

Date: 22/01/2024

To
The Vice-Principal
Netaji Mahavidyalaya
Arambagh
Hooghly
West Bengal

Subject: Audit Report Submission by the University Audit Team

Sir

After verification of all the aspects in the College and necessary assessment of the report on "Academic Audit" submitted by your College for the academic year 2022 - '23, we are hereby submitting the Report on "Academic & Administrative Audit" of your College for the year 2022-'23 in the attached sheet for your kind perusal and further necessary action at your end.

We request you to please acknowledge and oblige.

Thanks and regards,

Yours sincerely,


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Date: 22/01/2024

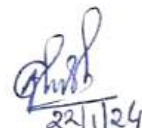
AUDIT REPORT ON ACADEMIC AUDIT

CERTIFICATE

This is to certify that the Academic & Administrative Audit Report of Netaji Mahavidyalaya, Arambagh, Hooghly is based on the original data collected during the session of 2022-'23. This has been independently assessed and is applicable to the service range of providing quality Education, Training and Mental Support to the students for their enriched future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell and internal Institutional Audit Team of Netaji Mahavidyalaya, Arambagh and submitted to us. The content of the baseline data of the study has been personally verified by the Expert Team constituted by the University of Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Departmental Profiles are used in the report which are taken by the Institutional Academic Audit Team during preparing their Report of the concerned year 2022-'23.


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NETAJI MAHAVIDYALAYA
ESTD. 1948

ACADEMIC AUDIT REPORT
ACADEMIC YEAR: 2022-'23

Prepared by
The Audit Committee
The University of Burdwan
Burdwan

Schedule for Academic Audit

(January 22, 2024)

Time	Schedule	Venue
11:30 AM	Introductory Meeting with the Principal	Office Chamber of the Principal
12:00 NOON	Meeting with the IQAC Coordinator & Faculty Members	Office Chamber of the Principal
12:30 PM – 2:30 PM	Presentation of IQAC Coordinator Presentations by Different Departments	
02:45 PM	Lunch	
03:15 PM – 05.30 PM	Presentations by Different Departments	
05:45 PM	Tea	
06:00 PM	Meeting with faculty and administrative members to discuss “Preparedness on NAAC visit”	


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1. Introduction

Netaji Mahavidyalaya was established on 1st August, 1948 by famous educationist Dr Radha Krishna Pal of Ratanpur, the great follower of Netaji Subhas Chandra Bose, and he named this institution Netaji Mahavidyalaya. In the First Cycle of NAAC accreditation it scored with Grade B⁺⁺ on 2007, during Second Cycle it awarded Grade B on 2015.

The College possesses a beautiful lush green ambience. The canopy of the trees provides carbon neutrality and also hosts a wide variety of birds. Presently, there are 22 Honours subjects and 22 general subjects, 2 Professional Courses, one certificate course on "Yoga" since 2018. The water testing unit is used to cater the need of the society. There are two Girls' Hostels, including one SC&ST Hostel and two Boys' Hostel including one SC&ST Hostel accommodating at least 145 and 160 students respectively.

Audit Committee

The authority of the University of Burdwan has constituted a three-member committee to conduct Academic & Administrative Audit of the Netaji Mahavidyalaya. The Audit Committee is comprised of the following members:

- (i) Dr Tanmoy Dasgupta, Professor & Ex-Head, Deptt. of Business Administration, The University of Burdwan, Burdwan.
- (ii) Dr Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan.
- (iii) Dr Gouri Sankar Banerjee, Principal, Shyamsundar College, Shyamsundar, Purba Bardhaman

2. Objective & Scope of the Audit

Dr Biswanath Garai, Vice-Principal, in presence of other faculty members at a preliminary meeting, held on 22-01-2024 at 11.30 am, outlined the broad objectives of the academic audit as an assessment of the College. Accordingly, the audit team members decided to look into the prevailing situation at the college to assess the following aspects in course of the audit.

Scope

- Methodology of teaching and learning adopted for the different courses run by the different departments
- Activities of the Internal Quality Assurance Cell
- Functioning of IQAC towards institutionalization and internalization of quality enhancement in the institution
- Functioning of the laboratories and computer facilities
- Functioning of the administrative committees including Finance section
- Functioning of the Central Library and Sports Office and other activities
- Outreach Programmes conducted by the College including the NCC/NSS Programmes
- Alumni and their contributions to the college
- Opportunities and scope of improvements in the major functional areas.

The team is empowered and expected to express their views and give suggestions for the improvement of the systems being followed by the College.

