



# VIJAYGARH JYOTISH RAY COLLEGE

## *Academic & Administrative Audit Report*

**2018 - 19**

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# **A**CADEMIC ADMINISTRATIVE AUDIT

REPORT (2018-19)

VIJAYGARH JYOTISH RAY  
COLLEGE | KOLKATA

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## PREFACE

**A**n increasingly prevalent trend in the higher education scenario in India in recent years is the willingness and drive by colleges and institutions of learning to introduce systems and practices in their work environment; and establish high standards and benchmarks to guide their performance in keeping with the institution's vision and mission. It is with this objective that Vijaygarh Jyotish Ray College Kolkata; conducts an annual exercise of self-assessment and evaluation.

The purpose of the Academic and Administrative Audit (AAA) is to evaluate the performance of the various departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.

The AAA was carried out by an Audit Team / Audit Committee constituted by the college from among its staff member (peer groups) who conducted a systematic assessment of college/departmental activities and performance for the year under review (2018-19) against previously set parameters/benchmarks. Structured feedback from faculty and all stakeholders was obtained. The team then prepared this report that includes all observations, affirmations, commendations and recommendations for further and continuous improvement.

*R. Neogy*

**Dr Rajyasri Neogy**  
**Principal**

# DEFINITION, DOMAIN AND PROCESS

## AUDIT DEFINITION:

Academic and administrative audit is the process of evaluating and monitoring the efficiency and effectiveness of an academic institution. The college conducts academic and administrative audit in successive cycles in order to evaluate and analyze the institution's academic and administrative processes.

## AUDIT DOMAIN:

The Academic and Administrative Audit was conducted in the following areas: (A) Endowment audit, (B) Quality Initiative audit, (C) Governance audit, (D) Regulatory audit, and (E) Teachers' audit. The Audit was conducted on 28<sup>th</sup> May 2019.

## AUDIT PROCESS:

The auditors conducted the audit process by visiting the college. The audit team interacted with the Principal of the college, its teaching and non-teaching staff members, coordinator of IQAC, and conveners of various cells and committees. The team vouched and verified all the relevant data placed before them. Based on the review and evaluation of the system and processes, the audit team submitted their report with observations and recommendations for improving the quality of academic activities and administrative procedures of the institution.

## AUDIT TEAM:

The audit team comprised of –

1. Dr Manas Kr. Baidya, Principal, Malda College, Malda, West Bengal.
2. Dr Rajyasri Neogy, Principal, Vijaygarh Jyotish Ray College, Kolkata, West Bengal.
3. Dr Joydeep Sarengi, Principal, New Alipore College, Kolkata West Bengal.
4. Dr Ramakrishna Prasad Chakraborty, Principal, KK Das College, Kolkata, West Bengal.
5. Dr Nasima Munshi, IQAC Coordinator, KK Das College, Kolkata, West Bengal.

*Domain-I*

**ENDOWMENT AUDIT**

**AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO TEACHING AND NON-TEACHING STAFF**

The following observations were made after interactions with the Principal of the college; HODs of all the departments, the Head Clerk and other staff members:

- a. The college offers seventeen (17) UG programs and one (1) PG program. Being an affiliated college, Vijaygarh Jyotish Ray College follows the curriculum of University of Calcutta. Many of the college faculty members are head examiners, paper setters, moderators and BoS members who have helped in up gradation, framing and modernization of the syllabus. The college has 30 full time teachers.
- b. The college has 41 sanctioned full time teaching positions however 30 positions are filled up at present.
- c. Most departments are functioning with full-time substantive teachers. However, some of the departments need more full-time teaching faculty members.
- d. Since 2017-18 many full-time non- teaching staff members have retired. The college has independently attempted to fill-up such vacancies with casual staff/members.
- e. The number of teachers & student strength maybe improved. Initiatives to improve the teacher to student ratio must be taken.
- f. The teacher to student ratio in the Department of Commerce is more or less adequate.

**RECOMMENDATIONS:**

The audit committee recommends the following in respect of the above:

1. The college authority needs to take steps to create more full - time substantive posts and also fill up the existing vacant posts by recruiting new teachers through the College Service Commission.
2. The college should take immediate steps for filling- up these vacant posts for non- teaching staff.
3. The college should take steps to improve the roll strength of some of the departments.

