



ANANDA CHANDRA COLLEGE

(GOVT. SPONSORED)

JALPAIGURI, WEST BENGAL, PIN 735101

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT

ACADEMIC YEAR 2021-2022

PERIOD OF ASSESSMENT: 2021-2022

Academic and Administrative Audit Committee

External Members:

1. Prof. Soumitra De (Professor, Department of Political Science, University of North Bengal)
2. Prof. Pranab Ghosh (Professor, Department of Chemistry, University of North Bengal)

Internal Members:

1. Dr. Haraprasad Mishra (President, Governing Body, Ananda Chandra College)
2. Dr. Debashis Das (Principal, Ananda Chandra College)
3. Dr. Sangita Das (IQAC Coordinator, Ananda Chandra College)
4. Dr. Manika Saha (Associate Professor, Deptt. of Chemistry, Ananda Chandra College)
5. Dr. Pinaki Guha (Associate Professor, Deptt. of Physics, Ananda Chandra College)
6. Dr. Diganta Chakraborty (Associate Professor, Deptt. of History, Ananda Chandra College)
7. Dr. Chinmayakar Das (Associate Professor, Deptt. of Political Science, Ananda Chandra College)

Date of visit: 14.12.2022

❖ GENERAL OBSERVATIONS OF THE AUDIT COMMITTEE:

1. Established in 1942, the College is one of the prime colleges of Jalpaiguri.
2. It is affiliated to North Bengal University
3. The college completed 2nd cycle of NAAC accreditation with a cgpa of 2.88 and obtained B++ grade. The college is preparing for 3rd cycle.
4. The college offers 20 UG Programmes of which 18 have Honours Courses and 1 PG Programme
5. The Management & the Principal have a progressive vision with a definite plan of action following a decentralised administrative network
6. A substantial number of faculty members with a mix of newly appointed and experienced:
Total faculty: 125 of which 22 are Associate Professors, 35 are Assistant Professors and 68 are SACT.
7. Total Faculty members with Ph.D are 34.
8. Percentage of Student enrolment is extremely good for the session 2021-22 which stands at 91.6%.
9. With regard to student admission the college complies with the reservation policies for admission set by the Government of West Bengal.
10. Departments function in alignment with the institutional quality policies.
11. The College has an active IQAC which holds meetings at regular intervals.
12. The college runs from its own building and has a large campus with sufficient greenery.

❖ **SPECIFIC OBSERVATIONS AND SUGGESTIONS:**

A) Curricular Aspects:

- i. Academic plan is prepared and is adhered to.
- ii. Before the commencement of classes in each semester, the syllabus is distributed, as decided in Departmental meeting, among the teachers in each Department.
- iii. Teachers prepare a teaching plan/lesson plan at the commencement of the session and follow it.
- iv. The curriculum is designed by North Bengal University; however, some of the teachers of the college are involved in designing and development of curriculum as members of BOS.
- v. The teachers submit academic report to the Principal.
- vi. Feedback mechanism is performed and completed with proper directions from IQAC.
- vii. Departments are suggested to start Add-on and certificate courses following UGC guidelines.
- viii. Departments are suggested to encourage their students to enroll themselves in online courses of MOOCs, SWAYAM etc.
- ix. Relevance of cross cutting issues should be categorised separately with specific mention.
- x. With the commencement of off-line classes, all departments should conduct more field works for experiential learning.

B) Teaching-Learning and Evaluation:

- i) Student-centric methods such as project reports, film and documentary screening, study visits and tours etc. are effectively used.
- ii) Remedial Teaching Scheme and mentoring system are implemented but documentation should be improved.

- iii) Student evaluation is transparent and Continuous Assessment Process is implemented. Progress of students is monitored by conducting continuous internal assessment.
- iv) Student-teacher ratio is satisfactory.
- v) Pass Percentage is quite impressive.
- vi) Attainment of POs and COs should be documented.
- vii) Implementation of ICT tools in teaching-learning process needs improvement.