3. Methodology

Primarily, at the beginning a discussion was made with the Vice-Principal, Coordinator of IQAC and other faculty members & officials, which gave a general and broad profile of the facilities and activities of the College. The new facilities that have been added and some new initiatives, which are in the process of being developed during 2022-'23, were also noted by the audit team.

The Audit team enquired from the In-charge/Coordinators about the departmental activities and facilities, and had brief interactions with the faculty and support staff of each department. Visits to the laboratories, computer facilities, the library and some of the other facilities of the College were accommodated in the schedule arranged by the college to enable the Audit Committee to acquire relevant first-hand information.

Based on the departmental profile, information/data from the available documents and the interactions with the Head/Coordinator relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the college as intended.

4. Distinctiveness of Institutional achievements

1. College maintains greenery in and around the campus.
2. College maintains one biodiversity record-register, Rose Garden, Fruit Garden, *etc.*, within the campus and also motivate the students in campus cleaning programs and pollution free campus.
5. Some of the best practices such as campus cleaning, maintaining tree plantation, floral biodiversity register, and introducing plastic free zone, No Smoking Zone, No Horn area, *etc.*, are followed in the campus.
6. College is equipped with one 10 KVA off-grid solar power plant.
7. College is taking care of disposing the wastes in and around the campus including hazardous chemical wastes through Arambagh Municipality.
8. All teaching and non-teaching staff members, and students are aware about cleanliness and hygiene, water conservation, *etc.*
9. Faculty members are maintaining the Departmental Library and purchasing books getting grants from the College itself and serving the students as per their need with satisfaction.
10. Teachers are following CIA effectively and monitoring the students accordingly.
11. Most of the departments are organizing seminar/ series of lectures/ webinars on regular basis to motivate the students.
12. Students from departments like Education, Chemistry, BBA are awarded NET, GATE; two students of Physics are engaged in Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) as Research Fellow.
13. Students of the departments are preparing wall Magazines on regular basis.
14. Some of the faculty members are publishing their research articles in UGC Care listed journals, book chapters having proper ISBN, conference proceedings, *etc.*
15. Department of Physics is enriched with Electrical Lab, well-managed Dark Room, and LASER Lab.
17. College has three units of NSS students are efficiently undertaking community services in their adopted villages.

18. College is maintaining one Museum comprising collections of local history.
19. College is publishing one journal, 'FOCUS' and advised to register under UGC registered journal.

However, after detailed paper examinations and physical verification it is noted that, some of the academic practices are required to be followed by the College very seriously in consonance with NAAC criteria. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

- ↓ Presently, College is affiliated under the University of Burdwan since 1960.
- ↓ College has implemented ERP.
- ↓ College framed 'Ethics & Code of Conduct' for all stakeholders.
- ↓ Received RUSA grant of Rs 2.0 cr for procurement of books, sports equipment, computer, renovation, ICT enabled infrastructures in the year 2016 & 2018
- ↓ Library has more than 59,542 books as on catalogue with INFLIBNET to access and KOHA for Library Management; more access to journals is required, like e-journals.
- ↓ No new minor or major projects during the year of assessment.
- ↓ College has only one Add-on course with TCS Company.
- ↓ Overall pass percentage is 80%.
- ↓ Most of the teachers are well-experienced and 5 of them are members of different boards of studies.
- ↓ The support staffs are very happy with the College administration.
- ↓ The IQAC may be strengthened for effective functioning.
- ↓ There are total 41 Classrooms, 9 SMART rooms, 1 Auditorium, 1 *Natya Mancha*, 3 Computer Laboratories, 10 laboratories.
- ↓ IGNOU study centre is running in this College.
- ↓ College is running one On Job Certificate course of 100 h by TCS
- ↓ Total no. of permanent teachers is 54 (excluding 56 designated as SACT) against 63 sanctioned posts, non-teaching 22, casual non-teaching staff 31.

5. College Campus & Facilities:

College campus consists of the following sections -

a. Main Campus comprises -

- (i) BM Building: Departments of Bengali, Commerce, BCA & Computer Science.
- (ii) Science Building: Physics, Chemistry, Botany, Environmental Science, Plant Protection, Economics, Education, Political Science, Music, Sanskrit, Electronics, Philosophy
- (iii) UGC Building: English, History, Santhali, Geography, Zoology
- (iv) Library Building: Library
- (v) Heritage Building: BBA & Guest House, Students' Common Room, Cheap Stores
- (vi) Sports Complex: Physical Education & Yoga
- (vii) Platinum Building: Proposed - NSOU & IGNOU
- (viii) Students' Activity Building: Common room for Boys, NSS room.
- (ix) Administrative Building: College Office, Principal's Chamber, Vice-Principal's Chamber, Teachers' Council & Auditorium, Mathematics & Canteen Cafeteria
- (x) Two Girls Hostel including one SC&ST Hostel
- (xi) Two Boys Hostel including one SC&ST Hostel
- (xii) Car parking and Cycle Shed
- (xiii) Ramp at ground floor
- (xiv) Two Green Generators
- (xv) Green area including pond, sacred grove, butterfly garden

b. Outside the main campus, College has one plantation area outside the campus.

