Administrative Audit

2022-23

Audit Report

Overall evaluation

Date of Audit: 01.12.2023

Academic Audit

Audit Team

1. Dr. Sutapa Ray, Principal, Vidyasagar College for Women, Kolkata

2. Dr. Kamal Kishor Mishra, University Nominee, Governing Body, Vidyasagar College for Women, Kolkata

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1.0 Executive Summary

In accordance with the Risk-Based Audit and Evaluation Plan of Vidyasagar College For Women campus in 39, Sankar Ghosh Lane, Kolkata - 700006 and 8/A, Shibnarayan Das Lane, Kolkata – 700006 for 2022-23, the Audit and Evaluation Branch conducted Administrative audit of the college in December, 2023.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards.

During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Administrative management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

2.0 Statement of Assurance

This audit has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

In our professional judgment, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and are contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

3.0 Summary of Findings

The main findings of the audit show that, in general, all the departments are aware about the need for Administrative policies at a general level.

However, on detailed review, it was observed that, though the college is implementing the Administrative Policy, many of the practices followed in the institution are not in compliance with the Administrative Policy of the institution, and the applicable standards. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

4.0 Audit Framework and detailed findings

The following audit framework is used for conducting Academic Audit.

SI. No.	PARTICULARS	Answer
4.1.a	Has Institution appointed a permanent Principal?	yes
4.1.b	Is she/he Ph.D.?	yes
4.2.	Total Non-Teaching Staff (Permanent + Casual + Contractual)	06+16+1=**23**
4.3	Number of professional Programmes held for non teaching staff in the last one year:	0
4.4	Extent of grant utilization (UGC + Government + Fees) in the last one year Utilization 100% (Govt.) 75% 50% (Fees) Less than 25%	√ √
4.5	Is the perspective and strategic plan prepared and being followed in the Institution?	yes

4.6	Office Automation
	1. Administration
	  a. . Admission Processes
	    - Online Admission
	    - Other Processes only
	  b. Enrollment
	  c. Maintenance of Records
	  d. Declaration of Results
	2. Accounts
	  a. Fees Collection **online**
	  b. Maintenance of accounts
		
		Yes
		Yes
		Yes..
		Yes
		Yes
		
		Yes
		yes

4.7.a	Is there a College web site?	Yes
4.7.b	Is it updated till date	Yes
4.8	Is the College Library automated? a. Record of Books b. Issue and Return of Books	 Yes Yes
4.9a	a Does the library provide open access facility? a. To all b. To only Teachers	 Yes No
4.9b	Is there Internet facility in the library? a. For all [Teaching, Non-teaching and Students] b. For only Teachers	 Yes No
4.10	Is there an Anti ragging Cell in the college?	Yes
4.11	Are there any Welfare schemes?	

	If Yes, List them i) Students' Aid Fund	Yes
	ii) Concession of Tuition fees	Yes
	iii) Medical Aid Fund for Casual staff	Yes
4.12	Is there a Women's Development Cell/Anti Sexual harassment Cell?	Yes
4.13	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes
4.14	Do you organize Institution & Stake holders Interaction Cell (ISIC) meet? (minimum one meeting per year)	No

Sl No.	Particulars	Answers
5.1.1	i) Total Permanent Staff (Teaching) 2021-22	85
	ii) Contractual (College)	01
	iii) Visiting faculty (College)	06

5.1.2	A. How many faculties have attended FIP (2021-22)?
	         71%-100%
	         41%-70%
	         Upto 40%
	
	 B. Faculties who have attended
	    i) Refresher
	    ii) Orientation Courses
	    iii) Short term Course
	    iv) Summer School/ Winter School
	    v) Work Shop
		None
		
		 09
		 04
		 02
		 00
		 00

5.1.3.	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%

5.1.4	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
		 Yes
		 Yes
		 Yes
		 Yes
		 No

5 .2.1	Number of programmes/**courses** offered
	    - CBCS system
	    - Multidisciplinary approach
	    - Any other specify
	        i) **Beautician Course**
	        ii) **Spl. Foreign Lnguage(French)**
		Hons-14, Gen-05
		 Yes
		 No
		