C) Research, Innovations & Extension

- i) 34 Teachers are Ph.D degree holders, some of whom are actively involved in research. Some of the teachers are pursuing Ph.D.
- ii) 5 of the teachers are acting as research guide.
- iii) Faculty members published papers in UCC listed journals/edited books and authored books; however, given the total number of teachers, the publications of faculty should be improved.
- iv) Given the total number of teachers, the number of ongoing and newly sanctioned Research projects during the year is negligible. It needs major improvement.
- v) The number of webinar/workshop/special lectures conducted during the year is not quite satisfactory.
- vi) In conducting extension and outreach programmes, NCC/NSS are quite active.
- vii) Sensitization programmes involving students in identified communities should be systematically organised.
- viii) No. of MoUs signed during the year is nil. MoUs should be signed for formalizing faculty/student exchange and collaborative research.

D) Infrastructure, Learning Resources and Library

- i) Amidst space constraints, it was noted that sufficient care is being taken to accommodate all required facilities. It is good to see that the newly constructed Science Building will be opening shortly.

- ii) The college has an Open theatre, a Seminar Hall, Gymnasium and a large playground facilitating students to engage in extra-curricular activities. Quality maintenance of these facilities should be prioritized.
- iii) Staff rooms/ work environment of certain departments have to be augmented.
- iv) Quality maintenance of lab facilities in most of the departments should be a major priority. Quality of equipment and cleanliness must be given more attention.
- v) Good and adequate facilities are given for the physically challenged.
- vi) ICT facilities need improvement. Student-computer ratio should be improved.
- vii) With the commencement of off-line classes, the departments should be provided with sufficient bandwidth for internet connection.
- viii) The College library is partially automated. The overall ambience of the library is good. Appreciable efforts are taken to provide a better ambience for reading.
- ix) The library has subscription of N-List (INFLIBNET).
- x) A library committee exists. The implementation of library policy is monitored.
- xi) Usage of library by the faculty members and students should improve.
- xii) The library centred activities like observation of library week and the individual awards instituted for the best library user among staff and students should be introduced.

E) Student Support & Progression

- i) There are a good number of beneficiaries of Government Scholarships and Institutional Scholarships.
- ii) The college has an active Career Guidance Cell which organises programmes for college students time to time. Career counselling must be intensified to improve the attainment in competitive exams.
- iii) Active Grievance Redressed cell to sort out the student's problem.
- iv) Anti-ragging cell and ICC are active.
- v) Due to lockdown, cultural programs and sports events could not be organised. However, some of the commemorative days of national and international importance were celebrated in online as well as in offline mode.
- vi) For overall development of the students, more Clubs should be formed.

F) Governance, Leadership & Management

- i) Vision and Mission of the Institution is followed all through the planning.
- ii) The College decentralizes curricular, cocurricular and extra cocurricular activities through various committees.
- iii) The Sub-committees and Statutory committees are functional in meeting the academic and non- academic requirements of the students.
- iv) IQAC is functional. It takes initiative in quality enhancement activities.
- v) IQAC holds meetings.
- vi) AQAR is not submitted timely. IQAC should be more active in timely submission of AQAR.
- vii) Duty leave is provided to teachers to encourage them to undertake various academic activities.
- viii) Self-appraisal system of teacher for better performance at the end of every year exists. The same should be implemented for non-teaching staff.
- ix) Training to administrative staff should be given in strengthening e-governance. More training shall be given to improve the IT skills of the administrative staff.
- x) Sufficient welfare measures are provided to the staff.
- xi) PBAS are processed effectively.
- xii) Fund mobilization cell should be strengthened. An effective fund mobilization cell may be formed.

G) Institutional Values & Best Practices

- i) The College is resorting to a green campus concept.
- ii) The campus is surrounded by a large number of trees and has a medicinal plant garden.
- iii) Rainwater harvesting has been maintained properly.
- iv) Waste management should be improved.

- v) The process of Green/ energy audits has been initiated.
- vi) Sufficient information has to be conveyed to students and staff regarding important days observed, national obligations, human rights, values etc. through the general display system in the campus.
- vii) More emphasis should be given to the Institutional Best practices by all the departments.

H) Documentation

- i) There should be a common institutional format for documentation regarding student participation and attendance list, Geo-tagging, and report of various events.
- ii) Although the departments maintain documents, effective updating should be monitored by IQAC.

I) SWOC Analysis

Strength:

- A large number of experienced and dedicated teaching staff.
- Eco-friendly College building with sufficient and pleasant learning environment.
- High enrolment ratio
- Departments function in alignment with the institutional quality policies.
- Large number of books available in library

Weakness:

- The number of publications is small as compared to the number of full-time teachers.
- Minor and Major research project sanctioned in the college is nil.
- Inadequate Laboratory facilities/instruments
- Inadequate ICT facilities for teaching-learning
- Inadequate waste management system.