The College possesses a total campus area of 11.352 Acres with a built-up area maintaining a green area of 5.934 acres.

6. Goals of the College

- (a) Provide an inclusive educational environment; enhance the strength and capabilities of the students coming from diverse socio-economic backgrounds. In pursuit of an inclusive developmental mode, the college teaches its students to appreciate, respect and promote the perspectives, rights and dignities of each individual.
- (b) Encourage students to realize their own potential.
- (c) Prepare students to become analytical and responsible citizens.
- (d) Build an empowered young generation who can act as an essential component for the sustainable development of the society.
- (e) Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence.

7. Awards and Accolades

Formal recognition by NAAC was done in 2007 with B++ followed by B during Second Cycle in 2015.

Now College is preparing for the Third Cycle accreditation.

The College has earned the following status:

- RUSA grant of Rs. 2.0 cr during the year 2016 & 2018
- Govt. grants of approx. Rs 1.19 cr

New Horizons

The College has constructed second campus equipped with gadgets and amenities for running PG departments in near future.

8. Management

The College has two decision making bodies:

- Governing Body
- Internal Quality Assurance Cell

The various aspects of the Academic affairs and administration of the College are organized and looked after by the different committees constituted by the Members of the Management and Faculty. In some of these committees, representatives of the students and alumni are also present.

9. Critical Observations

Observations based on the documents provided by the college authorities and meeting with the different stakeholders of the College on January 22, 2024 are given below:

- ✓ College must be more focussed on setting its Vision and Mission statements and has to make a good linkage of missions for reaching the goals.
- ✓ College has to prepare planning and implementation strategies for quality enhancement of the institute.
- ✓ College has prepared its own 'Ethics & Code of Conduct' for all stakeholders as per University guidelines.
- ✓ IAQC functions effectively, conducting seminars etc., on regular basis.
- ✓ During 2022-'23, five students of Education awarded SET/NET, three of Chemistry, one in BBA.
- ✓ One faculty member of Department of Bengali is Member of PGBoS; one faculty member of Environmental Science presently is the member of UGBoS of Environmental Science, University of Burdwan.
- ✓ There are altogether six research scholars are registered in Bengali department, one of them is awarded.
- ✓ Student progression of Commerce department is good.
- ✓ Departments are requested to be more concern about their SWOC analysis.
- ✓ Department should take more initiative to prepare progression of the students in regard to academic as well as employment.
- ✓ More number of teachers will be included in the University administration/academic part.
- ✓ More number of skill development courses be introduced for the benefit of the students and creation of job opportunities.

10. Courses of learning

Table 1: Departments in the College		Programme	Total
Stream			
Arts			12+1
B. A. Bengali [Hons. & Gen.]		UG	
B. A. English [Hons. & Gen.]		do	
B. A. Sanskrit [Hons. & Gen.]		do	
B. A. Santali [Hons. & Gen.]		do	
B. A. Economics [Hons. & Gen.]		do	
B. A. Geography [Hons. & Gen.]		do	
B. A. History [Hons. & Gen.]		do	
B. A. Philosophy [Hons. & Gen.]		do	
B. A. Political Science [Hons. & Gen.]		do	
B. A. Education [Hons. & Gen.]		do	
B. A. Music [Hons. & Gen.]		do	
B. A. Physical Education [Gen.]		do	
M. A. in Bengali		PG	
Commerce			01
B. Com [Hons. & Gen.]			
Science			09
B. Sc. Botany [Hons. & Gen.]			
B. Sc. Chemistry [Hons. & Gen.]			
B. Sc. Computer Science [Hons. & Gen.]			
B. Sc. Mathematics [Hons. & Gen.]			
B. Sc. Environmental Science [Hons. & Gen.]			
B. Sc. Electronics [Gen.]			
B. Sc. Physics [Hons. & Gen.]			
B. Sc. Plant Protection [Hons. & Gen.]			
B. Sc. Zoology [Hons. & Gen.]			
Profession Course			02
B. B. A. [Hons.]			
B. C. A. [Gen.]			
TOTAL :	UG: 24	PG: 01	

