



VIJAYGARH JYOTISH RAY COLLEGE

Kolkata, West Bengal

ACADEMIC & ADMINISTRATIVE AUDIT

REPORT

2021 - 2022

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Vijaygarh Jyotish Ray College

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (2021-2022)

CONTENTS

Audit Period	2
Audit Date	2
Audit Definition	2
Audit Process	2
Audit Team	2
Audit Observation and Recommendation Domain (Criterion-wise)	
<i>Criteria I: Curricular Aspects</i>	3
<i>Criteria II: Teaching Learning and Evaluation</i>	5
<i>Criteria III: Research, Innovations and Extension</i>	7
<i>Criteria IV: Infrastructure and Learning Resources</i>	9
<i>Criteria V: Student Support and Progression</i>	11
<i>Criteria VI: Governance, Leadership and Management</i>	13
<i>Criteria VII: Institutional Values and Best Practices</i>	16

Audit Period:

The external academic and administrative audit was done on the basis of vouching and verification of relevant data, analysis of academic and administrative reports and discussions with all stakeholders of the college. The period of audit was 2021 - 2022.

Audit Date:

The audit was conducted on 7th September 2022 (Wednesday) and the report was submitted on 27th September 2022 (Tuesday).

Audit Definition:

. The Academic and Administrative Audit is a process of evaluating the efficiency and effectiveness of an academic institution. It is a peer-review process that includes a self-study and site visit by peers from inside and outside the institution. The audit reviews and appraises the quality of the academic process and evaluates the efficiency and effectiveness of the administrative procedures. The IQAC undertakes Academic and Administrative Audit to monitor and evaluate the institutional process through systematic internal and external reviews

Audit Process:

The audit team interacted with all the functioning bodies and stakeholders of the college. An opinion on the Academic and Administrative performance of the college was formed through such interactions. The audit team monitored and evaluated the institutional process through systematic internal and external reviews and suggested reforms wherever it was necessary.

Audit Team:

The audit team consisted of:

- a) Dr. Manas Kr. Baidya, Principal, Malda College, Malda, West Bengal.
- b) Dr. Rajyasri Neogy, Principal, Vijaygarh Jyotish Ray College, Kolkata, West Bengal.
- c) Dr. Joydeep Sarengi, Principal, New Alipore College, Kolkata, West Bengal.
- d) Dr. Ramakrishna Prasad Chakraborty, Principal, K. K. Das College, Kolkata, West Bengal.
- e) Dr. Nasima Munshi, IQAC Coordinator, K. K. Das College, Kolkata, West Bengal.

Criteria I: Curricular Aspects

Observations:

- The audit committee has observed that there are 18 UG programmes, and 1 PG programme in the college. Besides these programmes, the institution also conducts a number of add-on and certificate courses on ethics, human values, sustainability, environment, etc. The college follows the curriculum of the University of Calcutta.
- It has been observed that to deliver the curriculum effectively to the students, the institution was seen to have adopted certain mechanisms like: -
 - Holding departmental meetings at the beginning of each academic session, where the syllabus is distributed amongst the faculty members, class load is assigned, and topics are allotted to them.
 - Weekly routine and detailed academic calendar are prepared.
 - The academic plan is prepared and submitted.
 - Strict adherence to class schedule is followed.
 - Remedial and tutorial classes are arranged by the departments as required.
 - Internal examinations, project work, field trips, and class tests are organised to elevate and enhance the academic achievements of students.
 - Records of students' attendance and assessments are maintained.
 - Blended method of offline and online teaching is followed.
 - Various inter-college, academic and extra-curricular competitions, and debates and seminars for students are organised by the college.
 - The college has a central library, as well as departmental libraries, from which students benefit.
- It is seen that the teachers of the institution participate in activities relating to the assessment and development of curriculum, pertaining to the university to which the college is affiliated. Some faculty members are in the BOS of the affiliated universities. Some are involved in setting question papers for UG/PG programmes. Almost all faculty members are involved in the affiliated University's process of assessment/evaluation. Some are also involved in the design and development of curriculum for add-on/certificate courses that are offered by the institution.
- The choice-based credit system for B.A. and B.Sc. students was implemented in the year 2018 and for B.Com. students in 2017.
- It is observed that HEI has conducted about 19 add-on courses in the year.
- Several students enrolled for the add-on certificate courses.

