



Berhampore College
ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
2020-2021

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Audit Period

This external Academic and Administrative Audit has been done on the basis of the Reports submitted by the various sub-committees, availability of data from office and IQAC and interaction with the functioning bodies and stakeholders of the college for the period 2020-21.

Audit Date

The audit was conducted during 4th and 5th October, 2020 and the report was submitted on 10th November, 2020.

Audit Definition

AAA refers to a systematic process of designing, implementing, monitoring and reviewing the Institutional Systems with the objective of mapping of the current attainment / non-attainment of the IS and recommends several corrective and preventive action processes for quality improvements through successive Audit cycles.

Audit Process

The Auditors visited the offices and the Departments including the library. The auditors interacted with the HODs, the Conveners and the Coordinators, the teaching and the non-teaching staff, the students but were unable to meet the parents and the alumni. The IQAC coordinator placed all documents and data including Teaching –Learning Report, Report on Quality Initiatives, Add-on Programme report, Infrastructure Report and IQAC Minutes for validation and verification. During the audit, the Annual Internal AAA reports, Financial Internal Audit reports were taken into consideration. Interaction with The Principal, IQAC coordinator, The HODs, the Office Bearers and other members were made to satisfy several queries with the objective of appreciating the achievements of the institutions which is summed up in the several observations and recommendations.

Audit Team

The team consisted of -

1. Dr. Manas Kr. Baidya, Principal, Malda College, Malda, West Bengal
2. Dr. Ramkrishna Prasad Chakraborty, Principal, K.K. Das College, Kolkata, West Bengal.

Audit Observation and Recommendation Domain (Criterion Wise)

CRITERION I – CURRICULAR ASPECTS

OBSERVATIONS:

- The Mission , vision and objectives are well defined and communicated to the stakeholder through prospectus, Website and in written format in all blocks of the Institution.
- The parent University(University of Kalyani) has designed and developed the curriculum of the UG courses and being an affiliated College it implemented it through proper teaching -learning method..
- The college offers General and Honours Courses for B.A; B.Sc and B.Com. One value added course is offered.
- Choice Based Credit System (CBCS) has been introduced in the college in all streams since the academic year 2018-2019
- Teachers have been used chalk and talk method along with ICT mode of learning before pandemic. But during this period of pandemic they have used ICT method of teaching rigorously. They have provided e- study material for the benefit of the students, But in this year they have created Google class rooms, What's app groups, Google meeting-links through which they continued uninterrupted teaching-learning process. They have used jamboards, prepared Google slides to present lectures
- The college has a Computer Training Centre in order to provide Computer Literacy Programme.
- College has 3 smart class room with one auditorium having digital facility.
- No new programme/courses were introduced during the Academic year 2020-2021
- No formal Value-added courses or life skills courses were offered during the year 2020-2021 ,the IQAC had made some arrangement for life skill training.
- In few subjects there is a scope of field Project, specially one field project is compulsory for each student of Environmental Science.
- Feedbacks from the stakeholders are in place. From the academic year 2018-19 online feedback system has been introduced for students.
- Online analysis and off line analysis methods of feedback are introduced.

RECOMMENDATIONS:

- New programmes /courses may be introduced .
- The college may take initiative to introduce formal value-added and skill based
- Certificate/Diploma courses for the students.
- Feedback system may be restructured.

CRITERION II -TEACHING-LEARNING AND EVALUATION

OBSERVATIONS:

- Admission process is entirely transparent. Students are admitted and registered in each academic session on the basis of merit.
- College follows online admission strictly on merit basis.
- College follows the Government policy of reservation.
- The College follows a well-structured procedure in order to ensure effective delivery of the curriculum designed by the University of Kalyani. The final academic plan is incorporated into the academic calendar which is based on the academic calendar provided by the University and is then circulated to all the stakeholders. The academic plan is prepared by taking inputs from all the faculties. This plan is prepared by having discussions with the IQAC, and a procedural academic sub-committee meeting held in the beginning of each session.
- Total number of admitted students 5890
- Total no of full time teachers in substantive post is 23(including Principal)
- Number of teachers in non-substantive post is 22.
- Due to the closure of institution during pandemic , virtual classes were taken on the basis of central e-routine .
- Teachers are following student –centric methods of teaching like Interactive learning/ Participative learning , Collaborative learning and Independent learning under appropriate guidance of IQAC. A national level webinar was organised. Students also made an awareness videos.
- 1st counselling of the students of First Year B.A., B.Sc. and B.Com of current academic session at college level occurs through verification of their candidature during mid of August. But closure of the institution due to pandemic this year counselling session arranged on department level on virtual mode.
- Mentoring and counseling are in place for slow learners. Usually each Department conducts remedial and tutorial classes for slow learners after scheduled class hours on weekdays and after 3:00 p.m. on Saturdays. However, due to the closure of institution during pandemic, teachers were unable to take any physical class. All the classes were taken in the virtual mode. The teachers interact with the students as their mentors, and using various e-platforms and social medium platform of communication like email, Google Classroom, WhatsApp group and their mobile numbers, etc.
- Mentor mentee ratio was 55.14
- Students –teacher ratio 117.8.
- Teachers are generally using ICT in addition to regular chalk and talk method. But in this year they have created Google class rooms, WhatsApp groups, Google meeting-

links through which they continued uninterrupted teaching–learning process. They have used jamboards, prepared Google slides to present lectures and spread sheets for keeping records of attendance, etc. E-register has also been created. Some teachers have prepared their own website where they posted study materials for their students. In spite of such initiatives, a large section of students could not reap benefits of the efforts due to lack of internet facilities available to the students at home

- Generally all the examinations arranged by the College (Class-Tests, Mid-Term Tests, internal assessment under CBCS) and students are intimated prior a few days to the date of the exam..However such process of internal assessment was partially jeopardised due to the closing of the institution. For successful continuation of this Continuous Internal Evaluation (CIE) Institution organised an e-FDP on –e-learning, teaching and evaluation process during early phase of the session so that teachers could easily get accustomed with new modes of e- teaching and learning methods. Each department conducted internal assessments after the completion of syllabus through Google forms where point values were given so that students could know their marks and learn from their errors immediately. Some e-assignments were also provided by certain departments.
- The setting of question papers and evaluation process are done by the teachers. The result of the examination is declared within stipulated period of time and measures for further improvements are discussed in the class by the teachers
- If the students expressed difficulties in understanding the e-questions which were set in the Test, the questions and the topic on which such questions were set were discussed during the lecture by the faculty member.
- E-Answer-scripts of internal assessment under CBCS are preserved by the college authority since the University calls for the evaluated script if needed.
- 30 teachers are NET Qualified, 8 with Ph.D., 9 with M.Phil. Degree.
- More than 80% of sanctioned seats are filled up by the students.
- Total applications received in the Academic Session are 9166 and total admission of students is 3884(for 1st semester).
- Almost all sanctioned posts of teachers are almost filled .
- Orientation Programmes for students are organized where the students are made familiar with the college programmes, courses, discipline, mission and vision, curriculum, evaluation procedure and faculty.
- Academic calendar, list of Holidays, important notice regarding admission, registration, form-fill up, examinations, various departmental activities and schedule of internal assessment are provided to the students through college website and the college notice board.

- Students are also informed about Government scholarship and stipends along with college scholarships so that the meritorious students coming from economically backward classes can continue their study.
- Parent-teachers' meeting is held to discuss the students' progress with the guardians, if the need arises.
- One e-Faculty development programmes on "On -line teaching -learning - evaluation" and State webinar on "Administrative affairs on relation to promotion of College teachers and librarian in the CAS" are organised by IQAC of Berhampore College in collaboration of IQAC, K.K. Das College, Kolkata IQA, Khejuri College, Purba Medinipur and Indian Economic Research Association. Numerous webinar, faculty development programme are attended by the teachers and special training are also conducted by the institution to develop certain skills of the teaching and non- teaching staff.
- Programme outcomes, Programme specific outcomes and course outcomes for all Programmes offered by the institution are informed to the students.
- Students performance in all exam is good 96.59% of appeared students passed. Among them 32.4% got number above 60%.
- Majority of students are skilled in computer.
- Students were often counselled by Adolescence and OST counsellors of Murshidabad Medical College and Hospital.

