



Dum Dum Motijheel Rabindra Mahavidyalaya

Affiliated to West Bengal State University

Reaccredited by NAAC Grade 'B+' (Cycle-2)
Session: 2023-24

Report of the Academic & Administrative Audit

◆	Academic Audit Committee	Dr. Debapriya De Principal, Panihati Mahavidyalaya Dr. Arghya Sarkar Principal, Vidyasagar Metropolitan College
◆	Steering Committee for Academic Audit	Dr. Arijit Saha Principal & Secretary, Dum Dum Motijheel Rabindra Mahavidyalaya Dr. Sabitri Dutta. IQAC Jt. Co-ordinator, Department of Economics, Dum Dum Motijheel Rabindra Mahavidyalaya Sri. Subhabrata Bhattacharya IQAC Jt. Co-ordinator, Department of History, Dum Dum Motijheel Rabindra Mahavidyalaya Smt. Nafisa Khatun IQAC Member, Department of Education, Dum Dum Motijheel Rabindra Mahavidyalaya

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◆	Academic Years for which Academic Audit Conducted	2023-2024
◆	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 2023-2024. 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, 11 th July 2024
◆	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 introduced National Education Policy (NEP2020) for the 1st year and Choice Based Credit System (CBCS) is running for currently 2nd and 3rd years.
- 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 Calendar uploaded in the College Website
- Different certificate courses have been conducted. (Initiative by IQAC)
- 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.

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- Total number of permanent Faculty: 38
- Number of Permanent Faculty with Ph.D.: 14
- Number of Permanent Non-Teaching Staff: 10
- Total number of actual teaching days: 187 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 lectures 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 learners.
- Tutorial and Remedial classes are arranged for slow learners.
- Online repository of instruction manuals is available.
- The Institution hold continuous evaluation to analyse the academic progress of the students.
- Parent -Teacher meeting held 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 & Development Committee which promotes research culture among faculty and students.
- Number of teachers act as research guides - One
- 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 NCC unit are active.
- Academic Collaborations with some neighbouring Colleges have been done.

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 upgraded Computing Laboratory
- 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.
- The college has partially Digitized Library (KOHA Software), INFLIBNET and N-List facility are also highly appreciable.
- Budgetary provision for maintenance and AMC in place.

5. Student Support and Progression

- About 23% 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.

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- Students are given career guidance and provided placement assistance by Career and Counselling & Placement Cell of the 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.
- Online transparent administration.
- Various Committees for monitoring activities.
- Records of all GB Meeting properly maintained.
- Notice /Agenda / Resolution of different meetings are circulated in time.
- Roster 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 Cultural committee 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.
- 360° Teachers' Appraisal system is used

Following are the recommendations of the Audit Team:

- Opening of different courses like Psychology, Hindi, BBA, Computer Applications etc.
- More Certificate courses can be introduced.
- Self-defence course for female students can be introduced.
- More teachers may be encouraged to pursue PhD.
- Publication by teachers to be continued and encouraged more.
- More skill enhancement courses to be introduced
- Faculty exchange and Students exchange programme be encouraged with the colleges and institutions under MOU.
- More placement and career counselling activities need to be geared up.
- More students to be encouraged to join NSS/NCC unit of the college.

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- Alumni meet and interactions of the current students with alumni to be arranged.
- Environment-friendly and energy-efficient measures to be adopted.
- Solid and e-waste to be managed properly
- College should go for NAAC Accreditation (3rd Cycle)

Signature of the Academic and Administrative Audit team:

SL. No.	Name with Designation	Signature with Date
1.	Dr. Debapriya De Principal, Panihati Mahavidyalaya	<i>Debapriya De</i> 11/07/24 PRINCIPAL PANIHATI MAHAVIDYALAYA BARASAT ROAD SODEPUR, KOLKATA-700110
2.	Dr. Arghya Sarkar Principal, Vidyasagar Metropolitan College.	<i>Arghya Sarkar</i> 11/07/24 Principal Vidyasagar Metropolitan College Kolkata-700 006
3.	Dr. Arijit Saha Principal & Secretary, Dum Dum Motijheel Rabindra Mahavidyalaya	<i>Arijit Saha</i> 11/07/2024 Prof. (Dr.) ARIJIT SAHA Principal & Secretary Dum Dum Motijheel Rabindra Mahavidyalaya
4.	Dr. Sabitri Dutta IQAC Jt. Co-ordinator, Department of Economics, Dum Dum Motijheel Rabindra Mahavidyalaya	<i>Sabitri Dutta</i> 11/7/24 Coordinator Internal Quality Assurance Dum Dum Motijheel Rabindra Mahavidyalaya Kolkata-700074
5.	Sri. Subhabrata Bhattacharya IQAC Jt. Co-ordinator, Department of History, Dum Dum Motijheel Rabindra Mahavidyalaya	<i>Subhabrata Bhattacharya</i> 11/7/24 Coordinator Internal Quality Assurance Dum Dum Motijheel Rabindra Mahavidyalaya Kolkata-700074
6.	Smt. Nafisa Khatun IQAC Member, Department of Education, Dum Dum Motijheel Rabindra Mahavidyalaya.	<i>Nafisa Khatun</i>