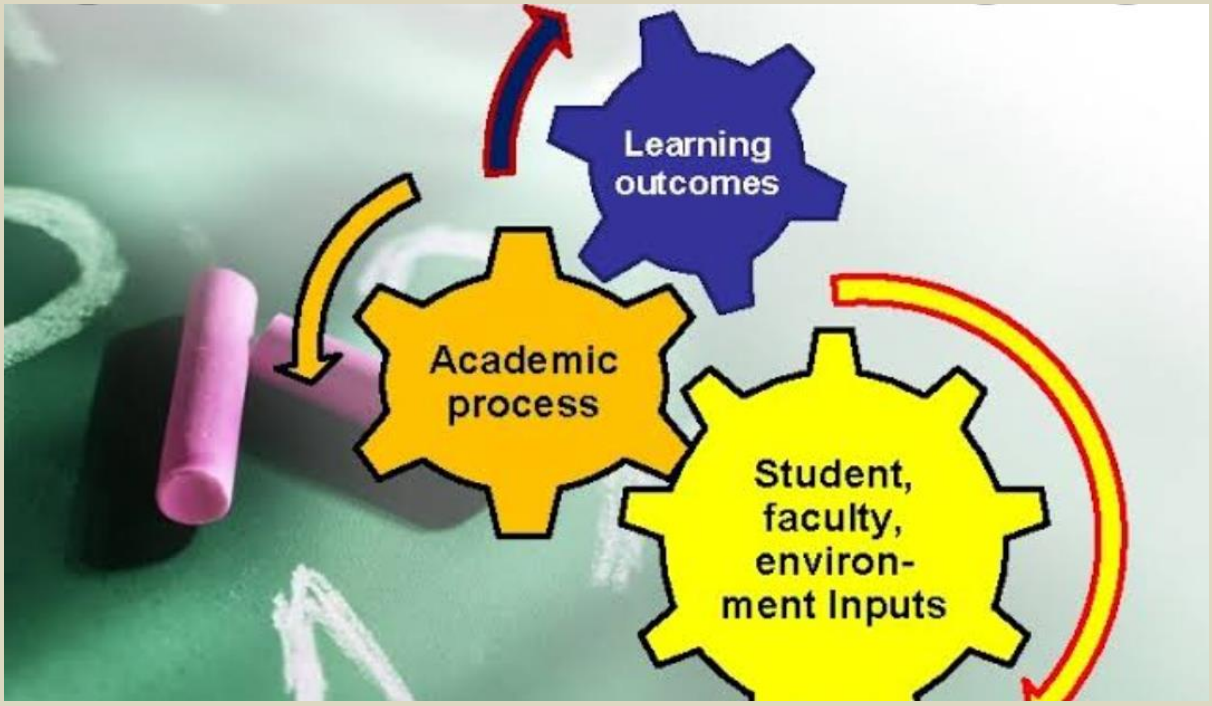
Academic and Administrative Audit Report
2020 – 2021



VIJAYGARH JYOTISH RAY COLLEGE

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Audit Period:
The external academic and administrative audit has been done on the basis of vouching and verification of data provided by the office of the institution, IQAC, and the reports submitted by the various sub-committees of the college. The team also interacted with the functioning bodies and stakeholders of the college. The period of audit was 2020-21.

Audit Date:
The audit was conducted on 6th December 2021 and the report was submitted on 20th December 2021.

Audit Definition:
Academic and Administrative Audit definition is a systematic and scientific method of reviewing the quality of academic process and evaluating the efficiency and effectiveness of the administrative procedure in the institution. It includes monitoring and review of institutional systems with an objective of assessing the quality of academic and administrative process in the institution and suggesting corrective and preventive action whenever necessary for quality improvement.

Audit Process:
The auditors conducted the audit process in a short time due to the ensuing pandemic situation. The audit team interacted with the teaching and non-teaching staff, the conveners of various cells, and committees and the coordinators of IQAC to form an opinion about the academic and administrative performance of the college. The team vouched and verified all the relevant documents and data placed before them. Some of the documents like the teaching-learning report, add-on program report, student program report etc. were minutely checked. The audit team also interacted with the Principal, HODs, Office Staff, and the Coordinators of IQAC. The Academic and Administrative Audit team visited the college premises to evaluate the academic and administrative process that is operational in the institution. The team 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, K. K. Das College, Kolkata, West Bengal.
5. Dr. Nasima Munshi, IQAC Coordinator, K. K. Das College, Kolkata, West Bengal.