- The institution organised programmes on Professional Ethics, Gender Sensitization, Human Values, Environment, and Sustainability. These issues are a part of the regular curriculum of the affiliated university in subjects like Botany, Zoology, Chemistry, Philosophy, Microbiology, Education and Political Science.
- It is noted that there were courses that include experimental learning through project work/field work/internship during the period under audit.
- More than 1000 students have completed their project work/field and work/internships during the period under audit.
- The institution has a system of obtaining feedback on the syllabus and its transactions from all its primary stakeholders, viz., students, guardians, teachers, alumni, and so on.
- The feedback obtained from the stakeholders are collected, analysed, and appropriate action is taken on them. Subsequently, the feedback is put up on the college's website for the benefit of all concerned.

Recommendations:

1. The college may look at making arrangements for internship of students in the corporate sector.
 2. It is recommended that the college take the initiative of introducing more PG courses in subjects like Commerce.
 3. Efforts may be made by the college to introduce self-financed courses.
 4. More certificate and add-on courses, which provide job-oriented training to students, may be introduced.
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Criteria II: Teaching-Learning and Evaluation

Observations:

- Total number of students enrolment for the session 2021-22 is 3028.
- 60.23% of the seats that are reserved for SC/ST students have been filled up.
- It is observed that the college has adopted the following strategies for advanced and slow learners:
 - Strategies to assess and motivate advanced learners are – peer teaching, debates, internship and field work, student mentoring, participation in students' seminars. Selected advanced learners are also guided to present review papers.
 - Strategies to assess and motivate slow learners include mutual learning, open house discussions, remedial classes, student mentoring, home assignments, etc.
- The institution uses student-centric methods for enhancing the learning experience. Some of the methods that are used are: students' seminars, participative essay-writing competitions, quiz, music competitions, field studies for students' participation in project work, presentation of review papers, organising national and international lecture series, workshops, and seminars, etc.
- The teachers use various information and communication technology-enabled tools like the YouTube platform, Google classrooms, Skype, and Google Meet, to make the teaching-learning process effective.
- The mentor-mentee ratio is around 1:39
- During the year the total number of full-time teachers with Ph.D. degree in the college is around 40.
- It is observed that the college follows a mechanism of continuous evaluation and assessment of students through regular class-tests, and class-interactions. Internal examinations are conducted just prior to the semester examinations. The internal examination follows the rules and regulations of the affiliated university.
- It is noted that the college has an examination committee, as well as, a cell for grievance redressal which deals with internal examination-related grievances in a transparent and time-bound manner.

- Due to the prevailing pandemic situation the internal examination was conducted in online mode.
- The CBCS syllabus of each paper of all subjects is communicated to all faculty members of the college by the respective Board of Studies (UG-BOS, and PG-BOS) of the affiliated university.
- Before commencement of the academic session, departmental meetings are held, syllabus distributed and the departmental faculties discuss on course outcome, programme outcome and programme-specific outcome.
- The faculty members convey to the students, the primary objectives of the course outcome and programme outcome and programme-specific outcome during their classroom sessions.
- All these course outcome, programme outcome and programme-specific outcome are uploaded in the college website.
- The institution attempts to evaluate the attainment of course outcome and programme outcome by organising seminars, quiz, debate, open house, continuous assessment, unit-test, project work, field study internal test, tutorials, end semester examination, add-on courses etc.
- The total percentage of final-year (Honours) students who qualified in the examination is 94%.
- The IQAC of the college has prepared a Student Satisfaction Survey Report during the period 2021-22.
- It is seen that certain teaching-learning processes are incorporated in the curriculum by the institution. Initiatives like the Faculty-exchange Programme, celebration of days of national and international importance like the World Water Day, International Day of Bio-diversity, Mother Language Day celebration, Laboratory visit by science students, Field visits, and Infographic Design study materials, were undertaken to make the teaching-learning process friendly.