RECOMMENDATIONS:

- The college can take initiative to introduce students' and teachers' diary to take note of the improvement and part of the appraisal system.
- More faculty development programmes should be organized by the institution to make the teachers aware of the modern LMS and MOOCs.
- More emphasis may be laid on the Continuous Evaluation Process by introducing project and Term papers in the Undergraduate Programmes.
- Emphasis may be laid on developing the existing Mentoring system by introducing Personal Counseling system.
- Number of full-time teachers must be increased.
- Involvement of teachers in research activities should be enhanced.
- As enrolment under B,Sc streams is very poor so other branches of Science faculty needed to open.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

OBSERVATIONS:

- Total number of Books/Chapters made by the faculty is 3 in this session. Other teachers have submitted their papers in renowned publishing house (like spingers, SAGE, etc) but publication process became delayed due to intermission caused by pandemic. But these are forthcoming.
- Many Teachers of the college participated in Seminars/Conferences and Symposium. Teachers attended several on-line training programme , e-FDP, workshop etc.
- A webinar was conducted by Dept of Economics under the guidance of IQAC on assessment “ Impact of Covid 19 pandemic on social process around us” on 15.07.2020-16.07.2020.
- A state level webinar was conducted on “Administrative affairs on relation to promotion of College teachers and librarian in the CAS” on 18.07.2020 in collaboration with IARA under the patronage of the IQAC of the college.
- A five days e-FDP was conducted by IQAC in collaboration with IQAC of K.K.Das college and Khejuri College.
- Some teachers are involved in research activities.
- Total Publications during the session made by the faculty is 3.
- A few Linkages have been setup with other academic Institutions.
- The College provides Wi-Fi facility to the teachers, staff and students.
- INFLIBNET is available in our library, where various E-journals can easily be accessed.
- National Service Scheme (NSS) unit of the college involved itself in various social activities including various awareness programme.
- NSS unit conducted on-line poster competition, essay competition, and recitation competition throughout the West Bengal on the theme of ‘Youth engagement for strengthening the society’ in the occasion of International Youth Day, 2020 under the financial assistance of Dept of Health AND Family Welfare, WBSAP & CS, Govt of West Bengal.
- N.S.S. unit of the college organized many programmes such as, Independence Day, National Voluntary Blood Donation Day, National Voter’s Day, Republic Day, International Women’s Day, World Environment Day, International Yoga Day, World music, No Tobacco Day, Banomahotsav week, etc.
- Volunteers of NSS unit prepared an awareness video on “Quit Tobacco” which was well appreciated by Ministry of Health and family Welfare, West Bengal, Ministry of Youth and Sports Affairs, Govt of India, Regional Directorate, NSS unit, Ministry of Culture, Govt of India and posted in Tobacco free India Group.

- A large number of students Participated in extension activities such as Gender Awareness, programme, Blood Donation Camp, acted as COVID volunteers, Electoral literacy awareness programme, Distribution of groceries to orphans etc.
- Berhampore College has been recognised as a member of Beat Covid Campaign ,an initiative of Mahatma Gandhi National Council of Rural Education, Hyderabad.
- Berhampore College has been recognised as Swachhta Action Plan Institution by Mahatma Gandhi National Council of Rural Education Department of Higher Education, Ministry of Human Resource Development, Government of India .
- One MoU has been signed with the Institution of Computer Engineers (INDIA) for qualitative development.
- One MoU has been signed with an organization for conducting Add-on Courses for skill
- development programme.