		 Yes
		 Yes

5.2.2	Percentage of students who graduated during Last year: **For Honours Courses**	

	CGPA - > 6		57.74%
	CGPA- 4-6		17.18%
	CGPA- <4		25.07%
	For General Courses		
	CGPA - > 6		39.35%
	CGPA- 4-6		23.23%
	CGPA- <4		37.42%
5.2.3	Contribution of the faculty in Course Design	51% to 100% 26% to 50% 5% to 25% <5%	Following University Guideline
5.2.4	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 51 % to 80%
5.2.5	Is academic calendar being prepared and implemented?		Yes
5.2.6	Use of any other Teaching – Learning Tools - **OHP** - **LCD** - **Videos** - **Interactive boards** - **Any other (Please specify)**		Yes Yes Yes Yes Virtual Class
5.2.7	Use of ICT in teaching – Learning Evaluation - e-journals - IT enabled Classrooms - Online assessment - Online assignment submission - Online feedback on teaching & learning		Yes Yes Yes Yes Yes
5.2.8	Do you offer Bridge Courses/ **remedial courses?		Yes
5.2.9	Are projects, assignments, field work, seminars etc. part of curriculum?		Yes
5.2.10	A. Evaluation of Teachers by Students B. Is it analyzed and communicated?		Yes Yes
5.2.11	Innovative teaching practices i) Science Exhibition ii) Arts Exhibition iii) Book Talk		Yes Yes Yes

Sl No.	Particulars	Answers

5.3.1	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)]
	
	        81% to 100%
	        51% to 80%
	        31% to 50%
	          <30%
		58.82%
		0.02%
		60.00%
		
		51% to 80%

5.3.2	Publications (Last 1 year):
	   i) Articles in refereed Journals
	   ii) Books and Edited volumes
		
		23
		27

5.3.3	Are you generating resources through consultancy?	No
5.3.4	Sponsorship of events and resources generated	No

5.3.5	State /National/ International level Seminars/ workshops/ conferences organized during last 1 year.
	    i) Institution level
	    ii) Organised by IQAC
	    iii) Nari Sansad
		
		19
		3
		1

5.3.6	Number of Faculties engaged in research:
	   a. Sponsored research projects:
	        Completed _____0_____
	           (At least 1)
	        Ongoing _____4_____
	           (At least 1)
		
		0
		
		4

Sl No.	Particulars	Answers

5.4.1	Number of Outreach projects
	
	        NSS
	        NCC
	        NGO's
	        Own funds
	        Local funds
	        Govt. funds
		
		Yes
		Yes
		No
		Yes
		No
		Yes

5.4.2	Number of faculty hours for outreach activities	No
5.4.3	Number of student hours for outreach activities	No

5.5 STUDENTS SUPPORT

Sl No.	Particulars	Answers
5.5.1	Number of effective teaching days (Number of working days – Exam days) >140	

				120-139 100-119 <100	√
5.5.2	Use of Power Points in Classes			>50% students < 50% students	>50% students
5.5.3	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them				Yes
		i)	Wifi – for All		Yes
		ii)	Xerox for All		Yes
		iii)	Computer Access facility for all		Yes
5.5.4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?				Yes
5.5.5	Are any Personality development programmes conducted?				Yes
5.5.6	Do you organize & document various extra curricular activities?				Yes
5.5.7	a. Is there a student council in place? b. How often do they meet per year?				Yes
				2 or more times Once only	2 or more
5.5.8	Does your College have any Feedback Mechanism (students, Faculties, Alumni & Management)?				Yes
5.5.9	Do you have any Community Audit Mechanism?				No

5.0 Observations and Recommendations

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

i)   Add on courses will have to increase: a) Communicative English with Language Lab: will be conducted by Department of English.

ii) Approximately 30 hours online Professional course for students in Computers with IIT Bombay - will be conducted by Department of Physics & Electronics.

iii) Certificate course on Urban Gardening, Mushroom culture Technology and Herbal Plants: will be conducted by Department of Botany.

iv) Preparation of Lesson Plan is compulsory for all Departments

v)   Mapping of Results of each semester is compulsory for all departments and report should be submitted to IQAC.

vi) Require Outcome base study – mapping

vii) Attainment of course outcome as per UGC guideline using Bloom's Taxonomy.

viii) Fully Automation of Library RFID.

ix) Fully Automated LMS & OBE.

x)   At least one student seminar for each student in each semester required.

xi) Departmental seminar should be organized regularly and footfall in library should be recorded.

xii) MOU with other institution required

xiii) Minimum 1% non teaching should be there. Therefore there should be 15 parmanent, 15 casual and 15 contractual staff.

xiv) Two professional course in a year should be conducted for non teaching staff.

xv)   E- waste management should be initiated .

6.0 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.

07.0 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.

8.0 Declaration
We agree with all the recommendation and observation mentioned in this report.

Signature of the Academic Audit Team

Sutapa Ray - 01/12/2023
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