Recommendations:

1. More innovative teaching techniques may be introduced to improve the teaching-learning process for slow learners.
 2. More FDPs may be organised to make faculty members aware of modern LMS and ICT techniques.
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Criteria III: Research, Innovations and Extension

Observations:

- During the tenure of audit, project grant was received by Vijaygarh Jyotish Ray College, on behalf of the principal investigator. The grant was received from the government for conducting research work, being the final instalment towards a 3-year project that had been sanctioned earlier.
- The number of teachers registered as research guides is 5.
- 3 departments of the institution have government-funded research projects.
- It is observed that the institution has created an ecosystem of innovation and has taken some initiatives for creation and transfer of knowledge through the promotion of research work, promotion of competence and innovation, encouragement of publications, providing infrastructural support, dynamic human resource development measures, and online knowledge mobilisation via its in-house radio channel (Radio Kolkata).
- The college organised a number of workshops/seminars on Research Methodology, IPR, and entrepreneurship during the period of audit.
- A number of research papers were published by the teachers in the journals notified on the UGC website during the period under audit.
- The number of chapters were contributed by faculty members in edited volumes/books, published in national and international conferences in the period of audit.
- It is seen that the institution maintains its social cohesiveness by engaging in extension and outreach activities with the community aimed at sensitizing students about social issues. Multiple extension and outreach activities were undertaken by the institution during the year.
- Extension and outreach programmes were mostly conducted by the institution through NSS and NCC unit of the college.
- The college received awards and recognitions for extension activities during the year.
- The number of collaborative activities were also undertaken by the institution during the period.
- A number of students participated in Project Work during the year.
- The institution signed MOUs with other universities, associations, and corporate houses, during the period under audit.

Recommendations:

1. The faculty members should take up faculty-exchange programmes with other colleges and universities.
 2. The students should be encouraged to take up internship and student-exchange programmes with universities, colleges, corporate houses, industries, etc.
 3. Faculty members should be encouraged to take up more research projects.
 4. More teachers should be encouraged to take up assignments as Ph.D. guides to enhance research in the organisation.
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Criteria IV: Infrastructure and Learning Resources

Observations:

- From the information provided, it is observed that the infrastructure and physical facilities for teaching-learning in the college, is as follows:
 - Total no. of classrooms in the college – 50
 - Total no. of computer labs – 02
 - Total no. of computing equipment

- a) Desktops – 106
- b) Laptops – 08
- c) UPS – 63
- d) Printers – 25
- e) Scanners – 13
- f) Projectors – 14
- g) Smartboards – 03

All departments of the college have internet connection. The connection speed is 70 Mbps – 150 Mbps.

- It is noted that the college has adequate facilities for cultural activities, indoor and outdoor programmes, yoga, and gymnasium, etc.
- All Classrooms are ICT enabled among them there are 12 smart classrooms it also has 01 seminar hall which is ICT enabled.
- The library is automated (ILMS)

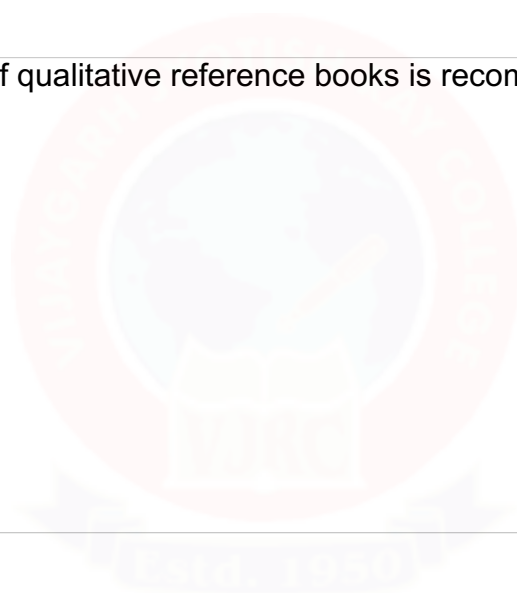
- Name of ILMS software – Koha
- Nature – partially automated
- Year – 2022
- Version – Latest

- The institution has subscriptions for
 - e-journals – access through N-list database
 - e-books – N-list
 - Databases – NDLI database
 - Remote access to e-resources – <https://sites.google.com/view/vjrclibrary>
- From the information provided, it is noted that the college has incurred the following costs on account of purchases of books, subscriptions, etc.:
 - Expenditure on purchase of books for the period – ₹2,52,328.00
 - Science and cultural annual subscription – ₹2,500.00
 - N-list annual subscription – ₹5,900.00
 - Magazine and newspaper subscription – ₹9,604.00

- The following are noted in respect of the college library:
 - Average student attendance (as of 31.08.22) – 33.66%
 - Average teacher attendance (as of 31.08.22) – 6.71%

Recommendations:

1. More smart classrooms should be made to accommodate large number of students for smooth functioning of ICT-enabled teaching.
 2. The footfall of students and teachers in the library should improved for which RFID should be introduced.
 3. Adequate seating arrangements must be made in the library to accommodate teachers and students.
 4. The college must purchase more computers to provide greater access to students.
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5. More purchase of qualitative reference books is recommended.



