

ACHARYA JAGADISH CHANDRA BOSE COLLEGE

Govt. Aided Undergraduate College (NAAC Accredited)

1/1B A.J.C. Bose Road, Kolkata 700020

Phone 03322825181

Report of the Academic and Administrative Audit

Academic Audit Committee

Dr. Anup Sikdar

Former Principal, Ramsaday College, Howrah
Emeritus Professor, Dept. of Biotechnology
Institute of Engineering and Management, Kolkata

Dr. Phalguni Mukherjee

Former Joint Secretary, W.B. State Council Of Higher
Education Govt of West Bengal
Director, Institut de Chandernagor, Hooghly
West Bengal

Dr. K. P. Ghatak

Former Professor, Dept of Chemical Engineering,
University Of Calcutta
Senior Professor & Research Director
Institute of Engineering and Management, Kolkata

Dr. Subir Kumar Dhar

Former Head, Department of English &
Director, School of Languages and Culture
Rabindra Bharati University, Kolkata

Dr. Sk Rafikul Hossain

Head, Department of Bengali Language & Literature,
University of Calcutta, Kolkata

Dr. Ramahlad Choudhary

Professor & Head, Department of Hindi
University of Calcutta, Kolkata

Dr. Ramprahlad Choudhury

Associate Professor, Department of Commerce,
University of Calcutta, Kolkata

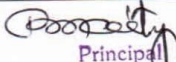
Dr. Jayanti Das

Professor, Department of Education
University of Calcutta, Kolkata

Dr. Sridipa Sinha

Associate Professor, Department of Education,
University of Calcutta, Kolkata




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◆	Steering Committee for Academic Audit	Dr. Purna Chandra Maity (Principal, Chairman of IQAC) Dr. Shampa khasnobis Co-ordinator, IQAC, Department of Chemistry Dr. Taradas Sarkar IQAC Member, Department of Chemistry Dr. Biswaranjan Mondal IQAC Member, Department of Mathematics.
◆	Academic Years for which Academic Audit Conducted	2018-19
◆	Submission of document from department and office for the Academic & Administrative Audit	The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2018-2019. The report contains <ul style="list-style-type: none"> • Institutional Data • Profile of the Departments • Profile of activities of different Associations and Committees • Library • Financial support from UGC and other funding agencies
◆	Day and Date of Visit	Friday, 28 th and Saturday, 29 th June 2019
◆	Time Spent	10 a.m. to 5.00 p.m.
◆	Proceedings of the Academic audit	The process of Academic Audit & Administrative Audit was systematically planned and shared with external Audit Expert through <ul style="list-style-type: none"> • Principal's Presentations • Departmental Presentations • Presentations of committees and associations • Verification of documents • Interactions with faculty • Visits to Library, Laboratories and other activity Centres. • Interaction with office and Non- Teaching staff



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After a close analysis of presentations, verification of documents and actual visit, academic audit experts' observations are submitted hereinunder :

1. Curricular Aspects

- The College has defined its goals and objectives clearly and are communicated systematically to all its stakeholders.
- The College follows Choice Based Credit System (CBCS), recently introduced by the affiliating University.
- The College has a wide range of undergraduate programmes: (13) (B.A. B.Sc. B.Com) along with a Teacher Education Course (B. Ed)
- Classes are conducted as per the Timetable and Academic Plan and semester wise prepared academic module based on the academic schedule of the affiliating University. Examinations and other activities are carried out as per academic calendar prepared at the beginning of each academic year.
- Dearth of space has henceforth prevented the college from opening add on courses.
- Construction of extended part of the new building under process, will, however, open the prospect of offering such courses in future
- Feedback on curriculum taken from stakeholders and after analysis is carried out. The Principal separately deals with the concerned staff and make them aware on their feedback report.

2. Teaching-Learning and Evaluation

- Online admission of Students is done completely on the basis of merit.
- Total number of permanent Faculty – 31 +1
(Associate Prof – 10, Assistant Prof. – 21, Govt. Approved PTT – 12, C Govt. Approved CWTT – 06, College Appointed Temporary Full Time – 7, College Appointed Temporary Part-Time – 5, Guest Lecturer - 35)
- Number of Permanent Faculty with Ph.D – 16
- Number of Permanent Administrative Staff – 08
- Total number of actual teaching days – 221 days.
- Orientation Programme was organized for B.A/B.Sc. Part-I Honours & general students



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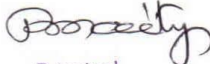
(Initiative by IQAC)

- Classroom teaching is supplemented with special lecture by Eminent Academicians, Group Discussion, Paper Presentation by Students, Field Projects, , Educational Tours.
- The College has taken initiative to promote use of ICT in teaching-learning process .
- Teacher-Ward Tutorial System to enable the high achievers to reach excellence and the slow learners to reach the minimum qualifying level.
- Personal Counselling for students to minimize dropout . (Initiative by IQAC)
- The College caters to individual diversities amongst learners such as slow learners and advanced learners.
- Special, Tutorial and Remedial classes are arranged for slow learners at regular intervals.
- The Institution holds continuous evaluation to analyse the academic progress of the students.
- Parent-Teacher meeting held by individual departments and necessary steps are taken based on parent feedback.
- Feedback on Teaching Learning Evaluation taken from students and after analysis necessary steps were taken for improvement (Initiative by IQAC)

3. **Research, Innovation and Extension**

- The College has constituted Reasearch Committee which promotes research culture among faculty and students.
- Two teachers (Dr. Rammohan Pal, Department of Chemistry, and Dr. Biswajit Majumder, Department of Physics) act as research guides.
- Nearly 50% of the faculty members have published edited volumes and papers in journals of national and international repute.
- Faculty members are encouraged to publish research papers in reputed Journals and also to formulate research projects for submission to different funding agencies.
- One NSS unit is open under University of Calcutta and is active.




