Academic & Administrative Audit (AAA)

Period of Audit: 2022-23

Bangabasi Morning College,
19, Rajkumar Chakraborty Sarani,
Kolkata-700 009, West Bengal, India

RadheRaman Bar
Coordinator, IQAC
BANGABASI MORNING COLLEGE
KOLKATA-700009

Amitava Roy
Principal
Bangabasi Morning College
Kolkata - 700009

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Bangabasi Morning College, Kolkata, West Bengal, India

Period of Audit: 2022-23

Members of Audit and Administrative Audit Committee:

1. Dr. Virvikram Roy, Principal, Bhangar Mahavidyalaya, South 24 Parganas, West Bengal.
2. Dr. Asit Kumar Sarkar, Principal, Acharya Girish Chandra Bose College, 35, Rajkumar Chakraborty sarani, Kolkata- 700 009
3. Dr. Shib Sankar Sana, Principal, Kishore Bharati Bhagini Nivedita College (Co-Ed), 148, Ramkrishna Sarani, Vivekananda Palli, Behala, Kolkata- 700 060
4. Dr. Amitava Dutta, Principal, Bangabasi Morning College, 19, Rajkumar Chakraborty Sarani, Kolkata- 700 009
5. Dr. Radharaman Bar, IQAC Coordinator, Bangabasi Morning College, 19, Rajkumar Chakraborty Sarani, Kolkata- 700 009
6. CMA Mustak Ahmed, Internal GB member, Bursar, Bangabasi Morning College, 19, Rajkumar Chakraborty Sarani, Kolkata- 700 009

During the visit, the team interacted with the principal, IQAC Team, GB Members, teaching & non-teaching staff & other stakeholders on various aspects of the college, inspected available facilities & verified all important documents. Entire process of audit was carried out as per following Visit Schedule.

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Visit Schedule

Date:- 30/11/2023

Time	Schedule	Venue
11.00	Meet with Principal and other members attached with Academic Audit	Principal's Room
11.30	Meeting with different departments for Academic Audit purpose	Library and Smart Room
2.00	LUNCHEON	Principal's Room
2.45	Meeting with other departments	Library and Smart Room
4.00	Meeting with Office Staff	At Office
4.45	Meeting with faculty members	Smart Room

Section 1: General Information

1.1 Year of Establishment of the college	**1965**
1.2 Year of recognization under 12(B) Section of UGC Act	**1965**
1.3 Location of the college	Located at Central Kolkata, well connected with Sealdah, Howrah and Kolkata railway junctions

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1.4	Number of Departments run by the college	Three, Arts Science and Commerce(UG)
1.5	Academic Programme of the college	Academic Programme-16 Name 1. BA Honours in Bengali 2. BA Honours in English 3 BA Honour in Hindi 4. BA Honours in History 5. BA Honours in Political Science 6. BSc Honours in Physics 7. BSc Honour in Chemistry 8. BSc Honours in Botany 9. BSc Honours in Mathematics 10. BSc Honours in Computer Science 11. BSc Honours in Zoology 12. B.Com Honours in Accounts and Finance 13. BA General 14. BSc General (Pure Science) 15. BSc General (Bio Science) 16. B.Com General
1.7	Number of Certificate Courses run by the college	**05**
1.8	Number of sanctioned post & number of Faculty members on roll.	Sanctioned Post-**48** Number of Faculty Members on roll -**46**
1.9	Enrolment in the Current Year	Total-**1432** Male-**870** Female-**502**
1.10	Accreditation status of the college	3rd Cycle Assessment is under process

Section II: Criterion wise observation, Comments:

(a) Curricular Aspects:

Key Indicators of the Criterion	Observation & Comments
Curricular Planning & implementation	A well planned & documented mechanism is in practice for curricular delivery. Based on Academic Calendar of the affiliating university, the college prepares its own Academic Calendar for smooth conduct of its academic activities.
Academic Flexibility	CBCS mode is in practice in all academic programmes. Students have the freedom to choose any subject combination out of eight subjects offered by the college Besides core subjects, the college run five certificate courses.
Curriculum enrichment	Cross cutting issues such as Gender, Human Values, Environment, Sustainability etc. are integrated into the curriculum. Students of the college are involved in Project Work'

	Feedback from the stakeholders is collected through a well prepared mechanism. After analysing the feedback report, the college takes initiatives to fulfil suggestion of its stakeholders.
Feedback System	

b) Teaching, Learning & Evaluation:

Key Indicators of the Criterion	Observation & Comments
Student Enrolment & Profile	- Admission process of the college is transparent & well administered through online portal. - Statutory Reservation Policy of the BCW Dept. of the Govt. of West Bengal is strictly followed.
Catering to Student Diversity	- Enrolment of students is carried out with diverse socio-economic background. - A significant percentage of students belonging to SC, ST and Minorities and first-generation learners get admitted in the college.
Teaching, Learning Process	Off-line: 1. Chalk and talk and practical based. 2. Power-point presentation 3. Aid- Black Board/White Board, computer, projector. 4. Remedial classes Online: 1. Teaching through Google-meet. E-learning modules: 1. Microeconomics 2. Study materials uploaded through LMS 3. You tube link shared 4. Remedial classes Project work: 1. Tutorial projects for BA and B.Com students. 2. ENVS projects for BA, BSc and B.Com students, 3. UG internal assessment and seminar. **Adequate measures are taken for slow and advanced learners.**
Teachers Profile & Quality	**26** faculty members out of 46 on roll have PhD. - Teachers attend RCs, OCs, FDP & use online resources which help in learning & keeping abreast with the latest development of respective subjects.
Evaluation Process & Reforms	University guideline with regard to conduct of internal evaluation is strictly followed.
Student Performance & Learning Outcomes	Considering the socio-economic condition of the students and some of them are first generation learners, the college maintains a satisfactory pass percentage.
Student Satisfaction Survey	Student Satisfaction Survey is conducted through online mode.

c) Research Innovations & Extensions

Key Indicators of the Criterion	Observation & Comments
Research Publication & Awards	Articles in Books/Chapters with ISBN and research papers in journals with ISSN are published by the faculty members. Book – **04** Book Chapter – **10** Paper – **13** Acted as resource person: National Seminar- **10** Science workshop- **01** Amity University- **01** Dhaka University- **01** University of Calcutta- **01** N.S. Bose National Centre for Basic Science- **01** GNIT- **01** M. Phil. And PhD awarded: PhD- **02**
Extension Activities	Active NSS and NCC Units carry out extension activities like cleanliness drive, awareness programme, distribution of relief materials to Yash victims, Swachch Bharat, Benaras National Integration Camp, Ganga Trek at 42 UP Battalion in Meerat, Bharatpur, Rajasthan All India National Integration Camp and World Environment Day, Independence day, Gandhi Jayanti etc. are also being observed. In recognition of its extension services, many Certificates of Excellence have been awarded to the college.
Collaborations and MoUs	College has imitated collaboration Agreements with the following institutions for different activities like students exchange, faculty exchange, special lecture, organising seminars etc. Total number of MOU and collaboration agreements signed - **21** Sammilani Mahavidyalaya, Kolkata Jogesh Chandra Chowdhury College, Kolkata Bangabasi College, Kolkata Fakirchand College, Diamond Harbour Bangabasi Evening College, Kolkata Bhangar Mahavidyalaya, 24 Parganas(South) Acharya Girish Chandra Bose College, Kolkata Naba Ballygunge Mahavidyalaya, Kolkata Swami Vivekananda Institute of Science and Technology, Sonarpur, 24parganas (South) Vidyanagar College, 24 Parganas(South) Behala Kishore Bharati College, Kolkata Surendranath Evening College, Kolkata

