Academic and Administrative Audit Report (AAA)

2018-19, 2019-20 and 2020-21

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

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CONTENT

Shaheed Anurup Chandra Mahavidyalaya (SACM), which started its journey on 16th November, 1991, as a Government Aided Co-educational Degree College affiliated to the University of Calcutta. The college is located in the district of South 24 Parganas. The college has been christened after Saheed Anurup Chandra Sen, a great Indian freedom fighter associated with the revolutionary uprising in Bengal. As a keen educationist he inspired a group of young students from the village of Burul village to pursue education zealously and sincerely and also indoctrinated in them the values of social and moral responsibilities towards the country and its citizens. In his brief teaching career, Anurup Chandra Sen ignited the dream of upliftment and emancipation among the marginalized and underprivileged students of this rural hamlet through the path of knowledge and education.

VISION

To provide education to the economically and socially backward community of the remote villages in receiving higher education by imparting inclusive knowledge to become responsible citizen to meet the societal challenges.
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MISSION

- To provide right ambience and opportunities for the students to acquire knowledge on respective disciplines alongwith effective communication and value added skills to face the job market.
- To promote outcome-based education by stimulating academic environment towards outcome-oriented teaching-learning process
- To collaborate with different industries and institutions for promoting teaching-learning process, research and entrepreneurial development
- To maintain transparency in all aspects of the college through good governance
- To promote the socio-economic development of the society through excellence in education with ethical values

AFFILIATION

The college is affiliated to the **University of Calcutta**. (vide CU Letter No. C/4080/265-Affl. Dated, 25th September, 1991).

RECOGNITION

The college is recognised by the **University Grants Commission** under section 2(f) and 12(B) of the UGC Act. (vide UGC Letter No. F8-65/2000(CPP-I) Dated 10the June, 2000).

ACCREDITATION

Audit Period:

The external Academic and Administrative Audit (AAA) 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 2018-19, 2019-20 and 2020-21. It is to be noted that due to pandemic situations, the 3 years AAA has been done at a time.

Audit Date:

The audit was conducted on 05 December 2021 and the report was submitted on 15 December 2021.

Audit Definition:

Academic and Administrative Audit (AAA) 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 audit team interacted with the Teaching and Non-Teaching staff of the college. They interacted with various conveners of various committee and cells and the coordinator of IQAC to understand and derive inferences about the academic and administrative performance of the college. The team vouched and verified all the relevant documents and data placed before them. The audit team also interacted with the Principal, HODs, Office Staff, and the Accounts staff members. The Academic and Administrative Audit team also interacted with some students and alumni to understand the teaching-learning processes in the college. The team submitted its report with observations and recommendations for enhancing the quality of academic activities and administrative procedures of the college.

Audit Team:

The audit team consisted of:

1. Dr. Sabyasachi Sen, Principal, Shyampur Siddheswari Mahavidyalaya, Ajodhya, Shyampur, Howrah, West Bengal

2. Dr. Papun Biswa, Principal, Nahata Jogendra Nath Mondal Smriti Mahavidyalaya, Nahata, Gopalnagar, West Bengal.

3. Dr. Saikat Maity, Professor, Sister Nivedita University, Kolkata, West Bengal.

4. Dr. Surajir Bari, Principal, Sagar Mahavidyalaya, Harinbari, Sagar Island, South 24 Parganas, Pin - 743-373, West Bengal

Audit Observation and Recommendation Domain (Criterion wise)
CRITERIA I: CURRICULAR ASPECTS

Observations:

- The college is affiliated with Calcutta University. The college is NAAC accreditated with Grade B+ .

- The college takes initiatives to ensure that the curriculum is delivered effectively and in a well-planned manner. During Covid-19 pandemic situation, the college continues its teaching-learning process through online mode using various online platforms like Google meet, Webex and Zoom,

- Since the college is an affiliated college under Calcutta University, it does not have much role to design and develop the curriculum and syllabus since this is developed by the affiliating university, which is Calcutta University.

- The college running Choice Based Credit System (CBCS).

- The college offers following 9 Programmes:
    1) BA Political Science Honours
    2) BSc Geography Honours
    3) BA History Honours
    4) BA Philosophy Honours
    5) BA Bengali Honours
    6) BA English Honours
    7) BA General
    8) BCom General
    9) BSc General

- The college has conducted several Add-On courses even through online mode.

- The college adheres to the Academic Calendar and academic plan. The Academic Calendar is uploaded in the college website

- A no. of teachers are involved in setting of question papers for UG programmes of the affiliating university

- All the faculty members actively participate in the evaluation and assessment

process of the affiliating university.

