

**ACADEMIC AND ADMINISTRATIVE AUDIT (2021-22)**

DATE OF AUDIT: 17-12-2022

CONDUCTED BY - DR. T.K. GHARA, JOINT DPI AND STATE NODAL OFFICER FOR AISHE

**GENERAL INFORMATION:**

P.N. Das college was established in 1962, initially affiliated to Calcutta University and presently affiliated to the West Bengal State University.

The college offers the following programs:

B.A. ( Honours)

Bengali, English, Education, History, Political Science, Geography

B.Sc (Honours) in Geography

B.Com (Honours)

B.A., B.Sc and B.Com General programs

Total enrolment of session 2021-22 is 1068. The number of Full Time Teachers in the session 2021-22 is 36, including 19 Teachers on substantive post, 16 State Aided College Teachers and 1 College Appointed Teacher.

The college comprises of an Old Block, Administrative Block, Library Building, Science Building, Nihar Basu Memorial Building and Ladies' Hostel. The college has a lush green campus, is well maintained and encourages environment friendly practices. The playground and gardens are well maintained. Rain Water Harvesting Project is operational.

There are 25 classrooms, 12 of which are fitted with LCD projectors. High speed wi fi connectivity is provided by the college.

**REPORT:**

The Academic Calendar and adherence to the same is maintained by all the departments. Many departments have initiated an e-diary for monitoring academic activities.

Add on Courses are arranged by the college free of cost. Participation of students in cultural programs is noteworthy.

Feedback Form is available on the website. The college seeks feedback from all stakeholders in all areas. This feedback is analysed, communicated and uploaded on the website. Feedback from teachers on the syllabus is collected and communicated to the University for consideration and necessary action.

The college has taken considerable effort to use Information and Communication Technology (ICT) in Teaching, Learning. Teachers have been using ICT from the academic session 2017- 18. Learning Outcome is clearly stated. The attainment of P.O. and C.O. has been calculated by all the Departments. Result Analysis and progression is maintained by the Departments. The teachers encourage the students to participate in the Departmental activities like Publication of magazines, participation in Quiz, Students, Seminar etc.

Student Satisfaction Survey is done every year at the end of the academic program.

The college offers seed money to the teachers for pursuing Research; though the amount is not big but considering the limited resources, this is praiseworthy. Teachers are also offered financial assistance for attending Seminars and Workshops.

The IQAC arranges many extension activities including seminar on IPR is arranged regularly by the college.

Awards are given to the students and staff members to recognise their contribution in the field of academics, sports or culture.

The College has MOU with many institutions and conducts academic activities, seminars and workshops in collaboration.

The day-to-day record-keeping, Accounts, Students Section is computerized. Admission is completely online. Internal Financial Audit is conducted by the Institution.

The college library is fully automated and uses the open-source Koha cloud Platform. Remote browsing access is available to all users. The Library has been offering service to ex-students and other applicants. From the academic session 2021-22, the Library Committee has resolved to extend reading/lending services to local people.

The college website is well-designed and easy to navigate. All the information is posted on the website. The Departments have designed their own websites.

There is a functional Greivance-Redressal Cell, Career Guidance Cell.

IQAC is pro active and arranges regular workshops for the technical upgradation of Teachers and Staff members. All records of the IQAC and the Departments are stored digitally. A video recording facility has been set up to enhance the quality of video lectures.

All the activity reports of the college are available on the college website. Teachers upload study materials, e module on the college Learning Management System. One of the best contributions of the IQAC is the Annual Internal Academic and Administrative Audit conducted by the IQAC under the leadership of the Principal.

The College has a Staff Cooperative Society for the welfare of the members. A Functional Health Unit is also a good feature of the institution. Medical consultancy to all stakeholders is offered by a registered practitioner once a week.

Annual Green Audit and Energy Audit is conducted. There is a MOU for E waste management.

The college is involved with a local Children's Home for the last 7 years. This is evident from all the activities taken up for the welfare of the children and commitment to the Society.

NSS is very active and the volunteers participate actively in various events organised by the University and State Government.

The Departmental presentations provided a detailed report on all the academic activities and Professional achievements.

The presentations covered all the following aspects:

Mission of the Department

Academic Calendar and Monitor  
Statement of P.O.,C.O. and it's attainment  
Student Profile  
Student Activities and achievements  
Result Analysis  
Identification of Slow and Advance Learners and steps taken  
Record of Departmental Library  
Teacher-Parent Meeting record  
Student Progression  
Publication by Teachers  
Details of RC/OP/STC, if any  
List of Seminars and Workshops attended by the Teachers  
Departmental Meeting Record

It must be mentioned that the IQAC conducts annual Academic and Administrative Audit and makes necessary suggestions for improvement and quality enhancement. One of the facts worth mentioning is that every Department has prepared its own website and linked it to the college website, where all necessary announcements, information and materials are uploaded.

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17/12/22

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