

Academic and Administrative Audit

*Prasanta Chandra Mahalanobis Mahavidyalaya
Kolkata*

Academic Audit


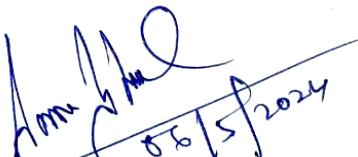
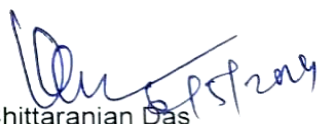
(2020-2021, 2021-2022, 2022-2023)

Conducted by a panel of external auditors

Date: 06.05.2024

Audit Report on Academic Audit

It is hereby certified that the panel of auditors constituted by the Governing Body of Prasanta Chandra Mahalanobis Mahavidyalaya, on the recommendation of the Internal Quality Assurance Cell of the said college, verified the data presented to the panel in the format prescribed and approved by the Governing Body and IQAC of the college. The data/information was verified by the panel along with all necessary documents presented by the departments. The academic audit was done by the panel for the academic sessions: 2020-2021, 2021-2022, and 2022-2023. The detailed report along with recommendations/observations was shared with the Principal of the college.

 Dr Sharmila Dey Principal P.N. Das College Santinagar, Palta, North 24 Parganas, West Bengal Pin-743122 Principal P.N. Das College Santinagar, Palta 24 Prgns (N), Pin:- 743122	 Dr Soma Ghosh, Principal Hiralal Majumdar Memorial College for Women Dakshineswar Principal Hiralal Mazumder Memorial College For Women Dakshineswar, Kolkata-700 035	 Dr Chittaranjan Das Principal B.R. Ambedkar Satabarshiki Mahavidyalaya Helencha Principal DR. CHITTARANJAN DAS Dr. B.R.A.S Mahavidyalaya Helencha, North 24 Parganas
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Prasanta Chandra Mahalanobis Mahavidyalaya

Estd. 1965

Consolidated Academic Audit Report
(2020-2021, 2021-2022, 2022-2023)

Prepared by
The Audit Panel

Schedule for Academic Audit

Date	Time	Event
06.05.2024	11.00–11.20 am	Meeting with the Principal
06.05.2024	11.20–11.30 am	Tea-Break
06.05.2024	11.30 am–12.00 pm	Meeting with the IQAC Coordinator and Convenor, Academic Sub-Committee
06.05.2024	12.05 pm–12.30 pm	Meeting with the Head/In-Charge of all departments
06.05.2024	12.30–1.30 pm	Lunch-Break
06.05.2024	1.30 pm–2.30 pm	Visit to the individual department
06.05.2024	2.30 –3.00 pm	Submission of Report to the Principal & IQAC Coordinator

Members of the Panel of auditors:

1. Dr Sharmila Dey, Principal, P.N. Das College, Santinagar, Palta,, North 24 Parganas,
2. Dr Soma Ghosh, Principal, Hiralal Majumdar Memorial College for Women, Dakshineswar
3. Dr Chittaranjan Das, Principal, B.R. Ambedkar Satabarshiki Mahavidyalaya, Helencha

Context: The Academic Sub-committee of Prasanta Chandra Mahalanobis Mahavidyalaya, which consists of the Head/In-Charge of all departments and Librarian, Coordinator of IQAC and Secretary of Faculty Council with the Principal as the President took a resolution in its meeting dated to conduct the Academic Audit for the sessions: 2020–2021, 2021–2022 and 2022–2023. The format as designed by West Bengal State University was distributed to the Head/In-Charge of all departments and they were requested to submit the filled-in format along with documents to the Academic Sub-Committee. The IQAC in its meeting endorsed the resolution of the Academic Sub-Committee for conducting the audit, and forwarded the same to the Principal for placing the resolution to the Governing Body for its decision and approval. The Governing Body in its meeting held on 06.01.2024 approved the resolution and constituted a panel for conducting the audit.

1. **Introduction:** Prasanta Chandra Mahalanobis Mahavidyalaya, a multidisciplinary govt-aided UG college affiliated to West Bengal State University and accredited by NAAC, started functioning from its present campus in 1965. The institution, formerly known as Bonhooghly Evening College of Commerce, used to cater to the aspiration of the locality by providing education as an evening college. However, with the passing years, the institution has branched itself out into various disciplines, and has

taken up necessary steps to emerge as a preferred institution of higher education. The college has consistently been engaged in making meaningful changes in the domain of teaching-learning and other areas. The college has already been assessed and accredited by National Assessment and Accreditation Council (NAAC) two times, and is currently preparing for applying for assessment and accreditation to be done by NAAC. The institution runs 16 courses/programmes, and there are fifty full time teachers. Various departments organize cultural as well as academic programmes and activities. The college puts emphasis upon the interdisciplinary works and programmes in order to strengthen and augment the traditional syllabus-bound texts and topics.