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

- The college has organized various webinars, seminars, orientation programme, workshops, counselling sessions   on values and ethics during last three years.

- A no. of outreach programme, beyond-campus activities, extension activities are organized by the institutions to incorporate relevant social ethical and values during last three years

- A good number of students have undertaken project work/field work during the tenure of study during last three years.

Recommendations:

- Faculty members should attend Seminar and Workshop on New Education Policy - NEP 2020. The college may organize some seminar on this topic.

- At least one Online Platform should be subscribed so that using this some classes could be conducted and meetings could be conducted through online mode.

- The curriculum and syllabus of relevant subjects, of other universities in the national level, which are taught in the college should be studied and nased on that some add on course could be implemented for the benefit of the students.

- Interdisciplinary course should be promoted

- The course outcome (CO) for each subject should be framed and proper CO-PO mappings for all subjects should be made

- Mentors should communicate with parents as needed

- College website should contain the detailed curriculum and syllabus of different courses

CRITERIA II: TEACHING LEARNING AND EVALUATION

Observations:

- The college conducts Webinars, class tests, workshops, orientation programme, project work etc. for enhancing the learning experience of the students.

- The college is found to conduct class tests through online during Covid-19 pandemic period

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

- 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.

- The Admission of the students is done through 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 Tutorials, Project works and internal examination

- The question papers of the internal examinations are set by departmental teachers as per university guidelines

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

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

- The college publishes a detailed prospectus every year. Online copy is available in the college website

- Various FDPs, Webinars and Workshops were organized to equip the teachers.

- Offline and Online induction Programme for the 1st year is observed to be conducted for newly admitted students to all. In this programme, the Vison and Mission and code of ethics of the college is made available to make them aware of the important statements.

- The students are informed about various scholarships, stipends and other useful facilities like student credit card etc. under Government and non-government, that are available to them which help the financially weaker students to avail financial help and continue their studies.

Recommendations:

- Online communication among all teaching staff, Non-Teaching staff and students should be enhanced
- The course outcome (CO) for each subject should be formulated
- The CO-PO mapping for all courses should be done and informed to students
- The CO, PO, CO-PO mapping should be available in the college website
- The Programme Specific Outcomes (PSO) for all the Honours programme should be framed as per the relevant programme
- Attainment is an important tool to measure ultimate outcome.

CRITERIA III: RESEARCH, CONSULTANCY AND EXTENSION

Observations:

- More than 50 seminars, webinars and workshops and alike events were conducted by the institution during the audit period of three years.

- A good no. of students are found to participate in different extension activities conducted with industries, community and non- govt. organization through NSS and NCC units of the college during the audit period.

- The institution carried out a number of community service related activities in the neighborhood community. It also organized activities in sensitizing students on social issues in order to bring about their holistic development.

- Workshop, Seminars and certificate courses were organized on Intellectual Property Rights and entrepreneurship during the audit period.

- Total numbers of full-time teachers in the College including the Principal of the College is 35.

- 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:

- Faculty members should be more involved in doing research and development activities.

- Master degree holder faculty members should proceed for pursuing PhD and the college management is suggested to motivate the faculty members to enroll and thereafter register for PhD.

- Some potential students should be brough into research work under the supervision of some teachers who have better research credentials.

- All faculty members should get involved in carrying out research activities and publish papers in referred journals.

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

- More collaborative activities for research should be initiated.

- More no. of entrepreneurship workshop should be conducted by hiring industry experts and real-life entrepreneurs.

CRITERIA IV: INFRASTRUCTURE AND LEARNING RESOURCES

Observations:

Land and Building:

The campus area of the college is **8700.749 square meters**. Total built-up area (including the Guard's room, cheap stores, common room, generator room, cycle stand, canteen, students' union and women's hostel) of the college is **2831 square meters**.

The College building comprises of the following blocks:

(i) South Block – It covers three floors, the details of which is as follows:

> ➢ **Ground Floor:** Office of the Principal, Principal's Room, Teacher's room.

> ➢ **First Floor:** NSS and Medical Room, Reprographic Counter, University Examination Work Room and Library.

> ➢ **Second Floor:** One Classroom.

(ii) East Block – It covers three floors, the details of which is as follows:

> ➢ **Ground Floor:** Computer Laboratory, Geography Laboratory, General Store Room, Physical Education Store Room, Five Smart Class rooms.

> ➢ **First Floor:** Seminar Hall cum classroom (Smartclass), IQAC Room, Commerce IT Lab cum Class room, Two Smart Class Rooms, One Class Room, Library.