Audit Observation and Recommendation Domain (Criterion wise)

CRITERIA I: CURRICULAR ASPECTS

Observations:

- The institution takes initiatives to ensure that the curriculum is delivered in an effective manner and a well-planned process.

- Since the institution is an affiliated college, the curriculum is developed by the affiliating university.

- A few faculty members of the college are involved with the designing of curriculum along with university teachers.

- The college offers 15 Honours courses apart from General courses in Humanities, Commerce and Science subjects.

- The college conducts 18 Add-on, Value-added Certificate, and Diploma Courses.

- The institution adheres to the academic calendar and academic plan.

- The teachers of the institution are represented in Academic Councils and Board of Studies of the affiliating university.

- A number of teachers are involved in setting of question papers for UG and PG programmes of the affiliating university.

- The faculty members of the college are involved in design and development of curriculum for certificate and diploma courses conducted by the college.

- All the faculty members actively participate in evaluation and assessment process of the affiliating university.

- Choice Based Credit System has been implemented in the Commerce stream from the academic session 2017 – 2018. In Science and Humanities stream CBCS has been introduced from the academic year 2018 – 2019.

- More than 2,000 students are enrolled in certificate, add-on, and diploma courses that are conducted by the college.

- The institution has organized various webinars, seminars, orientation programmes, workshops, counselling sessions on values and ethics. It has also organized programmes on gender sensitization and environment and sustainability matters.

- A number of outreach programmes, beyond-campus activities, extension activities are organized by the institutions to incorporate relevant social ethical and sustainability values in the curriculum.

- All the Science stream courses include project work and also have scope for field work.

- In subjects like Environmental Science, Commerce and Journalism, project work has been made compulsory in the curriculum.

- A number of students have undertaken project work/field work during the year.

- The teachers' make study materials related to the syllabus available to students through Google Classroom, PPTs, etc. Some of the study materials are available in the college website.

- The college has a Computer Centre which provides training to the students. However, due to the ensuring pandemic situation the centre was practically inoperative during the year.

- The institution obtains feedback from the students, teachers, employers and alumni on the syllabus and other aspects of the college.

- Feedback is collected, analysed and action is taken. The feedback is made an available on the college website.

- No new Hons. Courses were introduced during the academic session 2020 – 2021.

Recommendations:

- More skill-based add-on courses for students need to be introduced.

- More training programmes related to livelihood need to be introduced.
- The feedback system needs to be more regular.
- Feedback from parents and employers need to be strengthened.
- More study material should be made available on the college website.

CRITERIA II: TEACHING LEARNING AND EVALUATION

Observations:

- Number of students admitted during the year is 1,146 and number of sanctioned seats during this year is 1,525.

- 379 students of the reserved category (SC, ST, OBC) were provided admission during the year while the total number of seats earmarked for the reserved category was 656. Admission in the ST category during the year was very low.

- The institution organized special classes for slow learners.

- The Student to Full-time teachers' ratio is 32: 1 approximately.

- The institution conducts seminars, class tests, workshops, debates, orientation programmes, assignments webinars, online MCQ tests, Project work etc. for enhancing the learning experience of the students.

- ICT tools like Google Classroom, Google Meet, PPTs, WhatsApp etc., are used to make the teaching learning process effective.

- The ratio of Mentor and Mentee is 1: 31.75.

- Almost 100% of the sanctioned posts are filled up by fulltime teachers.

- The institution has 38 fulltime teachers with Ph.D. Five teachers were awarded Ph.D. during the year. There are 80 fulltime teachers in the college including the principal of the college.

- Five fulltime teachers are pursuing Ph.D. programme at present.

- The students are provided with Academic Calendar, List of Holidays, Schedules of Internal Examinations and other important information of the college through the college website and prospectus.

- The average teaching experience of fulltime teachers in the college is 11 years 3 months.

- The admission of the students is done in online mode. The admissions of students are done on the basis of merit.

- The internal assessment of students is done through a continuous evaluation process of MCQ tests, Quizzes, Assignments, Viva Voce, Project works and final internal examination in the end of the semester.

- The question papers of the internal examinations are set by departmental teachers.

- The results of the internal examinations are declared within the stipulated time. Any grievances relating to internal examination from the students are efficiently deals with.

- The teachers and the students of the institution are aware of the course outcome and programme outcome offered by the institution.

- The course outcome and programme outcome are re-evaluated by the institution.

- Almost 100% of the final year students have passed the University Examination during the year.

- The institution regularly conducts surveys of student's satisfaction regarding teaching learning process through feedbacks.

- The college publishes a detailed prospectus every year.