Criteria V: Student Support and Progression

Observations:

- 894 students have benefited from scholarships and free-ships provided by the government during the year
- Students have also benefitted from scholarships and free-ships provided by the institution/non-govt agencies during the year.
- It is noted that capacity building and skills enhancement initiatives are taken by the institution in the following areas:
 - Soft-skills
 - Language and communication skills
 - Life skills (Yoga, Physical fitness, Health and Hygiene.)
 - ICT and computing skills
- A number of students benefited from the guidance for competitive examinations and career counselling offered by the college during the tenure under audit.
- It is noted that in order to have a transparent mechanism for timely redressal of students' grievances, the institution implements the guidelines of statutory bodies. It organizes wide ranging awareness drives and implements policies with zero tolerance. It has put in place grievance redressal mechanisms for students, both in offline and online submission mode. The institution is also taking timely action to redress grievances through appropriate committees.
- There were some placements for out-going students during the period under audit.
- Several students of the institution have progressed to higher education during the year.
- In the year 2021-22, some students of the college qualified in state/national/international examinations.
- Students were given awards for outstanding performance in sports, and cultural activities at university/state/national levels
- The institution has the following scholarships schemes for its students:
 - a) *Kanyashree Prokolpo*
 - b) Swami Vivekananda Merit-cum-means Scheme
 - c) Students' Aid Fund
- Discussions with teachers and students revealed that the Students' Union of Vijaygarh Jyotish Ray College is a statutory body of the institution that acts as a democratic platform for the student community. The Students' Union is set up as per the instructions of the government and it serves to act as a bridge

between teachers and students, as well as a bridge between the student community of the college and the outside world. The institution facilitates student representation and engagement in various administrative, co-curricular, and extra-curricular activities through the Students Union.

- During the year, the students of the institution participated in several sports and cultural events/competitions.
- The college has a registered alumni association which was formed on 28th March 2022.
- The alumni contribution during the period January 2022 to August 2022 is ₹1,10,000.

Recommendations:

1. The institution should participate in different academic and extra-curricular activities at different levels.
 2. Students may be provided with more scholarships from non-government bodies.
 3. Efforts should be made to increase the number of placements for outgoing students.
 4. Efforts may be taken to increase the involvement of the Alumni Association of the college in the institution's activities.
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Criteria VI: Governance, Leadership, and Management

Observations:

- The administration of the institution is effectively and efficiently conducted by the Principal of the college together with the Governing body. The various stakeholders of the college work in unison for efficient functioning of the college in alignment with the vision and mission of the institution.
- Decentralization and participative management are observed across all the functions of the college.
- It is observed that a strategic planning process governs all the activities that are carried out in the college. In the period audited, it can be seen that there has been significant change in the teaching-learning process, which has now evolved to become technology-dependent. The introduction of ICT into the teaching-learning process has resulted in introduction of strategic planning, which was successfully initiated by the HEI.
- The organogram of the institution is well designed and is reflective of effective and efficient functioning of the constituents of the institutional bodies within it.
- It is evidently observed that the college has implemented e-governance in various areas of its operations like:
 - Administration
 - Finance and Accounts
 - Students' admission and support, and
 - Examinations
- It is also observed that the college has effective welfare measures for its teaching and non-teaching staff.
- Faculty members are encouraged to take up research work, research projects, present papers in various forums and publish books and articles.
- Staff members can avail leave as per statute.
- It is noticed that the IQAC frequently organises training programmes for staff members.
- Full-time staff members have been facilitated to avail the benefit of General Provident Fund.
- There are several instances of teachers being provided with financial support (as waiver of registration fees) to attend conferences, workshops, etc., during the tenure of audit.