> ➢ **Second Floor:** Two Smart Class Rooms and Three Class Rooms.

(iii) Other Buildings - Apart from the above mentioned two blocks, we have some other buildings to serve miscellaneous purposes such as Security Room, Boy's Common Room, Generator Room, Cycle Stand, Canteen, A three storied Women's Hostel, Student's Union Room and Gymnasium.

- **Class Rooms:** Presently the college has **16 (Sixteen) spacious classrooms** with proper sitting arrangement of teacher and students. 10 (Ten) Classrooms have facilities of **smart class system** and 6 classrooms have audio facilities and 1(one) Classroom (Room No. EB-14) is **Virtual-classroom** with advanced audio-visuals multimedia facilities.

- **Technology Enabled Learning Spaces:** College has created One **Virtual Class Room** and **Ten Smart Classrooms** which is equipped with Computers, Overhead Projector, LED TV, Laptop, Internet Connection (through data card), Web-Camera for Video Conference and Audio-Visual Aids for creating environment for ICT enabled teaching-learning.

- **Playground:** The college has **two playgrounds of size, approximately 1000 Sq. meter, and one volleyball court**

- **Indoor Games**: Carrom, Chess, Table Tennis etc. are available in Students' Common Rooms for the students to practice whenever they are free.

- **Students' Common Room:** The college has one **Boy's and one Girl's Common room.**

- **Computer Education:** The college has a well-equipped **Computer Center** to provide basic computing facilities to all students of the college. There are 30 computers in the computer Center.

- **Gymnasium:** The college has a well-equipped Gymnasium. Students avail the gym facilities, subject to the rules and regulations of using the gymnasium.

- **Library:** The college has a central library occupying **196.68 sq. meters**. It provides Reading Room facilities and borrowing facilities for the students and the Teaching and Non-Teaching staff members. The library has a collection of large number of books at the disposal of undergraduate students of various disciplines. It has nearly 20000 books which includes both textbooks and other reference books, journals and periodicals. Five Daily Newspapers are also available in the library.

- A career corner has been set up for fulfilling the demands of job-related news among students. Different publications like Employment News, Karmakshetra, Karmasangsthan are available here for aspiring students.

- **SOUL software** is there in the Library for automating in-house activities and services of the library. One computer for **Online Public Access Catalogue (OPAC)** is available for the students to identify the status of availability of books in the library and Three computers are available for Internet Surfing in the library. Bibliographic Service facility and Career Advancement News

Service facility is also available.

- **Laboratory:** There are well-equipped laboratories in the departments of **Geography, Physical Education, Commerce and Computer Science**, which are used by the students for the practical classes under the guidance of professors. The college has bought many equipment for the laboratories of the Department of Geography and the Department of Physical Education in last year from RUSA Fund.

- **Reprographic Counter:** Reprography facility is available in the college premises for the use of the students at a subsidized rate.

- **Canteen:** The college has a canteen within the college campus with separate arrangements for the students and for the teaching and non-teaching staff of the college.

- **Health and Hygiene:** The College specially takes care of the health and hygiene of the students and staff. The college has a separate **Medical Room** with provisions of First Aid Box, sphygmomanometer, weighing machine and a medical bed. The college also organizes regular health check-up for students and staff members by registered medical practitioner.

- **Facilities for Medical Emergencies:** For medical emergencies, staff and students are taken to Burul Primary Health Centre situated at about 0.5 km away from the college.

- **Yoga and Wellness Centre:** The college has a **Yoga and Wellness Centre** where many students as well as some teacher and staff members attends different yoga sessions. The college celebrates International Yoga Day. A certificate course on Indian Knowledge System - Yoga and Life skills was organized by Yoga and Wellness Centre of the college

- **Public Address System:** All classrooms and the office of the Principal are equipped with public address system. These are used to announce various information and the important notices for the benefit of the students.

- **Security:** College is under 24×7 security surveillance. The college premises is watched over by 3 security guards. A Guard Room has been constructed near the gate for this purpose. The total college area is also under CCTV camera

surveillance. There are 32 cameras installed at different parts of the college for this purpose.

- **Drinking Water Facility**: Safe and cool drinking water facility has been made available for all staff and students of the college The college has installed 2 industrial water purifiers near the student's canteen and college office. Four domestic water purifiers are also installed in the library and teacher's room, College Office and Canteen.

- **Generator:** For uninterrupted power supply the college has installed two powerful **(35 kVA and 40 kVA) generators** for providing power back-up during power failure. College also has 10 inverters for temporary power back up during power failure.