RECOMMENDATIONS:

- Promotion of Research activities should be encouraged among faculty members.
- Institution should be taken initiative to have Research funds sanctioned and received from various agencies, industry and other organizations
- More Workshops/Seminars be conducted on Intellectual Property Rights (IPR) and Industry-Academia in future.
- Initiation of Consultancy and extension activities should be given impetus.
- Mobilization of research funds from different agencies must be given priority.
- New add-on Programmes/Courses need to be introduced.
- The college can take initiative to introduce formal value-added and skill based
- Certificate /Diploma courses for the students.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**OBSERVATIONS:**

- The College has its own buildings since 1963 having total area of 1 acre.
- The College has 26 class rooms, two computer lab one with 31 systems and another with 10 system, 03 class rooms with LCD projectors and 1 ICT enabled seminar hall and one ICT enabled conference room.
- The College has one boy's hostel 'Sampriti' with the accommodation 62 male students.
- At present the student strength of 5890. Total number of Govt. Approved permanent faculty members, including Principal is 23, no of State aided college teacher is 22 total number of management approved Teachers on contract basis is 5.
- The library is equipped with OPAC system and the seat capacity of the reading room is 24.
- The library includes more than 26895 printed hard-bound books and 3, 35,000 e-books. Number of printed journals in the library is 434 and total number of e-journals is more than 6293.
- Total number of computers in the college is 58.
- Students' Canteen is well maintained.
- All the computers in college are connected through LAN Internet facilities.
- Separate wash room facilities available for men, women and staff.
- Water purifier and generator exist in the College.
- Budgetary provision is made for maintenance.
- The college lacks infrastructure for sports facilities. Some indoor games facilities are available for male and female students
- Teachers have uploaded their study material for the students.

RECOMMENDATIONS:

- Need to provide space for construction of building.
- Facilities for e-content development may be initiated.
- Purchase of Google workspace account to better accommodate the digital space needed for e-resources.
- Special effort may be taken for the development of Sports facilities.
- More books should be added to the library to cater the demand of the students, especially after the introduction of CBCS system.
- Extension of the available physical infrastructure especially room can provide the scope for introduction of new Programmes and certificate courses.
- More smart classrooms should be made to accommodate the students and make the teaching-learning process ICT enabled.
- Facilitate space for the purpose of constructing a girl's hostel to accommodate the need of the female students.

CRITERIA -5 CRITERION V - STUDENT SUPPORT AND PROGRESSION**OBSERVATIONS:**

- More than 40% of the students have benefited from different scholarships provided by the Government and Aid-fund support from institution during the academic year.
- The institution has an Internal Compliant Cell, an Anti-Ragging Cell and an equal opportunity cell as parts of its transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.
- More than 30% of the students are taking admission in various higher educational institutions for pursuing masters, B.Ed. and other job-oriented courses.
- The students take active participation in Departmental seminars, workshops and all kinds of extension activities in the college. Besides being a part of various statutory bodies of the college, they also actively organize Teachers' Day celebration, cultural competition, Annual Social Programme, Republic day celebration, Independence Day celebration, National Youth Day, International Mother Language Day, Publication of Students' Magazine, and Annual Sports etc.
- NSS plays an active role in different social welfare programmes and cultural programmes.

RECOMMENDATIONS:

- Capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Certificate course, Personal Counseling and Mentoring etc need to be developed.
- Guidance for competitive examinations and career counseling need to be strengthened.

- Students' progression need to be monitored on regular basis.
- The Alumni Association should be encouraged to actively participate in the affairs and events of the College.
- Though there is a placement cell in the college, it should be made more active for organizing career oriented programmes and placement for the students passing out from campus.
- Students should be encouraged to participate in various sports and cultural events at various levels. Training camps, NCC, and workshops related to self -defense measures should be organized to encourage the participation of students in these sectors.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

OBSERVATIONS:

- The Institution has its own vision and mission.
- The Governing Body is the highest authority which consists of 9 members; among them 3 are prominent faculty members of the institution, one is efficient non-teaching member, 2 are nominated by the affiliating University, 3 are nominated by the Department of Higher Education, Govt. of West Bengal. Name of the President of the Governing body is also nominated by the Department of Higher Education, Govt. of West Bengal. The Principal is the secretary of the Governing Body.
- The institution is governed by the Principal along with different sub committees.
- The secretary of Governing Body along with various sub committees are in charge of the policy making decisions.
- Management Information System is effectively running.
- Institution has implemented regular monitoring for the review of the performance of the faculty members.
- Financial Management is done by the secretary of the Governing Body along with the Finance Committee.
- The Institution conducts external financial audits at regular intervals according to rules and regulations of the Department of Higher education, Govt. of West Bengal. Statutory audit is up to date.
- IQAC was established in 2012 and became active from the academic session 2012-2013.
- The PBAS (Performance based Appraisal System) has been implemented for the smooth functioning of faculty members.
- The IQAC has recommended to organise various training programmes for the enhancement of the knowledge of teaching and non-teaching staff.
- Salary grants are received from the State government.
- The collection of fees from the students is the main financial resource of the institution.
- Student Support Service are connected through website. All the information such as class routine, academic calendar and so on have been provided through college website for proper functioning of the teaching-learning management of the institution.
- The online mechanism has been provided for the admission of the students.
- The cooperative of the teaching and the non-teaching staff is run as a part of the welfare measures of the institution.

RECOMMENDATIONS:

- The institution should initiate certain proceedings to generate fund for smooth functioning of the institution.
- The institution should organise various training programmes for the enhancement of the knowledge of teaching staff on ICT skills and administrative software.
- Institution can implement training for using the e-governance software for the non-teaching staff also.
- Resource mobilisation is needed for the upgradation of the institution either from MPLAD or from State Govt. or from any other agencies.

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

OBSERVATIONS:

- E-Waste management exists.
- Use of LED bulbs, tree plantation and medicinal plantations taken for environmental awareness.
- Efforts are taken towards holistic development.
- Work audit calendar is in practice.
- Green audit has been conducted from the academic session 2020-21.
- Gender Audit has also been prepared for the academic session 2020-21
- The college organizes gender sensitization program along with seminars and workshops to promote gender equity among students. Women Cell actively monitors and organizes various social activities to create awareness. Gender audit has also been conducted from the academic session 2020-21.
- Sanitary napkin vending machine at the girls' common room has been installed with incinerator for disposal.
- The institution provides facilities like security personnel, counseling and common rooms for promoting gender sensitivity.
- College campus is plastic free and NSS wings promote green campus.
- College campus is 'No-tobacco zone'.
- Volunteers of NSS unit made an awareness video on 'Quit to tobacco-'.
- NSS unit organised blood donation camp.
- A state wide cultural competition (Recitation, Poster and essay writing) was organised by the NSS unit of the college under the guidance of IQAC and financial assistance from Dept of Health and Family Welfare, WBSAP & CS, Govt of West Bengal on the occasion of International Youth Day during August to September of 2020 on virtual platform.
- On-line quiz competition was organised on the occasion of International Yoga Day and World Music Day.
- Awareness campaign was organised on 'relevance of casting votes' in the adjacent area of the Institution.
- A debate competition was conducted on the 'relevance of casting vote in keeping democracy'.
- Some awareness videos were made on gender issue, role of Yoga, non-wastage of food etc.
- The Institution was recognised as Swachhta Action Plan Institution by Mahatma Gandhi National Council of Rural Education Department of Higher Education, Ministry of Human Resource Development, Government of India .
- The institution organizes several national/ international commemorative day , events, festivals.
- Berhampore College has been recognised as a member of Beat Covid Campaign ,an initiative of Mahatma Gandhi National Council of Rural Education, Hyderabad.
- NSS unit of college takes special initiative for clean campus and special camp.

- During COVID 19 pandemic, NSS unit of our college has distributed groceries to the orphans.
- 'Manishita' our college magazine (with ISBN) has published in the academic session 2019-2020. Due to COVID 19 pandemic it has not been published in 2020-2021 session.
- Berhampore college has jointly opened Safe -Home unit for Covid affected people with CINI under the guidance of local Municipal authority.
- Saplings were planted in a local orphanage on the occasion of World environment day by the NSS volunteers,

RECOMMENDATIONS:

- More initiatives can be taken to engage with and contribute to local community.
- Alternative energy initiatives can be taken into consideration.
- More resources can be allotted to create the campus Divyanggan-friendly by creating provisions for an elevator and Braille facilities and special skill development for physically challenged students.
- A special session on value education must be introduced



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