



Dum Dum Motijheel Rabindra Mahavidyalaya


Affiliated to West Bengal State University

Reaccredited by NAAC Grade 'B+' (Cycle-2)
Session: 2021-22

Report of the Academic & Administrative Audit

◆ Academic Audit Committee	<p>Dr. Anadi Mohan Roy Principal, Amdanga Jugal Kishore Mahavidyalaya</p> <p>Dr. Pradipta Guptaroy Principal, Dum Dum Motijheel College</p>
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◆ Steering Committee for Academic Audit	<p>Dr. Samir Ghosh Teacher- In-Charge & Secretary, Dum Dum Motijheel Rabindra Mahavidyalaya</p> <p>Sri. Subhabrata Bhattacharya IQAC Co-ordinator, Department of History, Dum Dum Motijheel Rabindra Mahavidyalaya</p> <p>Dr. Diptendu Simlai IQAC Member, Department of Commerce, Dum Dum Motijheel Rabindra Mahavidyalaya</p> <p>Smt. Swatilekha Halder IQAC Member, Department of Economics, Dum Dum Motijheel Rabindra Mahavidyalaya</p>
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◆	Academic Years for which Academic Audit Conducted	2021-2022
◆	Submission of document from department and office for the Academic & Administrative Audit	The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2020-2021. The report contains <ul style="list-style-type: none">• Institutional Data• Profile of the Departments• Profile of activities of different Associations and Committees• Library• Financial support from UGC and other funding agencies
◆	Day and Date of Visit	Wednesday; 14 th June 2022
◆	Time Spent	11 a.m. to 5.00 p.m.
◆	Proceedings of the Academic Audit	The process of Academic Audit & Administrative Audit was systematically planned and scheduled with- <ul style="list-style-type: none">• Principal's Presentations• Departmental Presentations• Presentations of committees and associations• Verification of documents• Interactions with faculty• Visits to Library, Laboratories and other activity Centres.• Interaction with office and non-teaching staff


After having the analysis of presentations, verification of documents and actual visit, we submit our observations as under:

1. Curricular Aspects

- The college has defined its goals and objectives clearly and are communicated systematically to all its stakeholders.
- The College follows Choice Based Credit System (CBCS).
- The college has a wide range of programmes: UG-13. (Honours Dept-8 & General Dept-13)
- Classes are conducted as per the Timetable and Academic Plan uploaded in the College Website
- Courses in soft skills and communicative English in place
- Feedback on curriculum taken from stakeholders and after analysis report submitted to IQAC.

2. Teaching-Learning and Evaluation

- Online Admission of Students is done completely on the basis of merit.
- Total number of permanent Faculty: 38


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- Number of Permanent Faculty with Ph.D.: 09
- Number of Permanent Administrative Staff: 12
- Total number of actual teaching days-183 days.
- Orientation Programme was organized for B.A/B.Sc/B.Com. 1st Semester Honours & General students (Initiative by IQAC)
- Classroom teaching is supplemented with special lecture by Eminent Academicians, Group Discussion, Paper Presentation by Students, Field Projects, Departmental Quiz, Educational Tours, Industrial Visit.
- Teacher-Ward Tutorial System to enable the high achievers to reach excellence and the slow learners to reach the minimum qualifying level.
- The college caters to individual diversities amongst learners such as slow learners and advanced and learners.
- Special, Tutorial and Remedial classes are arranged for slow learners
- Online repository of instruction manuals are available.
- The Institution hold continuous evaluation to analyse the academic progress of the students.
- Parent -Teacher meeting held three times in an academic year and necessary steps are taken based on parent feedback.
- Feedback on Teaching Learning Evaluation taken from students and after analysis necessary steps were taken for improvement (Initiative by IQAC)

3. Research, Innovation and Extension

- The college has constituted Research Committee which promotes research culture among faculty and students.
- Number of teachers act as research guides - 01
- Some faculty members have published edited volumes and papers.
- Faculty members are encouraged to publish research papers in reputed Journals and also to formulate research projects to be submitted to different funding agencies.
- NSS unit and unit of NCC are active.
- Academic Collaborations done with some neighbouring Colleges

4. Infrastructure and Learning Resources

- Adequate number of class rooms, canteen, girl's restroom, and common staff room, drinking water facility available
- The college has developed Computing Laboratory and UGC Network Centre and upgraded Science Laboratory and Smart Class Room and installed CCTVs for continuous monitoring.
- Enable Wi-Fi campus facility, Generator, canteen, 100% CCTV Surveillance in place.
- The college has a modern gymnasium for students and teachers.
- Cheap store within the college campus where books are available at cheaper price.
- The college has partially Digitized Library (SOUL Software) INFLIBNET and N-List facility are also highly appreciable.
- The student union provides Book Bank facility for economically weak meritorious students whereby they can borrow and retain books for six months.
- Development Committee in charge of maintenance.
- Budgetary provision for maintenance and AMC in place


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5. Student Support and Progression

- 22% of outgoing BA/B.Sc/B.Com. students selected for higher studies in different Universities.
- Various gender sensitization programmes organised by the college.
- College provides for Financial Aids to the deserving students.
- Subsidized canteen in the college where healthy and hygienic food is available at cheaper rates.
- Students are given career guidance by Career and Counselling Cell of Our College.
- College has different WhatsApp groups for delivering urgent information to the students of the college.
- College has accidental coverage fund for the student.