Sonarpur College , 24 Parganas(South)
Sri Shiksayatan School, Kolkata
Heramba Chandra College, Kolkata
Garbheta College, Midnapur (West)
Maharani Kasiswari College, Kolkata
Womens College, Kolkata
ICA, Ultadanga, Kolkata
ICICI Foundation, Kolkata
LaMartiniere SEOMP Society
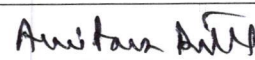
(d) Infrastructure & Learning Resources:

Key Indicators of the Criterion	Observation & Comments
Physical Facilities	No. of class-rooms-**39** No. of Laboratories-**18** No. of Laptops and Desktops-**125** No. of projectors-**5** No. of Smart-room-**2** No. of Instruments: 1. Zoology-**20** 2. Physics-**70** 3. Botany-**70** 4. Anthropology-**72** 5. Chemistry-**17** 6. Geography-**2**
Library as a Learning Resource	Besides text & reference books, the library provides e-resources under N-List Services.
IT Infrastructure	Out of **125** Laptop/Desktop available in the college **120** nos Laptop/Desktop are used for academic purposes. Other IT tools such as Smart Board, LCD Projector etc. have been installed & Wi-Fi facility is also available in the campus
Maintenance of Campus Infrastructure	There are well established procedures & policies for maintaining & utilizing physical, academic & support facilities of the college. The college authority has constituted a number of committees to take care of infrastructure & other facilities

(e) Activities of the Institution and Students support:

Key Indicators of the Criterion	Observation & Comments
Guest Lecturers	Guest lecturers at- 1. Bangabasi College 2. Presidency University 3. Lady Brabourne College 4. Victoria Institution

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Conference/Seminar/ Workshop conducted	Students seminar- 1. Zoology- **02** 2. History- **01** 3. Hindi- **01** 4. Pol. Science- **01** 5. Urdu- **01**
Extension activities	One-day science workshop (Physics)
Association meetings:	1. GB Meetings 2. Finance Sub-committee meetings 3. Alumni Association meetings 4. GPF Committee meetings 5. Academic Sub-committee meetings 6. IQAC meetings 7. Teachers' Council meetings
News-letters/Magazines	Wall-magazine- Botany, Philosophy
Placement:	Campusing with ICICI Foundation(through training)
Student Support	In addition to different scholarships of Central and State Govt., college provides concession to economically poor students from students' Aid Fund. Career counselling and guidance programmes are arranged to help students for appearing in different competitive exams.
Student Progression	Some of the passed-out students go for higher studies
Student Participation & Activities	Students of the college have won medals in National and State Level Sports Competition.
Alumni Engagement	Alumni Association conducts various academic & extension activities in association with the college authority.

(f) Governance, Leadership & Management :

Key Indicators of the Criterion	Observation & Comments
Institutional Vision & Leadership	Extension activities have been undertaken in tune with its Vision & Mission. The college practices participatory & decentralized management.
Faculty Empowerment Strategies	Organizes professional development programme for the teaching staff & facilitates in their participation in RCs, OCs & FDPs.
Financial Management & Resource Mobilization	To maintain financial discipline, the college conducts both internal & external audit regularly.
Internal Quality Assurance System	The IQAC has initiated various quality enhancing measures such as innovation in teaching with the introduction of online teaching,

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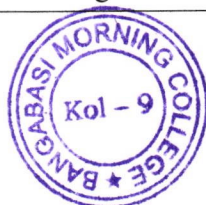
conducting field survey by students under supervision of teachers, feedback from stakeholders, its analysis & action taken report, installation of ICT tools for effective curricular delivery, co-curricular & extra- curricular activities, signing of MoU for faculty & student exchange programme, environment awareness programme etc.