Language groups

1. B.A. & PG in Bengali

- ❖ Vision and Mission of the departments be reframed
- ❖ Student progression from UG to PG is not satisfactory.
- ❖ Most of the teachers are well experienced and with PhD degrees.
- ❖ One faculty member of Bengali Department is recognised as Research Guide and one scholar is already awarded PhD.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ New topics be proposed to be added during syllabi orientation after getting feedbacks from alumni, passed and final year students.
- ❖ More emphasis on Career counselling be given.
- ❖ Authority will take initiative to fill up the vacant posts as early as possible.
- ❖ Placement process be initiated by the College authority.

Humanities and Social Sciences

2. B.A.

- ❖ Vision and Mission of the departments be more focussed.
- ❖ Records of student progression from UG to PG be maintained
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ Senior faculty members will take initiative to incorporate the relevant new topics in the syllabi for the subject enrichment, skill orientation and more job opportunities and development of entrepreneurship amongst the students.
- ❖ Authority will take initiative to fill up the vacant posts as early as possible.
- ❖ Placement process, counselling be initiated by the College authority.

Science subjects

3. B.Sc.

- ❖ A good number of teachers are having PhD and possess years of experiences in teaching, particularly in Botany, Chemistry, Mathematics, Physics, Zoology, *etc.*
- ❖ Some academicians be invited for innovation in teaching-learning process/enrichment programmes for the benefit of the students.
- ❖ Initiative should be taken for major/minor research projects.
- ❖ Publications of research papers in reputed/UGC enlisted journals are not satisfactory.
- ❖ One faculty member of Botany is recognised as research guide and two students are already awarded under his supervision.
- ❖ Two students of Physics department are now working as research scholar in JNCASR, Bangalore.
- ❖ Students will be engaged in in-house projects/internship/field survey for experimental learning.
- ❖ Students' progression will be taken care off; teachers are requested to maintain more liaison with the students to keep their records of achievements/job *etc.*
- ❖ Number of equipment/instruments be maintained under AMC; Logbook for each equipment/ computer users be maintained and students must be equipped with the knowledge/knowhow to handle the instruments.
- ❖ Departments of Plant Protection, Botany and Zoology may take initiative to build up one museum for keeping/preserving the herbarium/plant and animal specimens, *etc.*
- ❖ Plant Protection department will take initiative to train the students to prepare PBR.
- ❖ Students be encouraged for preparation of competitive examinations.
- ❖ Research activities be strengthened amongst the faculty members.
- ❖ 'Water Testing Unit' be more active in serving the society, local people and Chemistry Department be associated with this Centre.
- ❖ Department should choose more skill-oriented courses, field-oriented studies for the students.
- ❖ Microphone and white board to be installed in the big sized class rooms.

12. Strengths & Opportunities for Improvements

Strengths

The audit committee is satisfied with the inherent strengths of the College and these are mentioned below:

- ✓ Forward looking and visionary leadership of the College authority
- ✓ Willingness of leadership for all round continuous quality improvement
- ✓ Apolitical ambience of the College

- ✓ Good and competent teaching faculty using updated pedagogy with supportive IT facility.
- ✓ Committed and supportive non-teaching staff
- ✓ Academically above-average students use to abide by the rules and code of conduct of the college.
- ✓ Washrooms be furnished & maintained for proper cleanliness
- ✓ Canteen is providing good food.
- ✓ Non-teaching staff members are equipped with computer orientation for their day-day work.
- ✓ NSS is active.

Opportunities for Improvement

The college can easily raise the bar of its achievement if the following points are taken care of:

- ✓ More research initiatives
- ✓ More publications
- ✓ Innovations in teaching-learning
- ✓ Initiation of skill-development programmes
- ✓ Framing of more number of Add-on courses focussing the employability opportunity of the students

13. General Conclusion

- The College has good ambience of teaching-learning process.
- Student discipline is satisfactory.
- Stands out as an institution of academic excellence
- Emphasis on skill development/job-oriented programmes

14. Declaration

I agree with all the recommendations and observations mentioned in this report.

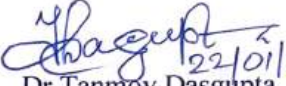
Date: 22/01/2024

Place: Netaji Mahavidyalaya, Arambagh


22/01/24
Signed by
College Vice-Principal with Seal
Vice-Principal
Netaji Mahavidyalaya
Arambagh, Hooghly

15. Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended during the audit.


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