2. **Executive Summary:** Academic Audit has been considered to be an important aspect of measuring the development of any academic programme and institution. It has been established that review in the structured format of any programme or activity will always help us identify the areas of our difficulty and therefore take necessary steps towards improvement. The institution has been undertaking measures to streamline the academic activities of the institution. Fifty full time faculties (out of which 19 faculties are on substantive posts placed in UGC scale and 31 faculties are SACT) with a full-time Principal along with 15 non-teaching staff are engaged in conducting the academic and administrative activities of the institution. The institution has a well-structured mechanism of supervising, monitoring and conducting various curricular and co-curricular activities. The decisions regarding academic activities of the college are primarily taken in meetings of the Academic Sub-Committee comprising Heads/In-Charge of all academic departments as well as Librarian, IQAC coordinator and Secretary of Faculty Council. The Academic Sub-committee is formed by the Governing Body on the recommendations of IQAC. In addition to the meetings of the Academic Sub-Committee, information regarding certain academic activities are discussed in the meetings of Faculty Council for taking all faculties into confidence. The academic Sub-Committee takes decisions on all academic affairs of the college, and submits its recommendation to the IQAC and the Governing Body of the college. Major academic activities and measures like review meetings, result analysis, innovative teaching learning mechanisms etc. are all discussed and in the meetings of the Academic Sub-committee. Each department conducts departmental meetings presided by the Head/In-Charge of the department and the resolutions are taken after the threadbare discussion. The matters concerning the intervention of the higher authority are forwarded to the competent authority for necessary action. The IQAC and Academic Sub-Committee issue necessary guidelines/instructions to the department for better functioning of the department. There is a seamless networking of the departments and IQAC and Academic Sub-Committee.

While the academic review or audit is internally undertaken in an informal way by the department in its various meetings, there has been a need for academic audit to be conducted by an external agency. Appreciating the need for academic audit to be conducted by the external agency, the institution applies for such an audit. The Academic Sub-Committee takes up the issue of conducting the audit and forwards the matter to the IQAC for necessary recommendation and action. The Academic Sub-Committee in its meeting informs the Head/In-Charge of each department to

prepare the relevant documents as per the format to be shared with each department. The Academic Sub-Committee shares the soft copy of the format approved by the affiliating university with the departments and requests the departments to fill in the format and submit to the Academic Sub-Committee for onward transmission to the competent authority.

3. Academic Departments at a glance (in brief) :

BENGALI	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	1	3	3
Number of Publications & Presentations	14	9	10
Students-Teacher Ratio	4:1 (H) 125:1 (P)	5:1 (H) 30:1 (P)	6:1 (H) 150:1 (P)
Pass Percentage	100%	100%	100%

EDUCATION			
	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	2	2	4
Number of Publications & Presentations	Nil	Nil	1
Students-Teacher Ratio	5:1 (H) 9:1 (P)	5:1 (H) 9:1 (P)	5:1 (H) 9:1 (P)
Pass Percentage	100%	100%	100%
ENGLISH			
	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of	2	3	7

Activities conducted by the Dept			
Number of Publications & Presentations	1	1	3
Students-Teacher Ratio	9:1 (H) 41:1 (P)	17:1 (H) 50:1 (P)	18:1 (H) 50:1 (P)
Pass Percentage	100%	100%	90%
HISTORY			
	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	4	3	3
Number of Publications & Presentations	Nil	Nil	2
Students-Teacher Ratio	7:3 (H) 127:3 (P)	5:4 (H) 28:1 (P)	1:2 (H) 41:1 (p)
Pass Percentage			
HUMAN DEVELOPMENT			
	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	4	6	4
Number of Publications & Presentations	Nil	Nil	Nil
Students-Teacher Ratio	1:1 (H) 3:1 (P)	4:1 (H) 29:1(P)	1:1 (H) 29:2 (P)
Pass Percentage	100%	100%	100%
POLITICAL SCIENCE			
	Session:	Session:	Session