(g)Institutional Values & Best Practices :

Key Indicators of the Criterion	Observation & Comments
Institutional Values & Social Responsibilities	➤Maintaining gender equity is one of the focus areas of the college. Programme such as Independence day, republic Day, International Women's Day, Rabindra Jayanti, Basanta-utsav, Bhasha-Dibas, Raksha-bandhan, Basanta-panchami programmes are organized. ➤Measures taken by the college for promoting environment al consciousness & sustainability include observation of World Environment Day, Plantation & Cleanliness Drive, installation of Solar cell, construction of vertical Garden, practice of saying 'No' to Plastic, Smoking, Horn, Garbage and Pollution etc. ➤Takes care of disables by providing facilities to them.
Best Practices	To make the campus pollution free & eco- friendly is one of the best practices of the college.
Institutional Distinctiveness	Emerging as a college to produce worthy manpower for diverse field.

Section III:
SWOC Analysis:

Strength:

Institution boasts of a multi-cultural, multi-lingual environment upholding educational opportunities to poor, unprivileged and in-service students, a substantial portion of whom are first generation learner.

Weakness:

Being a shared campus, lack of space and infrastructural facilities along with excessive class is a overburden to the faculty member.

Opportunities:

Participation in academic programmes, like seminars, workshops, debate on a regular basis and students counselling within the students, NSS activates in some areas inculcates a sense of responsibility in them.

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Best Practice/Innovations of the Institute:

College maintains a transparent admission procedure. Financial support to the needy students by waiving tuition fees. Participation of NSS activities to the nearby slum areas which creates responsibilities of the students towards common people.

Challenges:

> ➢ To improve pass percentage
> ➢ To provide more number of placement
> ➢ To strengthen infrastructural facilities.

Future plans of the Institute:

> ➢ Introduction of career/job-oriented programmes
> ➢ To introduce add-on courses.
> ➢ To introduce certificate courses in Tally ERP
> ➢ To Start Honours courses in Anthropology and Geography
> ➢ Emphasizing more to career counselling of students
> ➢ To open DDE under Rabindra Bharati University and NSOU

Declaration:

This Academic & Administrative Report of Bangabasi Morning College is prepared after examining all the facts & documents given by the college authority. Norms & guidelines of NAAC with regard to AAA have been strictly followed in preparing the report.
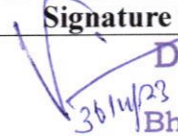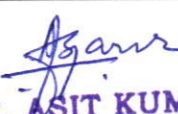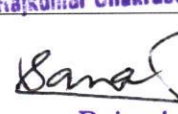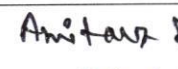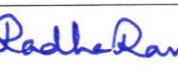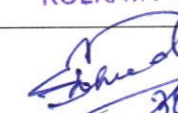
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Signature of the members of Academic & administrative Audit Team.

Members of the Audit team	Signature with seal
Dr. Virvikram Roy, Principal, Bhangar Mahavidyalaya, South 24 Parganas, West Bengal	Dr. Virvikram Roy Principal Bhangar Mahavidyalaya South 24 Parganas *[signature, 30/11/23]*
Dr. Asit Kumar Sarkar, Principal, Acharya Girish Chandra Bose College, 35, Rajkumar Chakraborty sarani, Kolkata- 700 009	DR. ASIT KUMAR SARKAR Principal ACHARYA GIRISH CHANDRA BOSE COLLEGE 35, Rajkumar Chakraborty Sarani, Kolkata-9 *[signature, 30.11.23]*
Dr. Shib Sankar Sana, Principal, Kishore Bharati Bhagini Nivedita College (Co-Ed), 148, Ramkrishna Sarani, Vivekananda Palli, Behala, Kolkata- 700 060	Principal Kishore Bharati Bhagini Nivedita College (Co-Ed.) *[signature, 30.11.23]*
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Dr. Radharaman Bar, IQAC Coordinator, Bangabasi Morning College, 19, Rajkumar Chakraborty Sarani, Kolkata- 700 009	Coordinator, IQAC BANGABASI MORNING COLLEGE KOLKATA-700009 *[signature, 30/11/2023]*
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