

RABINDRA MAHAVIDYALAYA
CHAMPADANGA, HOOGHLY
ESTD. 1971

CONSOLIDATED
ACADEMIC & ADMINISTRATIVE
AUDIT REPORT
[ACADEMIC PERIODS: 2018-'19 TO 2022 TO 2023]

Prepared by
The Audit Committee
The University of Burdwan
Burdwan

Date: 20/12/2023

To
The Principal
Rabindra Mahavidyalaya
Champadanga
Hooghly
West Bengal

E-mail: principal.iqac.rmv@gmail.com

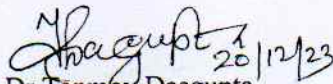
Subject: Academic & Administrative Audit Report Submission from Experts

Sir

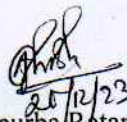
After verification of all the aspects in the College and necessary assessment of the report on "Academic & Administrative Audit" submitted by your College for the academic sessions of 2018-'19 to 2022-'23, here, accordingly, we are submitting the Audit Report of "Academic & Administrative Audit" of your College of the academic sessions of 2018-'19 to 2022-'23 for your kind perusal in the attached sheet.

We request you to please acknowledge and oblige.

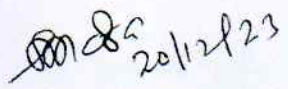
Yours sincerely,


Dr Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
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Dr Sibaprasad Rudra
Former Principal
Vivekananda Mahavidyalaya
Sripally
Purba Bardhaman

Principal (Former)
Vivekananda Mahavidyalaya
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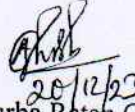
Date: 20/12/2023

**AUDIT REPORT ON ACADEMIC & ADMINISTRATIVE AUDIT
CERTIFICATE**

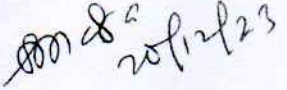
This is to certify that the Academic & Administrative Audit Report followed at Rabindra Mahavidyalaya, Champadanga, Hooghly is based on the original data collected during the academic sessions 2018-'19 to 2022-'23. This has been assessed and is applicable to provide Quality education, Training and Mental health to the students for their smart future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell of the College team members of Rabindra Mahavidyalaya, Champadanga and submitted to us. The content of the baseline data containing data mentioned in the Departmental Profile has been personally verified by the Expert Team constituted by the University of Burdwan, Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Data & Photographs used in the report are taken by the respective departments & IQAC team members during preparing their Reports of the concerned year from 2018-'19 to 2022-'23.


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Vivekananda Mahavidyalaya
BURDWAN

Schedule for Academic & Administrative Audit

December 20, 2023 Time	Schedule	Venue
11:30 AM	Introductory Meeting	Principal's Office
12:00 NOON	Meeting with IQAC	Principal's Office
12:00 NOON – 02:00 PM Presentation by IQAC & Visit to Campus, Academic & Administrative Buildings		
02:00 PM - 02:30 PM	Lunch	
02:45 PM – 05.00 PM Presentation by Different Departments		
05:00 PM	Tea	

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1. Introduction

[History of College]

Rabindra Mahavidyalaya, Champadanga, Hooghly founded on 8th of November, 1971 under the affiliation of the University of Burdwan. Initially, started with one two-storied building on the northern side with only eight students admitted to the Pre-University course and twenty-five students to the B.Com Pass course. B.A. course in the Pre-University and Degree level started in the academic session 1972-'73. During these four decades College now has developed a long list of infrastructure, namely five big buildings, two new buildings (under construction), Library has a Reading Zone for students and teachers, one playground, separate courts for playing volleyball, basketball and badminton, cycle-sheds, multi-gym, a potable water system and so on. College possesses a green ambience and a big pond in the middle.

Presently, it has 16 Hons. and 19 General subjects. College provides academic facilities like Learning Resource Centre, Computerized Library Facility, Career Counselling Cell, Smart Digital Classroom, etc.

In 2006, during First Cycle of accreditation College obtained a Grade of B by NAAC; on Second Cycle of assessment it was awarded with B⁺⁺ on 2017.

Audit Committee

The authority of the University of Burdwan has constituted a three members committee to conduct an Academic & Administrative Audit of the Rabindra Mahavidyalaya, Champadanga, Hooghly. The Audit Committee is comprised of the following members:

Dr Tanmoy Dasgupta, Professor & Head, Deptt. of Business Administration, The University of Burdwan, Burdwan

Dr Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan

Dr Sibaprasad Rudra, Principal, Vivekananda Mahavidyalaya, Sripally, Purba Bardhaman

2. Objective & Scope of the Audit

Members along with the Principal, Dr Prasanta Bhattacharyya in presence of IQAC members at a preliminary meeting, held on 20-12-2023 at 11.30 am, outlines 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 along the following aspects in course of the audit.