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## AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO PHYSICAL INFRASTRUCTURE

- a. The college has student strength of 1969 of which about 44.54% are from the SC/ST and other minority categories.
- b. The college campus is spread over an area of 0.84 acres. There are adequate number of classrooms including newly constructed ones, one (1) virtual classroom, well-equipped laboratories, auditorium and one (1) open stage (*Mukta Mancha*)
- c. The college also has 77 computers and around 10 LCD projectors. Some classrooms have LCD facilities and almost all classrooms have Wi-fi facilities.
- d. It was observed that, the number of classrooms seem adequate enough to accommodate students of most departments. Some of the classrooms have been recently equipped with white-boards in addition to the already existing black-boards in them.
- e. Upon scrutiny of the utilization certificates, it was observed that the college has received *Rashtriya Uchchatar Siksha Abhiyan* (RUSA) infrastructure grant from MHRD in 2018 which has been put to proper use by creating new infrastructure and renovating old available facilities.
- f. The college has taken certain environment-conscious measures in order to meet its requirements. It was observed that some solar-powered panels have been installed in the college campus to minimize consumption of electricity and reduce carbon footprint. The college has also taken initiative in making the campus plastic free and eco-friendly. The college has taken a commendable drive to convert the campus to a green campus.
- g. The college authority has also taken necessary steps to install more than ten (10) CCTV surveillance cameras across the campus in order to ensure safety and security of students and college property.
- h. The college has a fully equipped virtual classroom that is used by students and faculty members alike – to hold seminars, workshops and special lectures etc. The campus also has an auditorium – *Rabindra Sabhaghar*, where various cultural and educational programs are held.
- i. The infrastructure regarding laboratories of the science departments are adequate. However the laboratories facilities need to be maintained properly.

## RECOMMENDATIONS:

1. It is recommended that the college authorities initiate steps to make all classrooms ICT enabled, this will improve the learning experience of students and also make the teaching process more effective.
  2. Language labs may be set up to familiarize students with Indian and foreign languages.
  3. Adequate steps need to be taken in regard to maintenance of infrastructural facilities of the college.
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## AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO IT INFRASTRUCTURE

- a. Inspection of several units revealed that the MHRD grant under RUSA (*Rashtriya Uchchatar Siksha Abhiyan*) has been utilized in the construction of 2nd floor of annexe building, repair work of library, repair work of chemistry dept. & common corridor. It was also utilized for purchase of laboratory & ICT equipment.
- b. The college has issued an AMC (Annual Maintenance Contract) for maintaining some of its IT infrastructure to a competent third party.
- c. The college has two (2) air-conditioned computer laboratories. The college has a total of seventy-seven (77) numbers of computers of which sixty-eight (68) are dedicated for students.
- d. All computers in the campus are connected through LAN. Firewalls are installed to provide security for Internet services provided. Unified Threat Management (UTM) has also been implemented and that further consolidates multiple security and networking functions.

## RECOMMENDATION:

- The number of computers allocated for students should improved. The college ought to take immediate steps to purchase more computers for student usage.
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## **AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO LIBRARY**

- a. The Central Library more than 22,000 numbers of books that includes a collection of rare books. The library has access to e-journals and e-books through the N- list journals and book database. The library is spread over an area of 2,400 square feet and has a separate reading room for teachers. The library has seven (7) computers that are networked through LAN and one (1) photo-copy machine for reprography service. At present 35 copies of books have been digitized and preserved in the D-Space (Digital Repository Space) for access by the teachers and students.
- b. The Central Library is partially automated with the 'Koha' Integrated Library Management Software since 2017.
- c. All activities like accessioning, cataloguing, issue returns, membership and OPAC (Online Public Access Catalogue) facilities have been done through the KOHA software.
- d. Upon closer inspection of the library infrastructure, it is observed that process of library automation is in progress.
- e. Physical examination of the book shelves reflects that shelf arrangements are in proper order.
- f. The footfall in the library footfall is much lower than desirable.
- g. There is a space constraint in the library.
- h. There is one full-time post for Librarian which is lying vacant.
- i. Many departments have seminar libraries that cater to the specialized need of students. This suggests that some departments need to improve their collection of books in order to create more interest.

### **RECOMMENDATIONS:**

1. It is recommended that the college authority take adequate and necessary steps to increase library space to accommodate more students.
  2. Necessary steps need to be initiated by the college to fill-up the vacant post of Librarian at the earliest.
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## *Domain-II*

### **QUALITY INITIATIVES AUDIT**

Audit observations and recommendations with regard to the quality initiative:

- a. With the introduction of CBCS syllabus in 2018-19, a comprehensive change has occurred in teaching pattern and techniques.
- b. In the academic session 2018-19 teachers prepared learning modules for each course of study.
- c. Teachers prepared their individual academic plan in consultation with the departmental head and colleagues for each semester considering available classes and allotted syllabus in the session.
- d. For effective dissemination of knowledge in the classrooms traditional teaching method was blended with new teaching technologies involving presentation software, animations and lecture-videos through LCD projections.
- e. Students participate in Google classroom of departmental teachers for assignment, quizzes, e-resources etc.
- f. Remedial and tutorial classes were arranged as and when required. Well-prepared study-materials were provided by the teachers to the students.
- g. The IQAC now encourages teachers to prepare program outcomes, program-specific outcomes and course outcomes. The program outcomes, program specific outcome and course outcomes of all programs offered by the institution are stated and displayed in the website of the institution.
- h. During the academic year the institution has introduced certificate courses and value added courses.
- i. The IQAC along with departmental teachers conducted some seminars and workshops to make students aware of the CBCS curriculum, examination reforms, tutorial plans and probable question patterns.
- j. During admission, student-friendly handouts were distributed among the students.
- k. The institution has organized seminars, workshops & FDP's during the year.
- l. The college is in discussions with various professional institutions in order to create/develop a curriculum for add-on courses and training programs along with the CBCS curriculum.
- m. It was also found that the college had taken a number of initiatives towards the overall development of society through Community Services and Extension activities. Such activities bring about holistic development of the students and make

them aware of their responsibilities towards the society. These extension activities in the college are carried out by

- National Cadet Corps (NCC)
  - National Services Scheme (NSS)
  - IQAC
- n. The institution has organized various activities for promotion of universal values and ethics through gender sensitization program, observation of world environment day, yoga day, celebration of “*Aranya Saptaha*” etc.
- o. The Student Satisfaction Survey Report on overall institutional performance was prepared by the college during the year.

#### **RECOMMENDATION:**

- It is recommended that teachers prepare more study materials which should be made available to the students through the Learning Management System (LMS).

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### **AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO TEACHERS AND TEACHING QUALITY**

- a. The audit team observed that the teachers of the institution were highly efficient and qualified.
- b. In view of the new CBCS system, teachers need to be well versed with modern teaching technologies but many of them are yet to acquire the expertise required to adapt to the new method of teaching.
- c. The audit team also observed that the institution has taken all possible initiatives to encourage teachers’ participation in workshops, seminars, refresher courses, orientation programs, short-term courses etc.
- d. The IQAC has also extended requisite help to all the departments for arranging workshops covering recent curriculum changes and make the students aware of the CBCS system.
- e. Various departments are making continuous efforts to utilize the ICT facilities available in the college for imparting lessons.
- f. The audit team also noted that some departments have uploaded teaching materials in the Learning Management System (LMS) for the benefit of students. However, this initiative is very new and requires progressive and careful nurturing.

- g. Some teachers have opened Google Classrooms, through which they upload important study materials and interact with students. Few teachers have formed WhatsApp groups with the students and use this platform to interact with them.
- h. The college has also organized various skill development seminars and training programs for teachers.

### **RECOMMENDATIONS:**

1. It is recommended that more faculty development programs must be organized by the college.
  2. The college must equip its faculty members with the use of various teaching technologies that will assist them in more effective dissemination of knowledge.
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## **AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO EVALUATION METHODS**

Following are the observations of the Audit team:

- a. Since 2018-19, the college has been holding internal examinations, project work and tutorials as per specifications laid down by CBCS. Marks obtained by the students along with their attendance records are updated on the University website.
- b. In the CBCS system, in every semester, students have to appear for an internal examination conducted by the college and an end-semester external examination conducted by the affiliated university.

### **RECOMMENDATIONS:**

The audit team recommends the following:

1. Marks obtained by students should also be uploaded to the college's website thus enabling both students as well as their guardians to view their performance reports online.
  2. Teachers should take special classes with the students to discuss evaluated answer scripts and correct their mistakes – this is imperative for the students' development and growth.
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## **AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO FEEDBACK MECHANISM**

- a. The audit team noted that the college had a system of getting feedback from some of the stakeholders since 2017-18.
- b. In the session 2018-19, a written feedback form was constructed for students and teachers keeping in mind various curricular and cocurricular aspects.
- c. The feedback form was constructed for the students to assess their views on facilities provided by the college and to evaluate their teachers as well as the office.
- d. The teachers also have given their feedback on the same questions in a self-appraisal format. The departments also took feedback of the parents who attended the Parent-Teacher Meeting. The parents provided feedback on academics and infrastructural facilities of the college.
- e. The feedback forms were collected, analyzed and the results were summarized. The strong and weak points were identified and actions taken.

### **RECOMMENDATIONS:**

1. The college should collect feedback from all the stakeholders viz students, alumni, parents and teachers.
2. The college must ensure that students from all departments fill-up the feedback forms provided by the institution.