6. Governance, Leadership and Management

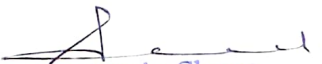
- Vision, Mission & Core Values of the Institution stated clearly.
- The Management and Principal provide excellent leadership to the institution.
- Decentralized transparent administration
- Various Committees for monitoring activities
- Records of all GB Meeting properly maintained.
- Notice /Agenda / Resolution of different meeting are circulated in time.
- Roaster register and Service book properly maintained.
- Finance Committee and Purchase Committee records are well maintained.
- Academic and administrative functioning of the college is automated. Transparency is maintained.
- Implementation of integrated Student Management System & computerisation of Accounts section with Tally.
- Accounting and Regular Auditing by the professional auditors in place.
- There are fair grievance redressal mechanisms at all levels.
- The college is effective in resource mobilization, planning and development strategies.
- IQAC activities systematically recorded and documented.

7. Institutional Values & Best Practices

- The college has a literary wing- that organizes various literary and cultural programmes
- The college regularly holds cultural competitions on music, debate, recitation, essay writing, extempore
- The college displays sensitivity to changing educational, social and market needs
- The college caters to inclusive practices for social justice and better stakeholder relationships
- The college strives to promote value-based education
- The college follows many innovative, healthy and student's friendly practices

Following are the recommendations of the Audit Team:

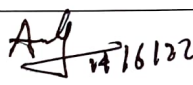
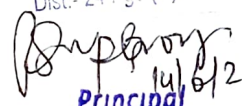
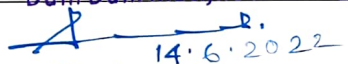
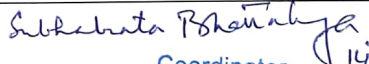
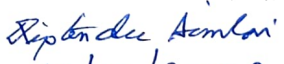
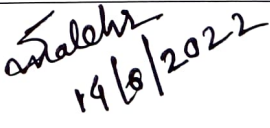
- Efforts to be made to improve student's enrolment/admissions in subjects like Economics, Geography and B.Sc General Courses.


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- Remedial classes for the slow learners to be continued
- Research work and publication by the teachers to be encouraged
- Collection of books and journals to be increased in library. Library Automation System to be improved
- More activities of NSS and NCC involving current students of the college to be continued
- More students to be made aware about Government and institutional scholarships/aid fund
- Placement & Career Counselling activities need to be geared up.
- Add-on courses on constitutional matters, media and drama to be encouraged more along with the ongoing courses
- MOU and Collaborations to be continued
- Gender-neutral and environment-friendly environment to be promoted among students

Signature of the Academic and Administrative Audit team:

SL. No.	Name with Designation	Signature with Date
1.	Dr. Anadi Mohan Roy Principal, Amdanga Jugal Kishore Mahavidyalaya.	 Principal Amdanga Jugal Kishore Mahavidyalaya P.O.- Sadhanpur-Uludanga, P.S.- Amdanga Dist.- 24 Parganas 14/6/22
2.	Dr. Pradipta Guptaroy Principal, Dum Dum Motijheel College.	 Principal Dum Dum Motijheel College 14/6/22
3.	Dr. Samir Ghosh Teacher- In-Charge & Secretary, Dum Dum Motijheel Rabindra Mahavidyalaya.	 14.6.2022 Teacher-in-Charge Dum Dum Motijheel Rabindra Mahavidyalaya
4.	Sri. Subhabrata Bhattacharya IQAC Co-ordinator, Department of History, Dum Dum Motijheel Rabindra Mahavidyalaya.	 Coordinator Internal Quality Assurance Cell Dum Dum Motijheel Rabindra Mahavidyalaya Kolkata-700074 14.06.2022
5.	Dr. Diptendu Simlai IQAC Member, Department of Commerce, Dum Dum Motijheel Rabindra Mahavidyalaya.	 14/06/2022
6.	Smt. Swatilekha Halder IQAC Member, Department of Economics, Dum Dum Motijheel Rabindra Mahavidyalaya.	 14/6/2022