	2020-2021	2021–2022	2022-2023
Number of Activities conducted by the Dept	6	5	6
Number of Publications & Presentations	4	1	1
Students-Teacher Ratio	1:1 (H) 63:1 (P)	3:1 (H) 45:1 (P)	3:1 (H) 26:1 (P)
Pass Percentage	100%	83 %	100%
SOCIOLOGY	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	1	3	6
Number of Publications & Presentations	4	5	6
Students-Teacher Ratio	4:5 (H) 26:1	7:5 (H) 17:1 (P)	7:5 (H) 22:1 (P)
Pass Percentage	100%	100%	100%
CHEMISTRY	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	Nil	1	Nil
Number of Publications & Presentations	Nil	1	Nil
Students-Teacher Ratio	15:1 (P)	16:1 (P)	9:1 (P)
Pass Percentage	100%	100%	58%

ECONOMICS	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	3	Nil	2
Number of Publications & Presentations	1	1	4
Students-Teacher Ratio	0:3 (H) 27:3 (P)	1:3 (H) 35:3 (P)	1:1 (H) 37:3 (P)
Pass Percentage	100%	100%	100%
FOOD & NUTRITION	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	3	5	3
Number of Publications & Presentations	4	2	4
Students-Teacher Ratio	20:1 (H) 1:1 (P)	20:1 (H) 1:1 (P)	13:1 (H) 1:2 (P)
Pass Percentage	100%	100%	100%
GEOGRAPHY			
	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	5	8	9
Number of Publications & Presentations	4	Nil	2
Students-Teacher Ratio	14:1 (H) 2:1 (P)	18:1 (H) 2:1 (P)	21:1 (H) 2:1(P)
Pass Percentage			

MATHEMATICS			
	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	1	1	1
Number of Publications & Presentations	8	1	4
Students-Teacher Ratio	4:3 (H) 7:3 (P)	4:3 (H) 1:1 (P)	5:3 (H) 2:1 (P)
Pass Percentage	Nil	100%	Nil
COMMERCE			
	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	1	3	
Number of Publications & Presentations	0	1	0
Students-Teacher Ratio	15:1, 22:1	20:1, 21:1	22:1, 28:1
Pass Percentage	100%	100%	100%
COMPUTER SCIENCE	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	–	–	3
Number of Publications & Presentations	–	–	----
Students-Teacher Ratio	3:2 (H) 5:1 (P)	3:2(H) 5:1 (P)	7:4 (H) 5:1 (P)
Pass Percentage			

PHILOSOPHY	Session: 2020-2021	Session: 2021–2022	Session 2022-2023
Number of Activities conducted by the Dept	5	5	5
Number of Publications & Presentations	2	3	1
Students-Teacher Ratio	1:2 (H) 12:1 (P)	1:1 (H) 16:1 (P)	1:2 (H) 13:2 (P)
Pass Percentage	100%	100%	50%


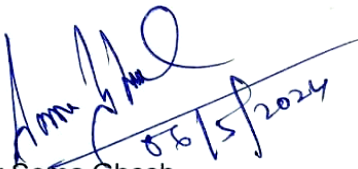

4. Recommendations and Observations (in general) :

- i) There is a gradual and steady progress in terms of the number of activities and programmes conducted by various departments
- ii) Extra and Co-curricular activities are conducted by the departments. However, initiatives should be taken by the departments to conduct activities on a regular basis.
- iii) Steps should be taken to organize multidisciplinary programmes and activities on a regular basis.
- iv) Minor projects involving students may be undertaken by the departments
- v) Emphasis may be put on using ICT in classroom teaching
- vi) The mentoring classes may be conducted to cater to the large number of students
- vii) Systematic and well-structured mechanism are to be taken to ensure the completion of syllabus on time
- viii) Emphasis may be taken to streamline innovative teaching-learning mechanisms like peer teaching etc.
- ix) Inter-college academic engagement may be increased
- x) The review of the performance of students in university exams may be taken on a regular basis and the same may be submitted to IQAC for further action
- xi) The analysis of the feedback of students on the performance of teachers may be taken on a regular basis
- xii) The number of publications needs to be increased by the faculty members
- xiii) Teachers need to participate in various FDP/Skill Enhancement Programmes
- xiv) More emphasis needs to be placed on experiential learning
- xv) The career oriented add-on courses and value added courses on life skills may be conducted by the departments on a regular basis

I agree with the observations/comments made by the panel and shall take necessary steps to implement the recommendations/suggestions made by the panel.