Scope

- Methodology of teaching and learning adopted for the different courses run by the College
- Functioning of the Laboratories and Computer Facilities
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Central Library and the Central Research Facility and Sport Office
- Outreach Programmes by NSS as well as regular students.
- Alumni/ae 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

At the meeting with the Principal, the Coordinator-IQAC, and other faculty members, officials, a discussion was made with the Principal which gave a general and broad profile of the facilities and activities of the College. The new facilities added and the new campuses that are in the process of being developed were also noted by the audit team.

The Audit team visited the various departments and facilities, and had brief interactions with the faculty of each department, and the support staff. 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. Institutional Distinctiveness

- The College was founded in 1971 and affiliated to the University of Burdwan.
- Since its establishment the College has made remarkable strides in the field of education in India based on the tenet's commitment, care and service.
- College provides free Wi-Fi facility with a bandwidth of 60 Mbps.
- Library is automated using Integrated Library Management System (ILMS) Data, at present library has a total of 36,718 printed books. Library uses KOHA, Web OPAC search facilities, INFLIBNET N-LIST consortia.
- No new minor or major projects during the year of assessment.

- College has introduced a number of Self-financing Vocational Training courses for creation/generation of job opportunities and become employable.
- Overall pass percentage is good.
- Most of the teachers are well-experienced and members of different boards of studies; 23 teachers are awarded PhD.
- Few teachers pursue research works in their personal capacity.
- Orientation programmes for the new entrants should be organized.
- The support staffs are very happy with the College Administration.
- The IQAC conducts its tasks efficiently.
- There are total 41 Classrooms, 2 Halls, 24 laboratories.
- Total no. of permanent teachers is 40 against 47 sanctioned posts, 37 SACT members and 23 non-teaching staff members.

5. College Campus & Facilities: College has the following campuses:

a. Main Campus comprises -

- i) Administrative Building, Departments of English, Bengali, Sanskrit, Chemistry, Zoology, Commerce, Political Science and Computer Lab.
- ii) Vidyasagar Building: Central Library and Auditorium
- iii) Bigyan Bhavana: Departments of Physics, Geography, Microbiology, Economics
- iv) Bio Science Building: Department of Botany
- v) New Building: Department of Mathematics, Statistics and Education
- vi) Gymnasium Building: Department of Physical Education
- vii) Rammohan Bhavana: Department of Philosophy, Defence Studies, College Canteen and Students' Activity Building

The College comprises the total campus area of 7.94 Acres (3,45,866.4 sq. ft) with a built-up area of 72,360.82 sq. ft maintaining a green area of 2,73,505.58 sq. ft.

College has set the following Vision:

To emerge as an integrated institution that aims to not only cater to the holistic necessities of the future youths but also to nurture and unearth their inherent potential to help them present themselves as well-balanced and promising citizens of our growing country.

Mission of the College

- Nurturing the minds of its students by offering them adequate opportunities
- Developing into empowered individuals capable of being humane and visionary citizens
- Monitoring the students to mature into a person of competence and compassion
- Training to face the challenges of life and have the capacity to become the pillars of the society

6. Goals of the College

- i. 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.

ii. Encourage students to realize their own potential.

iii. Prepare students to become analytical and responsible citizens.

iv. Build an empowered young generation who can act as an essential component for the sustainable development of the society.

v. 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

While reputation has grown over the years, formal recognition first came in 2006 from the National Assessment and Accreditation Council (NAAC) as a "B" grade College followed by B++ in 2017, now preparing for the process of Cycle III of NAAC accreditation.

New Horizons

The College has one campus with fairly equipped with gadgets and amenities to house initiate research activities.

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. Observations

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on December 20, 2023 are given below.