- **Fire Hazard Safety**: Fire extinguishers are placed in various locations like canteen, office, teachers' room, library, laboratories, smart classroom and every floor of our college.

- **Cycle stand, Car parking facility**: The college has well structured Cycle Stand and a car parking area inside the college campus.

- The college campus is Wireless 5G enabled mobile network

- The college has Internet leased line and Wi-Fi facility is available in important areas.

Recommendations:

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

- Initiative should be taken to increase classrooms with ICT facilities

- Effort must be undertaken to improve the student-computer ratio.

- More initiatives should be taken for e-content development

- Subscription to Inflibnet, British Council and American Library are suggested

- A State-of-art seminar hall should be made available for conduction of seminar/workshop/conference etc

- Ramp facility, Handrail, Toilet for physically challenged candidates are suggested.

CRITERIA V: STUDENT SUPPORT AND PROGRESSION

Observations:

- It has been observed that the no. of girl students are increasing day by day compared to boy students which is encouraging.

- It is also encouraging that good no. students are getting different types of scholarships like Kanyashree, Swami Vivekananda, Minority scholarships, SC/ST scholarships

- Beyond the Government scholarships, the college also provides freeship scholarships to some students who are in need and possess good academic background.

- More than 65% students are getting scholarships of different natures

- There is around 90% student who belong to either economically backward or socially challenged category. It shows that the college is fully aligned towards its mission and vision of educating the village people for the overall growth of the nation in wider spectrum.

- It has been found that almost 65% students are studying with scholarships which is appreciable.

- 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

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

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

- All current college students can pay their individual college tuition fees 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.

- 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.

Recommendations:

- More initiative should be taken by the career counselling cell in providing more placement opportunities to the students passing out from the college.
- Monitoring of students' progression on regular basis is necessary.
- Mentors should be more active and Mentoring should be more effective
- Since various institutional information and official data are required from the IQAC, NIRF, Higher Education Department and the University of Calcutta, it is suggested to make a core team to look after these operations and some Non-Teaching staff should be incorporated in the team.
- Internet facility should be available sufficiently in the college campus
- The total admission process to registration and examination process should be through online and web based. The fee payment for students should be made online so that students can pay their requisite fee through online

CRITERIA VI: GOVERNANCE AND LEADERSHIP

Observations:

- The governance of the institution is done keeping the mission and vision of the college into consideration.

- 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 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 alongwith the various committees and cells.

- **E-governance** has been implemented in all areas of operations – viz administration, accounts and finance, admission, academics and examination.

- The institution provides various welfare measures for its teaching and Non-Teaching staff.

- The institution has a **Cooperative Society** which is run by Teaching staff of the college.

- Professional development/administrative training programmes have been organized by the college for teaching staff during the audit period.

- Almost 100% teachers participated in online/face to face FDPs, FIPs orientation programmes, Refreshers Course, Short Term Course etc. during the audit period.

- The institution has received funds from RUSA 2.0, which has been used for infrastructure development.

- Funds are mostly generated from collection of students fees, Salary grants are received from the State Government.

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

- The institution conducts regular IQAC meetings

- The institution is found to regularly participate in NIRF.

- The institution is found to submit AQAR every year

Recommendations:

- The vision mission statement of the college should be displayed in various important and visible locations so that the statements could be seen by the students and outsiders easily

- The Strategic Perspective Planning should be framed well in advance

- The Academic and Administrative audit should be done regularly

- The E-Governance policy and E-Governance annual report should be made available in the college website

- The financial audit should be done regularly by government appointed auditors of chartered accountants if Govt. nominated auditors are not available

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.

- For safety and security of the campus it has been put under CCTV surveillance 24X7.There are three (3) security Guards have been appointed to control the traffic at the college gate.

- All students are issued ID Cards

- There is a sanitary napkin incinerator for disposal of sanitary napkins installed in the Girls washroom. and another at Girls Common room

- There are separate Common Rooms for the Boys and Girls students.

- The college has facilities of solid waste management, liquid waste management, e-waste management.

- 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 institute also organized beyond campus environment promotion activities.

- 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 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 audit period.

Recommendations:

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

- There is a sanitary napkin incinerator for disposal of sanitary napkins installed in the Girls washroom. But another and another sanitary napkin incinerator for disposal of sanitary napkins is suggested to be installed in the Girls Common room

- Use of alternative energy should be taken into consideration.

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

- Ramp and handrail and toilet for physically challenged students are suggested

- Initiative should be taken to create special skill development for the students who are physically challenged.

- Norla tube lights and CFL lamps are suggested to be replaced by LED lights.

Signatures of the Academic and Administrative Audit Team:

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