Opportunities:

- Faculty enrichment through online courses like Swayam, NPTEL
- Strengthening collaboration with research institutes and Industries
- Increasing research publications in high impact factor journals.
- Scope for starting skill-oriented courses.

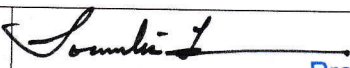
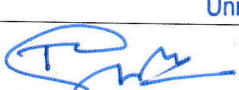
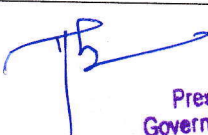
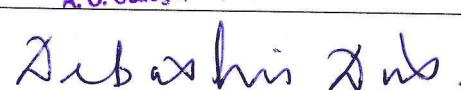
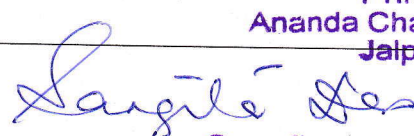

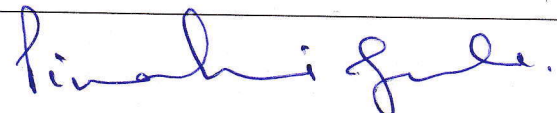

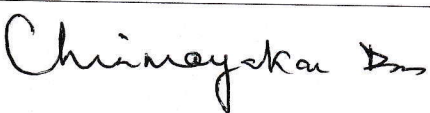
Challenges:

- Receiving grants and own fund mobilization
- Increasing student-computer ratio
- To enhance Linkage and collaboration with Industries and research institutes.

❖ GENERAL RECOMMENDATION OF THE AUDIT COMMITTEE:

1. There should be an overall enhancement of quality in personal, professional, Infrastructure, student outcome and administration.
2. Teachers should take up more research projects. Publications by the Faculty members should increase. A research culture should prevail in the campus.
3. MoUs should be signed by the colleges. Quality exposure of teachers is very much recommended. Research collaborations and faculty exchange should be promoted.
4. More seminar and workshops are to be organised.
5. Skill development activities for the students have to be promoted.
6. The departments should introduce Add-on and Certificate courses following UGC guidelines.
7. The library should have inadequate subscription of UGC listed reputed journals with good impact factors. Departments need to establish its own library.
8. More classrooms should have ICT tools for effective curriculum delivery. Maintenance of physical facilities should be augmented.
9. Waste management system should be improved.
10. IQAC is the quality command centre of the campus and therefore should give appropriate functional directives.
11. IQAC should take initiatives to submit pending AQARs within time.
12. There should be a common institutional format for documentation.

SIGNATURE OF THE AUDIT COMMITTEE

| NAME | DESIGNATION | SIGNATURE |
|--------------------------|---|---|
| External Members: | | |
| Prof. Soumitra De | Professor, Department of Political Science, NBU |  Professor Department of Political Science University of North Bengal |
| Prof. Pranab Ghosh | Professor, Department of Chemistry, NBU |  PROFESSOR OF CHEMISTRY University of North Bengal |
| Internal Members: | | |
| Dr. Haraprasad Mishra | President, Governing Body, Ananda Chandra College |  President Governing Body A. C. College, Jalpaiguri |
| Dr. Debashis Das | Principal, Ananda Chandra College |  Debashis Das Principal Ananda Chandra College Jalpaiguri |
| Dr. Sangita Das | IQAC Coordinator, Ananda Chandra College |  Sangita Das Coordinator, I.Q.A.C. Ananda Chandra College Jalpaiguri, W. B. |
| Dr. Manika Saha | Associate Professor, Deptt. of Chemistry Ananda Chandra College |  Manika Saha |
| Dr. Pinaki Guha | Associate Professor, Deptt. of Physics Ananda Chandra College |  Pinaki Guha |
| Dr. Diganta Chakraborty | Associate Professor, Deptt. of History Ananda Chandra College |  Diganta Chakraborty |
| Dr. Chinmayakar Das | Associate Professor, Deptt. of Political Science Ananda Chandra College |  Chinmayakar Das |

Date : 14.12.2022