10. Courses

Table 1: Departments in the College Stream	Programme	Total
Arts		11
B. A. Bengali [Hons. & Gen.]		
B. A. English [Hons. & Gen.]		
B. A. Sanskrit [Hons. & Gen.]		
B. A. Economics [Hons. & Gen.]		
B. A. Education [Hons. & Gen.]		
B. A. Geography [Hons. & Gen.]		
B. A. History [Hons. & Gen.]		
B. A. Philosophy [Hons. & Gen.]		
B. A. Political Science [Hons. & Gen.]		
B. A. in Defence Studies [Gen.]		
B. A. in Physical Education [Gen.]		
Science		07
B. Sc. Botany [Hons. & Gen.]		
B. Sc. Chemistry [Hons. & Gen.]		
B. Sc. Mathematics [Hons. & Gen.]		
B. Sc. Microbiology [Hons. & Gen.]		
B. Sc. Physics [Hons. & Gen.]		
B. Sc. Zoology [Hons. & Gen.]		
B. Sc. Statistics [Gen.]		
Commerce		01
B. Com [Hons. & Gen.]		
TOTAL		19

11. Assessment of courses

Language groups

1. B.A.

- ❖ Vision and Mission of the departments be well articulated highlighting the objectives, goals and opportunities of the courses
- ❖ Overall students' progression is satisfactory.
- ❖ Some of the students have been awarded national level examination
- ❖ Most teachers are well experienced and with PhD degrees.
- ❖ 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.
- ❖ Teachers have published a good number of edited books.
- ❖ New topics be proposed to be added during syllabi orientation after getting feedbacks from alumni, passed and final year students
- ❖ Career counselling is required.
- ❖ Research orientation be focussed in final semester course.
- ❖ 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 revised mentioning the uniqueness, strength and opportunities of the departments.
- ❖ Student progression is satisfactory.
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ Some topics relevant for UGC NET should be introduced in the existing curriculum.
- ❖ 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, 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 more major/minor research projects
- ❖ Publication of research papers in reputed/UGC enlisted journals are less in number in Zoology; but in Chemistry and Botany it is quite a good in number.
- ❖ Some faculty members of Physics are members of reputed social bodies.
- ❖ Students will be engaged in in-house projects/internship/field survey for experimental learning; Chemistry department may take initiative to publish the dissertation work of the students.
- ❖ Students of Chemistry may get exposure in evaluation of water quality parameters.
- ❖ Students' progression is good in Botany, Chemistry, Microbiology and Zoology. Teachers are requested to maintain more liaison with the students to keep their records of achievements/job etc.
- ❖ Logbook for each equipment be maintained and students must be equipped with the knowledge/knowhow to handle the instruments.
- ❖ Departments of Botany and Zoology may take initiative to build up one museum for keeping/preserving the herbarium/plant and animal specimens, etc.
- ❖ Students be encouraged for preparation of competitive examinations.
- ❖ Research activities be strengthened amongst the faculty members.
- ❖ Department should choose more skill-oriented courses, field-oriented studies for the students; new practicable proposal in skill enhancement needs enhancement.
- ❖ Microphone and white board to be installed in the class rooms.

B.Com

- ❖ Vision of the Department be more focussed.
- ❖ Mission be oriented towards the vision of the department.
- ❖ More hands-on/skill-oriented courses be initiated to cater to the need of the students.
- ❖ Students may be involved in the process of evaluation of works/performance of the local bodies/Govt. sector/Municipality.
- ❖ Social engagement of the students is necessary.
- ❖ Computer-Student ratio be enhanced.

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
- ✓ One of the best infrastructural facilities that can be provided by an educational institution
- ✓ Good and competent teaching faculty using updated pedagogy with supportive IT facility.
- ✓ Inclusive approach to education by extending the educational facilities, mandatory add-on courses and services.
- ✓ Despite shortage of teaching staff in some cases, the quality of teaching intended to fulfill the needs of the students.
- ✓ Committed and supportive non-teaching staff
- ✓ Academically above-average students use to abide by the rules and code of conduct of the college.
- ✓ Washrooms are adequate and well furnished & maintained for proper cleanliness.
- ✓ Canteen is providing good food.
- ✓ Non-teaching staff members are equipped with newly oriented digital programmes for their day-day work.
- ✓ NSS are active.

Opportunities for Improvement

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

- ✓ Research initiation
- ✓ Publications
- ✓ Innovations in teaching-learning

13. General Conclusion

- The College is maintaining a congenial ambience of quality teaching-learning process.
- Discipline-centric progression of students is satisfactory.
- Overall academic and administrative development stands out as an institution of academic excellence.

14. Declaration

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

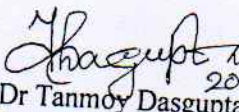
Date: 20/12/2023

Place: Rabindra Mahavidyalaya
Champadanga, Hooghly


Signed by
College Principal with Seal

15. Gratitude

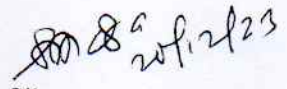
The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation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


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