- During the year almost all departments organized an online Parent-Teachers' meeting to discuss the academic progress of the student and also to discuss the impact of the pandemic on the teaching-learning method.

- Various FDPs, Webinars and Workshops were organized to equip the teachers with ICT Methodologies of teaching.

- Deeksharambh 2020 - an online student's induction programme was organized by the institution to introduce the new students to the mission and vision on the college, its faculty members and code of ethics that the institution adheres to.

- The students are uniformed about various stipends and scholarships both Government and non-government, that are available to them which help the financially weak

students to avail financial help and continue with their studies.

Recommendations:

- The college should lay more emphasis on continuous evaluation process of the students.

- More parent-teachers' meeting should be organized by the institution to discuss the academic progress and holistic development of the students.

CRITERIA III: RESEARCH, CONSULTANCY AND EXTENSION

Observations:

- Two teachers have received instalments of Govt. grants for Research during the year,
- Two departments have research projects funded by Govt. agencies during the year.
- Two teachers of the college are recognized as research guides in the last completed academic year.
- More than 70 seminars, conferences and workshops were conducted by the institution during the year.
- During the year 5 teachers were awarded Ph.D.
- Total numbers of full-time teachers in the College including the Principal of the College, is 80.
- Approximately, 40 papers were published by the teachers of the college in various journals during the year.
- Total number of books and chapters published in edited volumes during the year is 30.
- 13 MOUs were signed by the institution during the year.
- The institution had more than 40 collaborations / linkages for faculty exchange, student exchange, internships, field trips, on-the-job training, research etc., during the year.
- More than 600 students participated in extension activities conducted with industries, community and non-govt. organization through NSS and NCC units of the college during the year.
- 24 outreach and extension programmes were conducted by the institution during the year.
- During the year 9 awards and recognitions were received by the institution.
- The institution carried out a number of extension activities in the neighbourhood community. It also organized extension activities in sensitizing students on social issues in order to bring about their holistic development.

- Workshop, webinars and certificate courses were organized on Intellectual Property Rights (IPR) Research Methodology and entrepreneurship during the year.

- Webinars, Seminars, Workshops, Extension Programmes, beyond-campus activities were organized by the institution to create an environment for innovation, creation of knowledge, as well as transfer of knowledge.

Recommendations:

- More efforts should be made to initiate consultancy services.

- More Research Oriented activities should be undertaken by the faculty.

- More collaborative activities for research should be initiated.

- Mobilization of Research Fund from various Govt. and Non-Govt. agencies should be encouraged.

CRITERIA IV: INFRASTRUCTURE AND LEARNING RESOURCES

Observations:

- The college has its own building since 1950 and has a total area of 0.84 acres, with a built-up area of around 0.5 acres.
- The college has 59 class rooms, including laboratories.
- The college has 5 rooms with LCD enabled classrooms.
- It has 2 seminar halls (Virtual Class Room and Rabindra Sabha Griha) with ICT facilities.
- Almost all the class rooms have Wi-Fi facility.
- Rabindra Sabha Griha, the college Auditorium with 150 seating capacity and Mukto Mancha, the college open-air theatre, are used to hold cultural programmes of the institution.
- The college makes use of the corporation field that is located opposite to the college campus, to conduct outdoor games and sports.
- The college has indoor games facilities for the students.
- The college celebrated 'Yoga Day' on 21st June, 2020. The institution has conducted a workshop on Yoga from 18th – 21st June, 2021. A certificate course on Yoga and Yoga Sashtra was organized from 14th December, 2021 with 332 students' participation.
- The library is partially automated using Integrated Library Management Systems (ILMS).
- The ILMS software used in the library is 'Koha'. The year of automation is 2017 and the version used is 16.11.05.000.
- Annual Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year is ₹182322/-, of which expenditure for books is ₹1,71395/-, for Journals is ₹5,027/-, and for database is ₹5,900/-.
- Total number of teachers using the library of the college in each working day is 30 (approx.)

- Total number of students using the library of the college in each working day is 5 (approx.)

- The seating capacity in the library is 24 only.

- Total no. of books purchased during the year is 501.

- Subscription to 7 Journals have been made during the year.

- Students and teachers have open access to e-journals and e-books through the library website.

- The institution has made subscriptions for e-journals, e-Sodh Sindhu, e-books and databases.

- The IT facilities including Wi-Fi is updated by the institution frequently.

- The student to computer ratio is 28; 1 (approx.)

- The college has a generator and water purifier in the premises.

- The Students' Canteen, the Girls' Common Room and the Boys' Common Room are well maintained.