Principal
Prasanta Chandra Mahalanobis Mahavidyalaya
111/3, B. T. Road, Kolkata-108

(Dr A Ghosh)
Principal

 Dr Sharmila Dey Principal P.N. Das College Santinagar, Palta, North 24 Parganas, West Bengal Pin-743122 Principal P.N. Das College Santinagar, Palta 24 Prgns (N), Pin:- 743122	 Dr Soma Ghosh, Principal Hiralal Majumdar Memorial College for Women Dakshineswar Principal Hiralal Mazumder Memorial College For Women Dakshineswar, Kolkata-700 035	 Dr Chittaranjan Das Principal B.R. Ambedkar Satabarshiki Mahavidyalaya Helencha Principal DR. CHITTARANJAN DAS Dr. B.R.A.S Mahavidyalaya Helencha, North 24 Parganas
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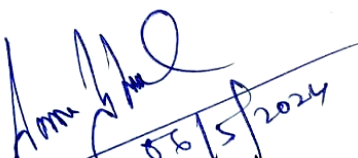
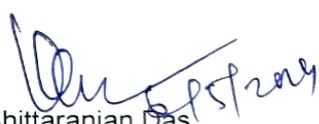
Administrative Audit
(2021-2021, 2021-2022, 2022-2023)

Prasanta Chandra Mahalanobis Mahavidyalaya
Kolkata

06.05.2024

Certificate

It is hereby certified that the panel of auditors constituted by the Governing Body of Prasanta Chandra Mahalanobis Mahavidyalaya, on the recommendation of the Internal Quality Assurance Cell of the said college, verified the data presented to the panel in the format prescribed and approved by the Governing Body and IQAC of the college. The data/information was verified by the panel along with all necessary documents presented by the concerned body. The administrative audit was done by the panel for the academic sessions: 2020-2021, 2021-2022, and 2022-2023. The detailed report along with recommendations/observations was shared with the Principal of the college.

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Prasanta Chandra Mahalanobis Mahavidyalaya

Estd. 1965

Consolidated Administrative Audit Report
(2020-2021, 2021-2022, 2022-2023)

Prepared by
The Audit Panel

Schedule for Administrative Audit

Date	Time	Event
06.05.2024	3.00–3.20 pm	Meeting with the Principal
06.05.2024	3.20–3.30 pm	Tea-Break
06.05.2024	3.30 am–3.50 pm	Meeting with the IQAC Coordinator and Head Clerk
06.05.2024	3.55 pm–04.15 pm	Meeting with the office staff
06.05.2024	4.15–4.50 pm	Scrutiny of the documents
06.05.2024	4.55 –5.10 pm	Submission of Report to the Principal & IQAC Coordinator

Members of the Panel of auditors:

1. Dr Sharmila Dey, Principal, P.N. Das College, Santinagar, Palta,, North 24 Parganas,
2. Dr Soma Ghosh, Principal, Hiralal Majumdar Memorial College for Women, Dakshineswar
3. Dr Chittaranjan Das, Principal, B.R. Ambedkar Satabarshiki Mahavidyalaya, Helencha

Context: The Internal Quality Assurance Cell (IQAC) of Prasanta Chandra Mahalanobis Mahavidyalaya resolved to conduct an administrative audit separately to review the administrative functioning of the college. The proposal for conducting the audit was tabled in the meeting of the Governing Body. The Governing Body in its meeting held on 06.01.2024 approved the resolution and constituted a panel for conducting the audit.

1. **Introduction:** Prasanta Chandra Mahalanobis Mahavidyalaya, a multidisciplinary govt-aided UG college affiliated to West Bengal State University and accredited by NAAC, started functioning from its present campus in 1965. The institution, formerly known as Bonhooghly Evening College of Commerce, used to cater to the aspiration of the locality by providing education as an evening college. However, with the passing years, the institution has branched itself out into various disciplines, and has taken up necessary steps to emerge as a preferred institution of higher education. The college has consistently been engaged in making meaningful changes in the domain of teaching-learning and other areas. The college has already been assessed and accredited by National Assessment and Accreditation Council (NAAC) two times, and is currently preparing for applying for assessment and accreditation to be done by NAAC. The smooth functioning of the college depends to a large extent upon the administrative strength, and style of functioning.

2. **Executive Summary:** Administrative Audit has been considered to be an important aspect of measuring the development of any institution. It has been established that review in the structured format of activity will always help us identify the areas of our difficulty and therefore take necessary steps towards improvement. The institution has a well-structured mechanism of supervising, monitoring and conducting various curricular and co-curricular activities. The institution adopts a policy of delegating responsibilities and duties to the administrative staff. The duties and responsibilities are delegated to the staff by the Principal on the recommendation of the Governing Body as per the institutional rules/regulations.

