having remote place.
5. The processes of teaching are well developed and deliver through regular parent –teacher meeting, conducting special classes, Seminar, Workshop etc.

The committee has the following suggestions which we feel will improve the academic standard of the Department :

1. The teachers should aim at publishing in good peer reviewed journals and apply for minor research projects.
2. More Seminar, workshop should be organized involving students of the college to promote academic excellence of the Department.
3. More funds are required for purchasing academic books and journals.

Soma Bhadra Ray
(DR. SOMA BHADRA RAY)
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Ref No

Date 17/01/2024

The English department of the Kalingor Mahavidyalaya is imparting quality education to the undergraduates students ensuring academic excellence and intellectual growth. The department has updated its curriculum according to NEP 2020 to ensure an innovative and contemporary pedagogic structure. The department also hosts regular seminars, special lecture sessions and encourage publications for the effective dissemination of information and knowledge.

Somak Mandal (Ph.D.)
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ESTD. 1985

KALINAGAR MAHAVIDYALAYA

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Date.....

ACADEMIC AUDIT