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## **AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO RESEARCH FACILITIES AND OUTPUT**

- a. Four (4) teachers from the Department of Microbiology had taken up the task of being Research Guides to some meritorious scholars
- b. One (1) teacher from the Departments of Zoology and Chemistry respectively received WB-DST & BIOTEC grants and are involved in major research projects.
- c. Another noteworthy mention is that many of the full-time substantive faculties are PhD holders
- d. Almost all teachers participated in national, international seminars, conferences and workshops.

- e. The college has a common research facility with four (4) scholars. The facility is also working on three (3) projects, namely, UGC-DAE, CSIR-SRF, DST West Bengal, where the teachers of the departments are working as principal investigator. The college also has a journal with ISSN number 2348/571X which is published from time to time.

#### **RECOMMENDATIONS:**

1. It is strongly recommended that a Research Committee should be formed in the college This will to nurture an environment of research and innovation in the institution.
2. Teachers should be encouraged to take up more research projects.
3. The college should encourage more student and faculty exchange programs.

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#### **AUDIT OBSERVATIONS AND RECOMMENDATIONS WITH REGARD TO MENTORING**

The audit team has observed that:

- a. The college is still in the process of instituting a program for mentoring its students.
- b. A number of counselling programs have been undertaken in departments like that of Microbiology, Zoology and Journalism. Students have been counselled in various aspects through motivational counselling, personal counselling and gender counselling.

#### **RECOMMENDATION:**

- It is recommended that the college should commence mentoring programs covering all departments and with immediate effect.
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### *Domain-III*

## **GOVERNANCE AUDIT**

Audit observations and recommendations with regard to the governance:

- a. The governance and management of the college is done by the Principal and the Governing-body, they are assisted by various cells and committees comprising of teaching, non-teaching staff members and the students' union. The college has also instituted number of committees like Finance Committee, Admission Committee for better running of the institution as well as Anti-Ragging Committee, Student Grievance Cell, SC/ST Cell to redress of students' grievances and complaints.
- b. The college also has a Placement Cell. This cell has been organizing seminars on careers after graduation, career counselling, career-cum-job fairs and a placement drive for all 3rd year students in the college premises.
- c. The audit team has examined the books of accounts and summarized that the major sources of income for the college are the following:
  - Income from student fees
  - Rent from Bank
  - Income from term deposits
- d. The examination of financial statements reveals that the income and expenditure of the college show a healthy surplus, i.e., excess of income over expenditure every year.
- e. The college has obtained RUSA grants from MHRD in the year 2018 for building new infrastructure and for carrying out renovations. The audit team scrutinized all utilization certificates and noted that the college has utilized all such grants in a timely manner.
- f. The audit team also observed that funds were utilized for the purpose for which they were intentioned. The college has been able to optimally utilize grants provided to it in a transparent and satisfactory manner. This has enhanced credit worthiness of the college.
- g. The functions and activities of the IQAC of the college was found to be satisfactory.
- h. The IQAC of the college has organized various faculty development programs covering teaching and non-teaching staff members for enhancement of their ICT skills and teaching methodologies. The IQAC has arranged for feedbacks of different stakeholders and implemented students' satisfaction survey. It conducted gender audit and organized intra college cultural competition and science poster

and model competition in collaboration with NCC, NSS unit and competence building cell to inculcate innovative ideas among students.

- i. Some other aspects of governance were noted by the audit team were in regard to students' admissions that was conducted 100% through on-line mechanism. The college web-site provides all necessary information and assistance to students in this regard. For its non-teaching staff members, the college has a welfare fund that is managed as a co-operative society. The institution follows PBAS (Performance based Appraisal System) for its faculty members as per the Government recommendations. The institution also conducts regular external financial audits.

## **RECOMMENDATIONS:**

The audit team recommended the following:

1. Initiatives should be taken by the college to introduce vocational and add-on courses for students.
  2. The college should organize more faculty development programs for its staff members
  3. The college should also explore new avenues for generating funds for smooth and efficient functioning of the institution.
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## *Domain-IV*