3. **Administrative Set-up (in brief) :**

The administrative and office works are controlled and managed by a team of dedicated staff and the staff report their activities to the Head Clerk. The details of the staff are enumerated below:

- i) Mr Tapan Kumar Dhali, Head Clerk
- ii) Mr. Chandan Chakraborty, Skilled Lab. Attendant (Geo)
- iii) Mr. Ranjan Kumar Dutta, Electrician-cum-Caretaker / Cashier-in-charge
- iv) Ms. Sarathi Hansda, Lady Attendant
- v) Ms. Sharmistha Majumdar, Peon
- vi) Mr. Anup Kumar Shaw
- vii) Mr. Asim Kumar Nandi
- viii) Mr. Bijoy Bairagi
- ix) Mr. Babujan Sardar Lab Attendant (Geography)
- x) Mr. Surajit Chowdhury, Casual Staff
- xi) Mrs. Arpita Ghorai Dutta, Casual Staff
- xii) Mr. Uday Prasad Mahato, Govt. approved Part-time Sweeper
- xiii) Mr. Somnath Ghosh, Casual Staff
- xiv) Mr. Asim Kumar Bose, Casual Staff
- xv) Mr. Pabitra Majumder, Casual Staff
- xvi) Mr. Sudipta Das , Casual Staff
- xvii) Ms. Puja Acharya, Casual Staff
- xix) Mr. Tutul Sur, Casual Staff

4. **Self Appraisal Report (SAR) and the Review by the Principal:**

The institution has put in place a structured Self Appraisal Report (SAR) submitted by the employees annually and the Principal reviews the performance of the staff on the basis of certain objective criteria like punctuality, time taken to complete any task etc. The IQAC Coordinator and the Principal review the performance of the staff and different committees and offer suggestions for betterment.

5. **Academic Administration:**

The Head/In-Charge of each department is entrusted with carrying out the administrative responsibilities in connection with the academic management of the departments. The departmental activities are reviewed and managed by the Head/In-charge and the necessary inputs are shared with the competent authority.




6. **Recommendations and Observations (in general) :**

- i) More emphasis is to be put on the use of digital communication
- ii) Paperless administration is to be ensured
- iii) Frequent meetings and collaboration may be undertaken on a regular basis.
- iv) Annual report of administrative activities may be placed to the competent authority for review and suggestion
- v) Feedback may be obtained from the stakeholders to understand the impact of efficient administration of the institution
- vi) Measures may be taken to fill in the vacant posts at the earliest
- vii) Administrative training programme/workshop may be organized frequently for the administrative staff.

I agree with the observations/comments made by the panel and shall take necessary steps to implement the recommendations/suggestions made by the panel.


Principal
Prasanta Chandra Mahalanobis Mahavidyalaya
111/3, B. T. Road, Kolkata-108

(Dr A Ghosh)
Principal

 Dr Sharmila Dey Principal P.N. Das College Santinagar, Palta, North 24 Parganas, West Bengal Pin-743122 Principal P.N. Das College Santinagar, Palta 24 Pgns (N), Pin:- 743122	 Dr Soma Ghosh, Principal Hiralal Majumdar Memorial College for Women Dakshineswar Principal Hiralal Mazumder Memorial College For Women Dakshineswar, Kolkata-700 035	 Dr Chittaranjan Das Principal B.R. Ambedkar Satabarshiki Mahavidyalaya Helencha Principal DR. CHITTARANJAN DAS Dr. B.R.A.S Mahavidyalaya Helencha, North 24 Parganas
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Prasanta Chandra Mahalanobis Mahavidyalaya

111/3, B.T. Road (Bon-Hooghly), Kolkata – 700108

ISO 9001:2015 Certified Institution

Website: www.pcomm.edu.in

Follow-up Action in respect of Academic and Administrative Audit

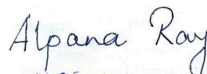
1. The large classrooms have been equipped with ICT gadgets like Projector and audio system
2. A dedicated, exclusive Smart classroom has been set up to facilitate audio-visual learning
3. A number of add-on courses has been introduced during the assessment period
4. A good number of FDP has been organized by the institution in collaboration with other organizations as well as teachers have been encouraged to enrol for the FDP.
5. ICT-gadgets like powerpoint has been fitted in Teacher's Room
6. Innovative academic programmes like Tuesday Talk, The Scholar of the Month etc. have been introduced to facilitate and complement the conventional academic programmes/teaching
7. Online admission has been introduced
8. The collection of fees from students is done exclusively through online mode
9. Digital mode of communication has been put in place
10. Regular review meeting of administrative staff is being held
11. Academic and administrative audit by external agency is being conducted on a regular basis

The above measures have been taken during the assessment period.


Principal
Prasanta Chandra Mahalanobis Mahavidyalaya
111/3, B. T. Road, Kolkata-108


Principal
Prasanta Chandra Mahalanobis Mahavidyalaya
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IQAC-Coordinator
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