- The college has 92 computers and all the computers of the college are connected through LAN.

- Internet facilities are available to all computers.

- There are adequate Wash Room facilities for the female and male staff.

- The college has student strength of 2450 [2020-2021]. The college at present has 80 full-time teachers and 36 non-teaching staff.

Recommendations:

- The college should have facilities like gymnasium and a Yoga Centre in its premises.

- The seating capacity in the library must be increased.

- Efforts must be made to make the library fully automated.

- More initiatives should be taken for e-content development.
- Initiative should be taken to increase classrooms with ICT facilities.
- Effort must be undertaken to improve the student-computer ratio.

CRITERIA V: STUDENT SUPPORT AND PROGRESSION

Observations:

- 882 students benefited from scholarships and free ships provided by the Govt. during the year.

- More than 200 students have benefited from scholarships and free ships provided by institutions / non-Govt. agencies during the year.

- The institution has conducted seminars, webinars, workshops, awareness programmes certificate courses, counselling, motivational workshops, value added courses, add-on workshops etc. to improve soft-skills, language and communication skills, life skills and ICT and computing skills of the students,

- 361 students have benefitted by guidance for competitive examinations and career counselling offered by the institution during the year.

- There is a process of submission of students' grievances in online and off line mode.

- The institution has various committees and cells like Anti Ragging Cell, Minority Cell, SC/ST Cell, Grievances Redressed Cell work for effective and timely redressal of students' grievances including sexual harassment and ragging cases.

- 30 outgoing students of the institution have got placement during the year.

- 220 students have progressed to higher education during the year.

- Only 4 students have qualified in state/national/international level examinations during the year.

- 58 students have received awards Medals for outstanding performances in sports/cultural activities at University / State / National /International Level during the year.

- 137 students participated in sports and cultural levels during the year.

- Application for registration of Alumni Association has been submitted. Document verification is pending.

- The college management software named as CMSYS PRO, developed by EBLUESYS, Kolkata. This user-friendly and well-developed software has individual accessibility among college students, office staff, departmental teachers, accountant and the cashier of the college for their respective jobs through internet.

- Each and every current student, from Sem-1 to Sem-6 has an individual student account in the College Management Software. So, students can themselves upload their own educational information like CU Registration No., CU Examinations Roll No., CU Semester Exams. Marks/Marksheets, Caste Certificate, BPL Certificate, Sport Certificate, Income Certificate etc. from time to time.

- Moreover, all current college students can pay their individual college tuition fees using this software through the online banking system. This is very helpful for the students to avoid long queues in front of the college cash counter. It is user-friendly and college fees can be paid from home or any other place at any time. Also, the students and their guardians can view the fees payment status through this CMSYS Software.

- The non-teaching staff of the college extends cooperation to the students with regard to admission, registration, examinations, and various government and non-government scholarships and stipends. The non-teaching staff also cooperate with the students in the laboratory as well as the library.

Recommendations:

- More initiative should be taken by the placement cell in providing more placement opportunities to the students passing out from the college.

- Monitoring of students' progression on regular basis is necessary.

- Steps must be taken to hasten up the registration of the Alumni Association.

- Since various institutional information and official data are required from the IQAC, UGC, Higher Education Department and the University of Calcutta, it is necessary to upgrade and update the College Management

System software (CMSYS PRO) on a regular basis or as required.

- Rural and Semi-Urban weaker students of the college do not have proper internet facilities to access the College Management Software. This makes them dependent on local cybercafés and other external agents and gives rise to a possibility of erroneous data and information upload. It is therefore, recommended that more initiative be taken by the college to overcome such problems by conducting online/offline workshops that provide proper guidance on the correct use of the College Management software.

- The College-fees payment process through the online banking system must be easy and smooth for the students.

- It is advised that a College Management Software Committee be set-up.

- It is also suggested that the college should purchase or develop a strong database management software for the institution.

CRITERIA VI: GOVERNANCE AND LEADERSHIP

Observations:

- The governance of the institution is done keeping the mission and vision of the college in perspective.
- The college has a mechanism for delegating authority and providing operational autonomy to various functionaries, thus bringing about decentralization and participative management.
- Almost all activities of the college are done through strategic planning.
- The institution has implemented various ICT methodologies in the teaching – learning module.
- The Governing Body is the highest authority and policy making body in the college. The principal is the Secretary of the Governing Body.
- The college is administrated by the principal along with the various committees and cells.
- The college has a management information system.
- E-governance has been implemented in all areas of operation – viz administration, finance and accounts, admission and support and examination.
- The institution provides various welfare measures for its teaching and non-teaching staff.
- The institution has a co-operative which is run by non-teaching staff of the college.
- 8 professional development/administrative training programmes were organized by the institution for teaching staff during the year.
- One financial education workshop was organized by the institution during the year.
- More than 70 teachers participated in online/face to face FDPs, FIPs orientation programmes, Refreshers Course, Short Term Course etc during the year.
- The institution follows the performance appraisal system as recommended by the Govt. for teaching staff of the college.

