

Academic Audit

2017-18

Audit Report

Overall evaluation

Date of Audit : 07.12.2018

Audit Team:

- 1. Dr. Rupali Chaudhuri,
Principal, Vidyasagar College
For Women, Kolkata**
- 2. Dr. Sibranjan Chatterjee,
University Nominee,
Governing Body, Vidyasagar
College For Women, Kolkata**
- 3. Dr. Pranati Sinha (Mallick),
Government Nominee,
Governing Body, Vidyasagar
College For Women, Kolkata**
- 4. Dr. Tapan Roy, Coordinator
, IQAC, Vidyasagar College
For Women, Kolkata**

1.0 Audit Framework and detailed findings

The following audit framework is used for conducting Academic Audit.

Sl. No	PARTICULARS	
1.1.a	Has Institution appointed a permanent Principal?	YES
1.1.b	Is she/he Ph.D.?	YES
1.2.	Total Non-Teaching Staff (Permanent + Casual)	13+15
1.3	Number of professional Programmes held for non teaching staff in the last one year:	03
1.4	Extent of grant utilization (UGC + Government +fees) in the last one year Utilization %	100% 75% 50% Less than 25%
1.5	Is the perspective and strategic plan prepared and being followed in the Institution?	YES
1.6	Office Automation 1. Administration a. Admission Processes - Online Admission - Other Processes only b. Enrollment c. Maintenance of Records d. Declaration of Results	YES NO YES YES YES
	2. Accounts a. Fees Collection b. Maintenance of accounts	NO YES
1.7.a	Is there a College web site?	YES
1.7.b	Is it updated till date	YES
1.8.	Is the College Library automated? a. Record of Books b. Issue and Return of Books	YES YES
1.9.a	Does the library provide open access facility? a. To all b. To Only teachers	YES NO

1.9.b	Is there Internet facility in the library? a. For All b. For Teachers only	YES (a)
1.10	Is there an Anti ragging Cell in the college?	YES
1.11	Are there any Welfare schemes? If Yes, List them i) Students' Aid Fund ii) Concession of Tuition fees	YES
1.12	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	Both
1.13	Is there a functional Alumni Association? (minimum of 1 meeting per year)	YES
1.14	Do you organize Institution & Stake holders Interaction Cell (ISIC) meet? (minimum one meeting per year) (Stake holders : Governing Board, Parents, Alumni, Industries, etc.)	NO

Sr.No	PARTICULARS	
2.1.1	Total Permanent Staff (Teaching)	62
2.1.2	A. How many faculties have attended FIP (2017-18)? 71% to 100% 41% to 70% Up to 40% B. Faculties who have attended Refresher or Orientation Courses 71% to 100% 41% to 70% Up to 40%	None Upto 40%
2.1.3	Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc.) 71% to 100% 41% to 70% Up to 40%	71% to 100%
2.1.4	Innovative Practices i) Students' Seminar ii) Seminar by Invited Speakers iii) Medical Awareness Programme iv) Counseling of students by Professional Counselor. v) Yoga vi) E-garbage Management	YES

Sr. No	PARTICULARS	
2.2.1	Number of programmes/courses offered <ul style="list-style-type: none"> - CBCS system - Multidisciplinary approach - Any other specify <ul style="list-style-type: none"> i) Beautician Course ii) Spl. Foreign Language(French) 	Hons-14 Gen. - 05 YES YES
2.2.2	Percentage of students who graduated during Last year: First Class, Second Class, Pass Class	
	First Class	7.00%
	Second Class	38.80%
	Pass Class	10.90%
2.2.3	Contribution of the faculty in Course Design 51% to 100% 26% to 50% 5% to 25% <5%	Following University Guidelines
2.2.4	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty? 81% to 100% 51 % to 80% 31 % to 50% <30%	YES
2.2.5	Is academic calendar being prepared and implemented?	YES
2.2.6	Use of any other Teaching - Learning Tools <ul style="list-style-type: none"> - OHP } - LCD } - Videos } - Interactive boards } - Any other (Please specify) 	Yes YES YES YES NIL
2.2.7	Use of ICT in teaching - Learning Evaluation <ul style="list-style-type: none"> - e-journals - IT enabled Classrooms 	YES YES

