

Academic Audit**2021-22****Audit Report***(June 2021- August 2022)***Overall evaluation****Date of Audit :08.02.2023**

Audit Team:

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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 2021-22, the Audit and Evaluation Branch conducted Academic audit of the college in February, 2023.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Academic 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 academic 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 Academic 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 judgement, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and 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 Academic policies at a general level.

However, on detailed review, it was observed that, as the college is implementing the Academic Policy, many of the practices followed in the institution are not in compliance with the Academic 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	Yes
	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 ii) Contractual (College) iii) Visiting faculty (College)	85 01 06
5.1.2	A. How many faculties have attended FIP (2021-22)? 71%-100% 41%-70% Upto 40%	None
	B. Faculties who have attended i) Refresher ii) Orientation Courses iii) Short term Course iv) Summer School/ Winter School v) Work Shop	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 Language(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 CGPA- 4-6 CGPA- <4 For General Courses CGPA - > 6 CGPA- 4-6 CGPA- <4	57.74% 17.18% 25.07% 39.35% 23.23% 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 ¹ - Videos - Interactive boards ¹ - 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

SI 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

SI 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 (10%) 45 Marks

SI No.	Particulars	Answers
5.5.1	Number of effective teaching days (Number of working days - Exam days) <div style="text-align: right;"> >140 120-139 100-119 <100 </div>	√
5.5.2	Use of Power Points in Classes <div style="text-align: right;"> >50% students < 50% students </div>	>50% students
5.5.3	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them <div style="text-align: right;"> i) Wifi – for All ii) Xerox for All iii) Computer Access facility for all </div>	Yes Yes Yes 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? <div style="text-align: right;"> 2 or more times Once only </div>	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) At least one student seminar for each student in each semester required.
- ix) Departmental seminar should be organized regularly and footfall in library should be recorded.
- x) MOU with other institution required

- xi) Minimum 1% non teaching should be there. Therefore there should be 15 permanent, 15 casual and 15 contractual staff.
- xii) Two professional course in a year should be conducted for non teaching staff.
- xiii) 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

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Teacher-in-Charge
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