- The internal financial audit is done by the Bursar of the college.

- The external audit is done by the Govt. appointed auditor.

- The institute conducts external audit regularly.

- Even though no fund or grant has been received from the non-Govt. bodies, individuals or philanthropies during the year, 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 has received funds from RUSA which has been used for infrastructure development.

- Funds are generated from collection of students fees, renting out of college building to Canara Bank, letting out of college auditorium to outsiders, hosting on competitive examinations of external agencies. Salary grants are received from the State Government.

- The college is also a study centre for Rabindra Bharati University in distance learning mode. This also creates opportunity for revenue generation.

- The college has institutionalized two practices, as a result of IQAC initiative, they are incorporation of ICT in teaching learning method and Students' Escalation activities like Seminars/Webinar/ Workshops etc.

- The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC.

- The institution has introduced 18 add-on certificate diploma and students' enrichment programmes during the year.

- The institution has introduced its own Internet Radio known as Radio Kolkata. It is the first college in India that has its own internet Radio Station.

- The institution has regular meetings with IQAC.

- The institution has taken more than 40 collaborative quality initiatives with other institutions.

- The institution has participated in NIRF.

- The institution has an ISO certification.

- The institution has organized more than 80 orientation programmes on quality issues for its teachers and students.

Recommendations:

- The college should make effort for resource mobilization from Govt. and non-Govt. agencies.

- The college may implement a performance Appraisal System for its teaching and non-teaching staff.

CRITERIA VII: INNOVATION AND BEST PRACTICES

Observations:

- The college has organized a number of seminars, webinar, workshops awareness campaign for gender sensitization and gender equality.

- The college has a Women Cell and Grievance Redressal Cell to create awareness among students and also address to any grievances.

- Gender Audit was conducted during the academic session 2020-21.

- For safety and security of the campus it has been put under CCTV surveillance 24X7. A watchman has been appointed to control the traffic at the college gate.

- A lady attendant has been appointed for the safety and security of the girl students.

- All students are issued ID Cards which they must show to the gatekeeper at the time of entry and exit from the college premises.

- There is a sanitary napkin incinerator for disposal of sanitary napkins installed in the girls wash room.

- There are separate common rooms for the male and female students.

- The institution uses Solar Energy as an alternate source of energy.

- The institution uses LED Bulbs or CFL Bulbs for controlling energy consumption.

- The college has facilities of solid waste management, liquid waste management, e-waste management, waste recycling system and management of hazardous chemicals.

- The college campus is plastic free and has restricted entry of automobiles.

- The college has pedestrian friendly pathways and also has landscaping with trees and plants.

- The college regularly plants trees and medicinal plants in the campus.

- The institution has conducted Green Audit, Energy Audit and Environment Audit during the period.

- The college has received recognition for a clean and green campus.

- The institute also organized beyond campus environment promotion activities.

- The institution has taken up some initiatives to create a disabled friendly, barrier free environment. There is ramp which provides barrier free movement for the disabled individuals. There are provisions for providing Screen reading software, Braille Book, Human assistance, Reader, Scribe, Soft copies of reading material to create a conducive and disabled friendly and barrier free environment to the stakeholders.

- The code of conduct is displayed on the college website. There is a committee to monitor the adherence to the code of conduct.

- The institution organizes annual awareness programmes on code of conduct. It also organizes professional ethics programmes for the students.

- The institution celebrates national and international commemorator days and events and festivals.

- The institution has successfully implemented green practices in the college to create an awareness about our environment among the students.

- The college has undertaken a number of community service initiatives and social awareness programmes during the year.

- The institution has launched its own internet Radio Station named as Radio Kolkata. It is the first college in India having its own internet radio station.

Recommendations:

- A sanitary napkin vending machine must be installed in the Girls' Common Room.

- More initiative should be taken for providing water conservation facilities.

- Use of alternative energy should be taken into consideration.

- Resources should be allotted to make the Campus *Divyangjan* friendly.

- Provision should be made for installing elevators in the college. Initiative should be taken to create special skill development for the students who are physically challenged.

Signatures of the Academic and Administrative Audit Team

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