- Professional development programmes were organised by the institution for its teaching staff members.
- Teachers have also attended FDPs viz, refresher courses, induction courses, and short-term courses during the period under audit.
- The performance appraisal system for teaching staff members is made in accordance to the rules and regulations of the government. It was observed that during the period being audited, one faculty member's performance was considered and recommended for career advancement.
- It is noted that there is no provision of PBAS for non-teaching staff members.
- The college has accumulated funds raised from donations of individual teachers as a contribution to memorial award fund. The interest generated from the fund is used to felicitate the students with academic excellence in each department in the annual prize distribution ceremony.
- The institution generally conducts regular internal and external audits. The internal audit for the tenure under audit, was found to be completed. However, the external audit could not be completed for the period, as the college is yet to receive the appointment of an external auditor from the government, for its financial audit process.
- During the tenure under this audit, it was seen that the college had mobilised funds through the following endeavours:
 - a) A part of the institution's premises was rented out to Canara Bank for generating revenue.
 - b) CESC was allowed to instal and operate a transformer inside the college premises. This was also a source of revenue generation.
 - c) Conducting distant-learning through the Rabindra Bharati University's distant-learning centre that operates from within the college premises.
- The IQAC has contributed significantly towards institutionalizing the quality assurance practices and strategy. It was found to be regularly conducting workshops, seminars, and meetings with faculty members. It is also seen that the IQAC organises awareness programmes, seminars, workshops, cultural programmes, excursions, and field trips for the students. It is also seen that the IQAC involves in a host of other activity; like regularly preparing and submitting the AISHE report, preparing for yearly NIRF exercise, and initiating collaborations with other institutions, etc.
- It is also observed that the college/institution has also undertaken certain key quality assurance initiatives during the period under audit:
 - a) Holding regular meetings of the IQAC.
 - b) Collaborations with other institutions for academic programmes like seminars, webinars, etc.
 - c) Participation in the NIRF exercise.
 - d) ISO certification.

Recommendations:

1. The college needs to explore more avenues for resource mobilisation and revenue generation.
 2. The college is advised to conduct more faculty development programmes, both for its teaching and non-teaching staff members.
 3. Initiatives should be taken to implementing a system recording the daily activities of teaching and non-teaching staff members.
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Criteria VII: Institutional Values and Best Practices

Observations:

- The audit team has observed that the institution has taken a number of measures for promoting gender equity during the period being audited. Among these, there is a gender sensitization action plan that consists of counselling and monitoring students, and organising seminars, awareness programmes, community services, co-curricular activities, workshops, etc., on matters such as gender equity, gender issues, non-violence, and reduction of gender discrimination.
- The institution has conducted a gender audit during the period of audit.
- It was found that the college has facilities for solar energy. Additionally, the college encourages the use of and uses LED bulbs across the campus for energy conservation.
- It is noted that the college has put in place very effective systems for solid-waste management, as well as e-waste management.
- The college was found to have taken affirmative action towards facilitating its female students, by installing a sanitary napkin incinerator inside the girls' common room.
- The audit team observed that the college promotes green practice and has prohibited vehicles inside the college grounds to ensure a vehicular pollution-free environment within the college campus.
- It was observed that the college has already conducted a green audit for the period that is under audit.
- It was seen that the institution provides an inclusive environment to its students. In this context, the college takes various initiatives. Celebration of Yoga Day, organising health check-ups, organising lecture competitions, poster competition among students, celebrating the World Environment Day, celebrating Raksha Bandhan, organising faculty exchange programmes, are a few of the initiatives undertaken in this regard.
- Various activities are undertaken and events organised by the HEI for inculcating values among students with the aim of helping them develop into responsible citizens viz, organising community services, extension services, awareness camps, etc.
- Vijaygarh Jyotish Ray College has a prescribed Code of Conduct for its teachers and students.
- The college has a Code of Conduct committee which works for the well-being of the college.
- It is observed that the institution organises “*Deeksharambh*”, an orientation programme, for its new students every year.

- Multiple programmes were organised by the college to celebrate national and international commemorative days, events, and festivals during the year.
- The college was found to have implemented two best practices successfully. They are:
 - Green Practices, and
 - Performing beyond the campus, i.e., community service and awareness initiatives.

Recommendations:

1. The college should look to organise regular classes on human values, ethics, and code of conduct.
 2. More initiatives need to be taken up by the college towards community service.
 3. More effort should be put in utilizing alternative sources of energy and in taking up effective energy conservation measures.
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SIGNATURES OF THE ACADEMIC & ADMINISTRATIVE AUDIT TEAM

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