



VIJAYGARH JYOTISH RAY COLLEGE

2019-20

**ACADEMIC &
ADMINISTRATIVE
AUDIT REPORT**

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Academic and Administrative Audit Report

2019-20

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Audit period:

The administrative audit has been carried out on the basis of vouching and verification of data, provided by the office of the college, IQAC, and the report submitted by various of committees of the college. Information derived from interactions with the functioning bodies and stakeholders of the college have also been incorporated in the audit. The period of audit was 2019-20.

Audit date:

The audit was conducted on 9.9.2019.

Audit definition:

The academic can administrative audit is a systematic method of reviewing the quality of academic processes and evaluating the efficiency and effectiveness of the administrative procedures in the institution. It includes monitoring and review of institutional systems with a goal of assessing the quality of academic and administrative process in the institution and suggesting corrective and preventive action whenever and wherever necessary for quality improvement.

Audit process:

The auditors conducted the audit process to review and analyse the academic process and administrative procedures that are in operation in the institution. The audit team interacted with the Principal of the college, the teaching and non-teaching staff, the convenor of various cells and committees and coordinators of IQAC, to form an opinion about the academic and administrative processes of the college. The team vouched and verified the relevant documents and data placed before them. The Academic and Administrative audit team visited the college premises reviewed and assessed the academic processes and administrative procedures, submitted its report with observations and recommendations for enhancing the quality of academic activities and administrative procedures in the institution.

Audit team:

The audit team consisted 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.

CRITERION I – CURRICULAR ASPECTS

Observations:

In order to have a mechanism that adheres to curriculum delivery and documentation, Vijaygarh Jyotish Ray College undertakes activities like convening regular departmental meetings, preparing departmental academic plan, distribution of syllabus, and assignment of workload, holding of remedial and tutorial classes, students' participation in project work and dissertations, fieldwork, educational tours, etc.

The institution has incorporated some new teaching technologies along with traditional teaching methods. Holding of seminars and workshops, introduction of new certificate and diploma courses have also been initiated. The college has conducted a number of seminars/workshops and FDPs for all-round academic improvement during the tenure of audit.

- The institution has introduced diploma courses and certificate course during the tenure of audit.
- Choice based credit system (CBCS) has been implemented in the 17 (UG) and 1 (PG) courses by the institution during the year.
- Students were enrolled in certificate courses and diploma courses during the year.
- Value-added courses, imparting transferable and life-skills were introduced in the HEI during the year.
- Field Projects/Internships were undertaken by the Departments of Botany, Zoology, Microbiology (PG), and the Department of Journalism and Mass Communication during the year.
- The institution has a structured feedback system in place. At the time of audit, the process of distribution of feedback forms was still in progress. It was informed to the audit team that feedback from students, teachers, alumni, and parents will be collected during the year.
- Feedback forms will then be analysed and detailed report on feedback will be uploaded to the college website.

Recommendations:

1. The institution may introduce more value-added courses, add-on courses, and life-skills workshops for enriching the student curriculum.
 2. More fieldwork and internships may be arranged for the students.
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CRITERION II – TEACHING, LEARNING, AND EVALUATION

Observations:

- Total number of students admitted during the year is 2248.
- The ratio of students to full-time teachers in the institution is **28 : 1**.
- According to the information provided, teachers using ICT for effective teaching with Learning Management Systems, E-Learning resources, etc., are as follows:

• Total no. of teachers –	78
• Total no. of teachers using ICT -	78
• ICT tools and resources available –	19
• No. of ICT enabled classrooms –	15
• No. of smart classrooms –	02
• E-resources and techniques used –	26
- The college organises orientation programmes for the newly admitted students every year.
- ICT tools and resources like Desktop, Laptop, Printer, Xerox-cum-printer– , Sound-system with Mixer, Scanner, Projector, Bar-code scanner, Radio, Microphone system Music system, Smart Board, Still-camera, Tripod, Audio Mixer, Boom microphone, External HDD etc are available.
- The students are provided with academic calendar, class routine at the beginning of the session.
- Initiatives are undertaken by the college to identify the slow and advanced learners mostly via classroom discussions.
- The mentor-mentee ratio is **1 : 28**.
- The Institution at present has 78 fulltime teachers.
- Some posts of full-time teachers have been filled up during the current year.
- The number of faculty members with PhD degrees is more than 25.
- Some of the teachers of the college have received honours and recognition during the tenure of audit.
- The college has no flexibility to change the examination guidelines of its affiliated university. It has to adhere to the guidelines provided by the affiliated university in respect of examinations.
- The Academic Advisory Committee of the college prepares an academic calendar at the beginning of the academic session by following the academic calendar of the affiliated university.

- The program outcomes, program-specific outcomes, and course outcomes of all programs offered by the college are intimated to the students through classroom interactions.
 - Pass percentage of students during the academic years' final examination is about 53.21%. [approximately]
 - The Student Satisfaction Survey Report was being prepared at the time of audit.
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Recommendations:

1. More teachers should be encouraged to use ICT for effective teaching with LMS.
 2. Initiative should be taken to fill up the vacant teaching posts as soon as possible.
 3. Mentoring should be emphasised as “must-be” priority.
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CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

Observations:

- An amount of Rs. 13,95,633/- has been sanctioned towards a major research grant to the institution by the Department of Science & Technology, Govt. of West Bengal, to the college during the year.
- Workshops and seminars were conducted by the college during the year.
- Students and teachers of the institution won awards for innovation during the tenure of audit.
- There are 3 nos. incubation centres in the campus. These are the Green Consumers Club, Common Research Facility, and Science Innovation Centre.
- The faculty members of the institution have contributed to research publications during the period under audit. These were published in journals that are notified on the UGC website.
- The college has linkages with institutions and industries for internship by summer dissertations, workshops etc. Students took up internship with various institutions during the year.
- Faculty members attended several national level and state-level seminars workshops and faculty development programmes during the same period
- A number of extension and outreach programs were conducted by the institution in collaboration with industry, community and non-government organizations through with the NSS and NCC units.
- Students participated in various extension activities and programmes with government organisations and non-government organisations.
- Collaborative activities for Research, Student exchange and Faculty exchange programmes were held during the year.
- The college signed MOUs with institutions of national importance, industries, corporate bodies and academic associations, during the year.

Recommendations:

1. Teachers should be encouraged to take up more research project work.
 2. More extension activities and outreach programmes should be carried out with government and non-government agencies.
 3. The college may take initiatives to introduce student exchange-programmes and faculty exchange-programmes with other colleges.
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

Observations:

- The institution has allocated a budget of Rs.64,85,500/- for infrastructure augmentation during the year.
- According to the information provided, infrastructural facilities available in the institution are as follows:

○ Classrooms	46
○ Seminar Hall	01
○ Classrooms with Wi-Fi/LAN	46
○ Seminar Halls with ICT facilities	01
○ The college has a campus area of	0.084 acres
○ Many of the Classrooms have LCD Projector facility	

- The library is partially automated with KOHA software, version 16.11.05.000. The year of automation is 2017.
- The library has 23,870 textbooks and reference books, sizable no of e-books through NLIST consortium, journals & e-journals of value. The library also has CDs and videos thus, making it a sizable repository of knowledge.
- As per information provided, the institution has the following IT infrastructure:

○ Total computers	78
○ LAN Connected Computers	78
○ Computer centers	28
○ Office	09
○ Available bandwidth	250 MBPS {approx.}
- Budgeted expenditure for maintenance of physical facilities and academic support facilities, excluding salary component, during the year is as follows:

○ Assigned budget on academic facilities	Rs. 32,85,500/-
○ Assigned budget on physical facilities	Rs.32,00,000/-

- The institution has undertaken some effective policies and procedures for maintaining and utilising the physical, academic and support facilities of the college.
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Recommendations:

1. Initiatives must be taken to make the library fully automated with ILMS software.
 2. It is recommended that the college initiates steps to make all classrooms ICT-enabled in order to make the teaching-learning method more effective.
 3. The sitting space in the library must be increased in size to accommodate more students.
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

Observations:

- Students are provided financial support by the institution through the Students' Aid Fund.
- At the Govt. level support is provided to the students of the institution through Swami Vivekananda Merit-cum-Means scholarship, *Kanyashri Prakalpa*, and SC/ST scholarships.
- The institution has organised workshops on Value-Education, Science tabloid-making, etc. Several students participated in these programmes.
- Various career counselling seminars were held during the year by the college. Many students benefited from these career counselling seminars.
- The institution has a mechanism for timely and transparent redressal of students' grievances.
- During the period under audit, the placement cell has taken continued efforts to place the students in various organizations.
- The institution had organised several sports and cultural activities during the period.
- During the year, awards/medals were won by the students of the institution at various national and international levels for their outstanding performance in sports and cultural activities.
- The students' union is a statutory body of the institution, which is a democratic platform of the student community. The union is formed as per government rules, and has representation on the academic, as well as administrative committees of the institution.
- The college has an Alumni Association however it is yet to be registered.

Recommendations:

1. The college should arrange for short-term courses/workshops which will improve the job-oriented abilities and capabilities of its students.
2. Arrangement for students' on-campus placements should be made by the college authorities.
3. Regular and extensive classes to prepare students for competitive examinations should be held in the college.
4. More workshops and courses on entrepreneurship development should be organised.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

Observations:

- The academic and administrative activities of the college are performed by the Principal, Teaching and Non-teaching staffs. The college practices, decentralised and participative management. The governing body, the principal, who is the secretary of the government body and the chairperson of IQAC lead the management and governance of the college. They are also supported by the teaching and non-teaching staff and the students' union for the smooth functioning of the college.
- The college has a management information system (MIS).
- Various quality improvement measures are adopted by the institution in areas like:
 - a. **Admission:** Much of the admission process is carried out through an online portal. The student database is computerised.
 - b. **Industry collaboration:** The college has collaborated with companies like Pidilite Industries and Singer Corp.
 - c. **Human Resources Management:** decisions are taken by the principal in consultation with the governing body. The college provides its teaching, staff, non-teaching staff, and the students, all benefits and assistance that they are entitled to as per the rules and regulations governing the institution.
 - d. **Library, ICT and Physical infrastructure, and instrumentation:** the library is partially automated through LMS, KOHA. Full digitisation is in progress. It has NLIST membership. The library has a repository of academic material which are accessible to both faculty members and students. Instruments that are required are purchased using RUSA funds. ICT is adopted as a tool for teaching and learning.
 - e. **Research and Development:** Major and minor project are being carried out by faculty members of the college. The faculty members publish papers and attend national and state level seminars. They are encouraged to take up research work. Various seminars/workshops are organised by the institution to encourage active participation of faculty members in research work and paper presentation.
 - f. **Examination and Evaluation:** Examinations at the college are conducted after a detailed planning process that is carried out by the examination committee.
 - g. **Curriculum Development:** The college follows the curriculum prescribed by the affiliated University. There is no scope for the college to frame its own curriculum. However, the college has introduced various add-on and certificate courses to prepare the students for the future.

- h. **Teaching and Learning:** There has been a gradual introduction of ICT applications in conducting classes along with regular chalk-and-talk method. Various ICT methodologies have been implemented in the teaching-learning process through strategic planning. Various field, trips, workshops, special lectures, seminars, and academic competitions were conducted to enhance education and knowledge of students.
- E-governance is implemented in the following areas of the institution:
 - a. **Administration:** Most administrative tasks are now carried out online. The college's office is completely computerised.
 - b. **Financial accounts:** Maintenance of finance and accounts in the institution is computerised.
 - c. **Students' admission and support:** The admission process of students is now fully carried out online. The college maintains a computerised database of students. Payment of fees by the students is also regularly done online. The students are provided with academic and financial support by the institution.
 - d. **Examination:** The college examinations are conducted after detailed planning by the examination committee.
- The institution has provided a financial support to some faculty members for attending seminars.
- The college organised workshops on "Massive Open Online Course" for academic development of the teaching members. Almost 30 faculty members participated in the programme.
- During the period under audit permanent full-time teaching staff members were appointed.
- The college has welfare schemes for its teaching staff, non-teaching staff and also for the students.