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- The College has a plan for making collaboration with one reputed NGO from the academic session 2019-2020.

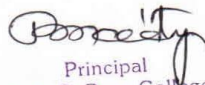
4. Infrastructure and Learning Resources

- The second phase of construction of the new extended part of college building is already underway.
- At present the number of classrooms inadequate, There is one student Canteen, Girl's Common Room, Staff Room for teachers.
- Branded water purifiers on alternate floors provide pure drinking water to all staff and students alike.
- The College has developed Computing Laboratory and upgraded Science Laboratory and Smart classroom and installed CCTVs for continuous monitoring; campus is Wi-fi enabled, 24 hrs Generator back up, canteen, 100% CCTV surveillance in place.
- The College Library is partly automated.
- The College has a Digitized Library (KOHA Software), INFLIBNET and OPAC facility. Faculty and students have online access to library.
- College has Institutional membership of British Council Library.
- The College library provides Photocopy facility at subsidized rate to students.
- Development Committee is in charge of maintenance of college building and its infrastructure.
- There is a budgetary provision for maintenance and AMC.

5. Student Support and Progression

- 70% of outgoing BA/B.Sc. students selected for higher studies in different Universities.
- About 60% students received Financial Support from different state and central government sources.
- Subsidized canteen in the College where healthy and hygienic food is available at cheaper rates.
- Students are given career guidance by the Entry-in-Service Portal run by the college which assist them for preparing themselves for various types of competitive examinations.
- Skill oriented training programmes have been introduced in collaboration with George Telegraph Training Institute and Communicative English by British Institute.




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- SMS service subscribed for delivering urgent information to the students and staff of the College.
- The College has an institutional membership of Students' Health Home, Govt. of West Bengal. Student can avail medical facilities and specialized treatment with an annual subscription of Rs.10/-(Rupees ten) only.

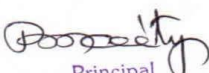
6. **Governance, Leadership and Management**

- Vision, Mission & Core Values of the Institution stated clearly.
- The Management and Principal provide excellent leadership to the Institution.
- Decentralized transparent administration with participative management.
- Various Committees for monitoring academic and administrative activities.
- Registered Staff Credit Cooperative Society exists.
- Records of all GB Meeting properly maintained.
- Notice/Agenda/Resolution of different meeting are circulated in time.
- Roaster Register and Service book properly maintained.
- Finance Committee and Purchase Committee records are well maintained.
- Academic and Administrative functioning of the College is automated.
- Transparency is maintained at all level.
- Implementation of integrated Student Management System & computerization of Accounts section with Tally.
- Accounting and Regular Auditing by the professional auditors in place.
- Grievance redressal committee are active at all levels.
- The College is effective in resource mobilization, planning and development strategies.
- IQAC activities systematically recorded and documented.

7. **Institutional Values & Best Practices**

- Solar Panel is installed for providing electricity at the college gate.




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- The College regularly holds cultural programmes on Music, debate, recitation, essay, writing, extempore.
- The College displays sensitivity to changing educational, social and market needs.
- The College follows many innovative, healthy and student's friendly practices.

Following are the recommendations of the Audit Team.

- Efforts to be made to improve student's enrolment/admissions in few subjects like Bengali and Hindi.
- Library to procure more books in all subjects as per new CBCS Syllabus introduced by the affiliating University.
- Certificate and Diploma courses in the vocational stream may be introduced. Students may be guided to take up the free online skill based courses like Swayam, MOOC etc. recommended by the Government and UGC.
- Short term courses like *Media Science*, Event Management, Anchoring, Food Preservation, and Tourism Management can be introduced.
- Courses on Travel Tourism and skill based are to be introduced
- Region Specific and socially relevant research Projects to be undertaken using funds from outside agencies/government agencies.
- Strengthening of research facility by improving infrastructure & appointment of necessary lab staff as well as establishing a "Central Instrumentation" facility.
- Establishing innovation and incubation centres for skill development to encourage students for entrepreneurship.
- Activities of Placement Cell need to be geared up.
- Faculty Development Programmes are to be organized at regular intervals.
- Initiatives to be taken for set up of National and International linkages.
- Faculty exchange and Students exchange programme may be introduced.
- Provision of space for separate Language lab, Auditorium and sound proof Seminar Hall should be kept in the new extended part of college building.



[Handwritten Signature]
 Principal
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