



Dum Dum Motijheel Rabindra Mahavidyalaya

Affiliated to West Bengal State University

Reaccredited by NAAC Grade 'B+' (Cycle-2)

Session: 2022-23

Report of the Academic & Administrative Audit

◆	Academic Audit Committee	Dr. Anadi Mohan Roy Principal, Amdanga Jugal Kishore Mahavidyalaya Dr. Pradipta Guptaroy Principal, Dum Dum Motijheel College.
◆	Steering Committee for Academic Audit	Dr. Arijit Saha Principal & Secretary, Dum Dum Motijheel Rabindra Mahavidyalaya Smt. Kalyani Banerjee Mukherjee. IQAC Co-ordinator, Department of Bengali, Dum Dum Motijheel Rabindra Mahavidyalaya Smt. Nafisa Khatun IQAC Member, Department of Education, Dum Dum Motijheel Rabindra Mahavidyalaya Smt. Swatilekha Halder IQAC Member, Department of Economics, Dum Dum Motijheel Rabindra Mahavidyalaya
◆	Academic Years for which Academic Audit Conducted	2022-2023

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◆	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 2020-2021. 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	Wednesday, 7 th June 2023
◆	Time Spent	11 a.m. to 5.00 p.m.
◆	Proceedings of the Academic Audit	The process of Academic Audit & Administrative Audit was systematically planned and scheduled with- <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

After having the analysis of presentations, verification of documents and actual visit, we submit our observations as under:

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).
- The college has a wide range of programmes: UG-13. (Honours Dept-8 & General Dept-13)
- Classes are conducted as per the Timetable and Academic Plan uploaded in the College Website
- Courses in soft skills and communicative English in place
- Feedback on curriculum taken from stakeholders and after analysis report submitted to IQAC.

2. Teaching-Learning and Evaluation

- Online Admission of Students is done completely on the basis of merit.
- Total number of permanent Faculty: 39
- Number of Permanent Faculty with Ph.D.: 11

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- Number of Permanent Administrative Staff: 11
- Total number of actual teaching days: 187 days.
- Orientation Programme was organized for B.A/B.Sc/B.Com. 1st Semester Honours & General students (Initiative by IQAC)
- Classroom teaching is supplemented with special lecture by Eminent Academicians, Group Discussion, Paper Presentation by Students, Field Projects, Departmental Quiz, Educational Tours, Industrial Visit.
- Teacher-Ward Tutorial System to enable the high achievers to reach excellence and the slow learners to reach the minimum qualifying level.
- The college caters to individual diversities amongst learners such as slow learners and advanced and learners.
- Special, Tutorial and Remedial classes are arranged for slow learners
- Online repository of instruction manuals are available.
- The Institution hold continuous evaluation to analyse the academic progress of the students.
- Parent -Teacher meeting held three times in an academic year 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 Research Committee which promotes research culture among faculty and students.
- Number of teachers act as research guides - Nil
- Some faculty members have published edited volumes and papers
- Faculty members are encouraged to publish research papers in reputed Journals and also to formulate research projects to be submitted to different funding agencies.
- NSS unit and unit of NCC are active.
- Academic Collaborations Kolkata and some neighbouring Colleges

4. Infrastructure and Learning Resources

- Adequate number of class rooms, canteen, girl's restroom, and common staff room, drinking water facility available
- The college has developed Computing Laboratory and UGC Network Centre and upgraded Science Laboratory and Smart Class Room and installed CCTVs for continuous monitoring, Enable Wi-Fi campus facility, Generator, canteen, 100% CCTV Surveillance in place
- The college has a modern gymnasium for students and teachers.
- Cheap store within the college campus where books are available at cheaper price.
- The college has partially Digitized Library (SOUL Software) INFLIBNET and N-List facility are also highly appreciable.
- The student union provides Book Bank facility for economically weak meritorious students whereby they can borrow and retain books for six months.
- Development Committee in charge of maintenance.
- Budgetary provision for maintenance and AMC in place

5. Student Support and Progression

- 23% of outgoing BA/B.Sc/B.Com. students selected for higher studies in different Universities.

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- Various gender sensitization programmes organised by the college.
- College provides for Financial Aids to the deserving students.
- Subsidized canteen in the college where healthy and hygienic food is available at cheaper rates.
- Students are given career guidance by Career and Counselling Cell of our college.
- College has different WhatsApp groups for delivering urgent information to the students of the college.
- College has accidental coverage fund for the student.

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
- Various Committees for monitoring activities
- 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.
- Implementation of integrated Student Management System & computerisation of Accounts section with Tally.
- Accounting and Regular Auditing by the professional auditors in place.
- There are fair grievance redressal mechanisms 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

- The college has a literary wing- that organizes various literary and cultural programmes
- The college regularly holds cultural competitions on music, debate, recitation, essay writing, extempore.
- The college displays sensitivity to changing educational, social and market needs.
- The college caters to inclusive practices for social justice and better stakeholder relationships.
- The college strives to promote value-based education.
- The college follows many innovative, healthy and student's friendly practices.

Following are the recommendations of the Audit Team:

- Opening of different courses like Psychology, Hindi, BBA, Computer Applications etc.
- Add-on/Certificate courses can be introduced in MS Office (ICT training program).
- More PhD among the teachers may be encouraged.
- Publication by teachers to be continued and encouraged more
- More skill enhancement courses to be introduced
- Faculty exchange and Students exchange programme be encouraged with the colleges and institutions under MOU.


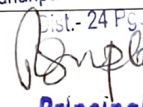
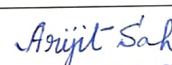

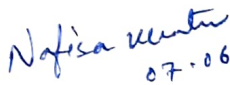
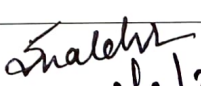
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- Placement and career counselling activities need to be geared up.
- Girl students to be encouraged to join NSS/NCC unit of the college
- Feedback system to be strengthened and continued.
- Alumni meet and interactions of the current students with alumni to be arranged.
- Environment-friendly and energy-efficient measures to be adopted.
- Solid and e-waste to be managed properly
- College should go for NAAC Accreditation (3rd Cycle)

Signature of the Academic and Administrative Audit team:

SL. No.	Name with Designation	Signature with Date
1.	Dr. Anadi Mohan Roy Principal, Amdanga Jugal Kishore Mahavidyalaya.	 7/6/23 Principal Amdanga Jugal Kishore Mahavidyalaya P.O. Sadhanpur-Uludanga, P.O. Jajuria
2.	Dr. Pradipta Guptaroy Principal, Dum Dum Motijheel College.	 7/6/23 Principal Dum Dum Motijheel College
3.	Dr. Arijit Saha Principal & Secretary, Dum Dum Motijheel Rabindra Mahavidyalaya	 7/6/2023 Principal & Secretary Dum Dum Motijheel Rabindra Mahavidyalaya
4.	Smt. Kalyani Banerjee Mukherjee IQAC Co-ordinator, Department of Bengali, Dum Dum Motijheel Rabindra Mahavidyalaya.	 7.6.2023 Coordinator Internal Quality Assurance Cell Dum Dum Motijheel Rabindra Mahavidyalaya Kolkata-700074
5.	Smt. Nafisa Khatun IQAC Member, Department of Education, Dum Dum Motijheel Rabindra Mahavidyalaya.	 07.06.2023
6.	Smt. Swatilekha Halder IQAC Member, Department of Economics, Dum Dum Motijheel Rabindra Mahavidyalaya.	 8/6/23