### **REGULATION AUDIT**

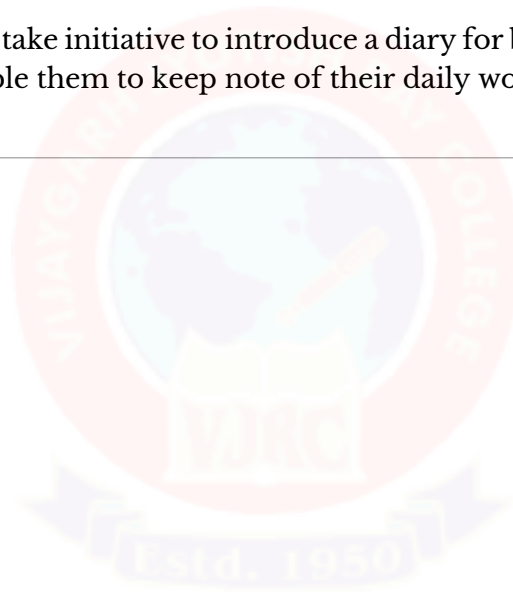
The following observations were made by the Audit team:

- a. After going through the data provided in the academic calendar and the staff attendance register, it was evident that the number of actual teaching days for the year is adequate.
- b. It was also noted that the college had made concerted efforts in holding classes concurrently even on the days when university examinations were being held in the college.
- c. Initiatives have been undertaken by the college authority to ensure that there is no hindrance in holding classes simultaneously with university examinations.
- d. After the introduction of CBCS classes the working hours of the teachers have further increased per week.
- e. The Academic Committee of the college prepares the central time-table that is further modified by individual departments according to their requirements.
- f. In matters relating to admission of students, the college has a very transparent and clear mechanism of on-line admission. Orientation programs are organized for new students where they are familiarized with the college mission, vision, curriculum, faculty, evaluation procedures and discipline. Academic calendars, handbooks, class routine etc., are also distributed. Students are informed about government scholarship and stipends that are provided to the meritorious students from backward classes.
- g. The Students Union of the college is a democratic platform for the student community. The students' union works as a bridge between the management and the students of the college. It primarily works for students' assistance, welfare and developmental activity. The Students' Union has organized Teachers' Day celebrations, Fresher's Welcome and the Annual College Social etc., in the year 2018-19
- h. The departments too had undertaken a host of departmental activities like wall magazines, field trips, project-work, seminars, workshops etc. during the year.
- i. It was also observed that the college strictly adheres to the attendance regulation for students. Students are encouraged to maintain a high level of attendance as per CBCS. As and when required, parent-teacher meetings are held to share students' progress with guardians.
- j. The college maintains a roster for appointment of teachers It strictly conforms to the reservation criteria set by the government.

- k. The college has an active governing body that was formed in accordance with West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.
- l. Salary is disbursed regularly and timely to all employees through HMRS.
- m. Expenditure related to RUSA grants is made through PFMS. Purchases are carried out after receiving quotations from various vendors.
- n. The service book and Provident Fund register for employees are well maintained.
- o. All staff members strictly follow leave rules that are instituted by the Government.

**RECOMMENDATION:**

- The college can take initiative to introduce a diary for both students and teachers that would enable them to keep note of their daily work and progress.



*Domain-V*

## DEPARTMENTAL AUDIT

The Audit team reviewed profiles of all departments and observed the following:

- a. The IQAC plays an active role in making each departments realize its strengths and weaknesses
- b. Learning outcome, student performance, pass percentage of students, demand ratio, teacher-student ratio, and faculty efficiency and growth. are some of the factors that are taken into consideration to assess a departments effectiveness and efficiency.
- c. It was observed that the Principal worked with the departmental teachers in identifying opportunities and challenges in introducing CBCS.

### RECOMMENDATION:

- It is recommended that the departments need to continually review, appraise and evaluate its activities to identify any lacuna in its operations and take corrective action.
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## *Domain-VI*

### **TEACHERS AUDIT**

The audit-team observed that the college follows a detailed academic calendar that forms the basis of academic exercise and curriculum delivery.

At the end of every session, teachers are required to submit feedback on the syllabus completed by them. Regular feedback regarding syllabus completion is also taken from the students.

The college has an examination committee which conducts a schedule of internal assessment and project work that all teachers adhere to before each semester examination.

It was found that the work of all administrative staff and faculty members is monitored efficiently by the Principal.

Teachers of the college regularly participate in international national and state level seminars, workshop, short courses for their academic enrichment.

The college has taken initiative towards holistic development of its students by introducing ICT for effective teaching along with experiential learning, field-trips, excursions, internship, project-work sports and cultural programs, students' seminar and competitions.

#### **RECOMMENDATIONS:**

1. It is recommended that initiative should be taken so that by every department submits a report on progression of syllabus to the Principal by the end of each month.
  2. More faculty development programs should be organized by the institution to make the faculty members aware of the modern teaching methods.
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SIGNATURES OF THE ACADEMIC & ADMINISTRATIVE AUDIT TEAM

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