	- Online assessment	YES
	- Online assignment submission	NO
	- Online feedback on teaching & learning	YES
2.2.8	Do you offer Bridge Courses / **remedial courses?	YES
2.2.9	Are projects, assignments, field work, seminars etc. part of curriculum?	YES
2.2.10	A. Evaluation of Teachers by Students	YES
	B. Is it **analysed and ^{tr} communicated?	YES
2.2.11	Innovative teaching practices i) Science Exhibition ii) Arts Exhibition iii) Book Talk	YES

Sr. No	Particular	
2.3.1	a. Percentage of teachers with Ph.D as the highest qualification: b. Percentage of teachers with M.Phil as the highest qualification: c. Percentage of teachers with UGC NET or SLET: [Total % = % of (a) + % of (b) + % of (c)]	62.9% 8.00% Above 80%
	81% to 100% 51% to 80% 31% to 50% <30%	
2.3.2	Publications (Last 1 year): i) Articles in refereed Journals ii) Books and Edited volumes	11 04
2.3.3	Are you generating resources through consultancy?	NO
2.3.4	Sponsorship of events and resources generated	NO

2.3.5	State /National/ International level Seminars/ workshops/conferences organized during last 1 year.	03 >1 1
2.3.6	Number of Faculties engaged in research: Completed <u>03</u> Ongoing <u>24</u>	

Sr. No	PARTICULARS	
2.4.1	Number of Outreach projects NCC YES NCC YES NGO's NO Own funds NO Local funds NO Govt. funds NO	
2.4.2	Number of faculty hours for outreach activities	92 hr
2.4.3	Number of student hours for outreach activities	120 hr

2.5 STUDENTS SUPPORT (10%) 45 Marks

Sr. No	PARTICULARS	
2.5.1	Number of effective teaching days (Number of working days – Exam days) 140 or >140 120-139 100-119 <100	192
2.5.2	Use of Power Points in Classes >50% students < 50% students	YES
2.5.3	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them i) Wifi-for All iii) Xerox for All iv) Computer Access facility for all	YES
2.5.4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	YES
2.5.5	Are any Personality development programmes conducted?	YES
2.5.6	Do you organize & document various extra curricular activities?	YES

2.5.7	a. Is there a student council in place?	YES
	b. How often do they meet per year? 2 or more times Once only	YES
2.5.8	Does your College have any Feedback Mechanism (students, Faculties & **Industry)?	YES
2.5.9	Do you have any Community Audit Mechanism?	YES

2.0 Observations and Recommendations

Following the audit, several observations and recommendations were made to the management.

1. Institution and Stake Holders Interactions Cell (ISIC) is to be formed.
2. NGO's activity is to be introduced in regular basis.
3. Seminars, workshops etc are to be organized more frequently.
4. A employability Cell need to be introduced for the benefit of students.

3.0 Objectives and Scope

This audit was conducted for Vidyasagar College For Women campus in 39, Sankar Ghosh Lane, Kolkata - 700006 and 8/A, Shibnarayan Das Lane, Kolkata – 700006 and all departments of the institution operating from the 39, Sankar Ghosh Lane, Kolkata campus.

4.0 Methodology

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

Review of the Documentation

For the purpose of this audit the Academic Policy of the institute was reviewed.

Interviews

Interviews were conducted with the Principal, and also faculties and students.

Physical Inspection

The audit team was in college to inspect the campus.

5.0 Declaration

we agree with all the recommendation and observation mentioned in this report.

Signature of the Academic Audit Team

1. Dr. Rupali Chaudhuri, Principal, Vidyasagar College For Women, Kolkata
2. Dr. Sibransan Chatterjee, University Nominee, Vidyasagar College For Women, Kolkata
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Member
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Member 07.12.18
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