Teaching staff -	Group Insurance
Non-teaching staff -	Group Insurance Staff cooperative Fund
Students -	Students' Aid Fund Vivekananda Merit-cum-Means scholarship <i>Kanyashree Prakalpa</i> SC/ST Scholarship
- The college conducts external financial audit for each financial year.
- The college conducts an Academic and Administrative audit every year.

- As per suggestions, put forward by the Parent-Teachers Association, the institution has taken certain constructive steps regarding its upkeep, viz.:
 - a. Implementation of bilingual noticeboard.
 - b. Upgrading of washroom, maintenance, etc.
 - Some post-accreditation initiatives have been undertaken by the institution viz:
 - Taking ICT initiatives towards teaching learning system.
 - Introduction of career, oriented, skill, development courses, etc.
 - The college has put in place certain internal quality assurance systems. Some examples of such quality assurance initiatives are: submission of data for AISHE portal, ISO certification, undertaking quality, audits, etc.
 - This institution has taken a number of quality initiatives during the year, viz:
 - Workshop on MOOC.
 - Filling up of vacant posts of permanent full-time teachers etc.
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Recommendations:

1. More effective e-governance must be introduced in the area of operations.
 2. Teachers should be provided with more financial support to attend conferences, workshops and towards membership fees of professional bodies during the year.
 3. More professional development / administrative training programmes must be organised by the college for the non-teaching staff.
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

Observations:

- The college organised motivation and gender sensitisation programmes through its counselling cell in 2019.
- A number of initiatives for environmental consciousness have been taken up by the institution during the year. Various types of waste like canteen waste, e-waste and laboratory waste are properly segregated before final disposal into the KMC waste-disposal system. About 40% of the college campus is maintained as a green zone. The classrooms are well ventilated and illuminated with natural light. The college has a Green Consumer Club that inculcates environmental awareness among its students and also society at large. A Green audit is conducted every year by the college to understand environmental issues.
- The college has taken steps to use alternative energy sources. A 20 KV solar plant is connected to the main grid that supplies electricity to the college.
- The college has taken many steps to make the campus friendly for differently-abled people (*Divyangjan*). Steps like
 - Provision for ramp and rails,
 - Restrooms,
 - Physical facilities, and
 - Scribes for examinationshave been provided for differently-abled students, teachers and other stakeholders.
- In order to bring about inclusion and situatedness, initiatives were undertaken by the college to engage with and contribute to the local community. The initiatives covered a wide spectrum like – orientation of new students, community-service, competence-building, health awareness camps, environmental awareness initiatives, skill development, workshops and so on.
- The college has a guideline for professional ethics and a code of conduct. The document is uploaded on the college website.
- The college organised value-based activities during the period. Some of these activities are Independence Day celebration, Workshop on Value-education, Motivation and Gender sensitisation programme etc.
- The institution follows various best practises. Some of these are: Creating awareness regarding environment and ecosystem amongst the students,

bringing in a system of social-welfare along with teaching and learning methods. Students of the NSS unit the NCC unit, and the students' union of the college are active participants in these practices.

Recommendations:

1. More gender sensitisation programmes must be organised by the college.
 2. Classes on Value education and ethics must be organised on a regular basis.
 3. Increased use of alternative sources of energy is recommended.
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SIGNATURES OF THE ACADEMIC AND ADMINISTRATIVE AUDIT TEAM

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