

# **INTERNAL ACADEMIC AUDIT REPORT**

Internal Academic Audit

Conducted by the IQAC & Internal Academic Audit Committee,

Government General Degree College at Kharagpur II

For the Period: 2022-2023

### **Auditor's Certificate:**

The present audit exercise is conducted by way of physical inspection, verification of documents and interviews with teachers and students of the College.



Auditor  
Government General Degree College at Kharagpur II  
Madpur  
Paschim Midnapore  
**Officer-in-charge**  
Govt. General Degree College  
Kharagpur-II, Madpur  
Paschim Medinipur-721149

**Audit Date:**

The Internal Academic Audit was conducted in **March, 2023**

**Audit Report:**

Internal Academic Audit Report was submitted on **26.04.2023**

**Audit Team:**

The Internal Academic Audit was conducted by the IQAC & Internal Academic Audit Committee, Government General Degree College at Kharagpur II. The team was led by the Officer-in-Charge, Dr. Partha Sarathi Singha and comprised the following members:

1. Dr. Piyali Mallick, Co-ordinator, IQAC & Assistant Professor in Mathematics
2. Sri. Ramkrishna Ghosh, TCS & Assistant Professor in Botany
3. Smt. Pradipta Mukhopadhyay, Assistant Professor & Head, Department of Philosophy
4. Dr. Lakshmikanta Das, Assistant Professor in Chemistry
5. Dr. Debosree Ghosh, Assistant Professor in Physiology
6. Dr. Aditi Bannerjee, Assistant Professor & Head, Department of Bengali
7. Smt. Madhubanti Bhui, Assistant Professor & Head, Department of English
8. Sri. Sujit Das, Assistant Professor & Head, Department of History

**Audit Process:**

The auditors visited the Departments, including the Library and interacted with the Departmental heads, teachers and the Librarian. The Internal Academic Audit was conducted on the basis of the following criteria:

1. Curriculum Transaction and Teaching-Learning-Evaluation
2. Faculty Profile
3. Infrastructure
4. Students' Profile
5. Departmental Activities

## **I. Curriculum Transaction and Teaching-Learning-Evaluation:**

### **Audit Observations:**

1. Following a discussion with the teachers and students of the Departments, it was found that all Departments maintain a regular practice of teaching-learning and continuous internal assessment. The Departments adhere to the Academic Calendar published by the University and make a lesson plan at the commencement of each Semester to facilitate effective curriculum delivery.
2. Departmental meetings are held periodically to discuss changes in the course structure and for distribution of the University-prescribed syllabus amongst the faculty members.
3. Project Reports for the Environmental Studies course have been submitted by the UG students across Departments in the First Semester. Additionally, UG students majoring in Zoology have submitted project reports related to field studies across the Semesters. UG students of the departments of Bengali and English have also submitted project reports.
4. The number of ICT-enabled classrooms in the College is 02. Chemistry and Zoology departments have their own projectors and computers that they use for holding smart classes. Anyways, majority of the Departments follow the chalk-and-talk method of teaching.
5. Continuous internal assessment is a practice of the Departments for evaluating their students' knowledge of particular topics.
6. Feedback from students has been collected, analyzed and visually represented through graphical means.
7. Departmental wall magazines, containing articles written by the students are published by the departments of Physiology, English and History.
8. Quiz and some awareness programmes on health and social issues have been organized for the students by the NSS Unit of the college.

**Audit Recommendations:**

1. Remedial Coaching for academically weak students should be introduced and a time-slot may be allotted in the central timetable for these classes.
2. Students' seminars, debates, quizzes and mock teaching for academically advanced students should be organized by the Departments on a regular basis.
3. Teachers should build a Question Bank and upload the same on the college website.
4. The college should provide regular training for the faculty members to adopt more innovative and student-centric teaching methods.
5. E-content development should be encouraged among teachers for effective teaching and the college should provide technical support and quality assurance for the e-content development process. The e-content should be aligned with the learning outcomes, assessment criteria and accreditation standards and should be revised and updated.
6. The Humanities Departments in particular, should be encouraged to use the ICT facilities already provided, so that the students and teachers can easily adapt themselves to the innovative modes of teaching.
7. All Departments should conduct Parent-Teacher meetings on a regular basis in order to identify and address the challenges encountered in the teaching-learning process.
8. The college should introduce feedback from parents, teachers and office staff.

## **II. Faculty Profile:**

### **Audit Observations:**

1. In the 2022-23 academic session, faculty members have published research-based papers, review papers and book chapters.
2. The college encourages and supports the faculty members to participate in professional development programs, such as workshops, seminars, conferences, and online courses, for curriculum development and/or enrichment, thereby improving teacher quality and teaching quality. Teachers have been also encouraged to participate in faculty development programmes and a total of 7 teachers participated in FIP (OP and RC) programmes in the 2022-23 academic session.
3. Some faculties have been awarded Ph.D. degrees from Universities during the session 2022-2023.
4. The college encourages faculties to pursue higher education so that they may enrich themselves to deliver advanced and updated knowledge to the students.

### **Audit Recommendation:**

1. More teachers should be encouraged to pursue research at the M.Phil. and Doctoral levels. The college should explore adequate and advanced research facilities and resources such as, laboratories, equipment, library, journals, databases and funding.

### **III. Infrastructure:**

#### **Audit Observations:**

2. There are adequate laboratories for smoothly conducting the practical sessions for all Laboratory-based Science Departments. The no. of laboratories is 08.
3. Total number of computers in the College is 16. Among these, 6 are available for the students and 2 computers are reserved for the use of teachers.
4. The Science Departments of the College have several instruments, catering to the need of students.
5. All the Departments have access to internet through LAN and wi-fi facilities.

#### **Audit Recommendations:**

1. The College authority should look into the matter concerning more space for the laboratory based subjects.
2. The college should enable the laboratories with more modern instruments necessary for the UG curriculum.
3. The College should equip more classrooms with adequate ICT facilities and resources to facilitate the use of multimedia, online platforms and interactive tools in teaching-learning.

#### **IV. Students' Profile:**

##### **Audit Observations:**

1. The students' result in the 2022-23 academic sessions has been commendable.
  - The pass percentage in the UG Section of the College, for 09 Honours Courses (Chemistry, Botany, Physiology, Zoology, Bengali, English, Philosophy, History and Political Science) and 2 General Programmes (Science and Arts) is 100.
2. Significant number of students from the Humanities and Science Departments have progressed to higher studies. Majority of students are pursuing PG courses in respective subjects.
3. Students of the Departments of Zoology have participated in Departmental excursions.
4. Students from all departments participated actively in a "Campus Bazaar" held in the session 2022-2023.
5. Students from all departments participated actively in various in house and extension programmes organized by the NSS Unit of the college.
6. Students from the department of Physiology, History and English have published articles in the wall magazines.
7. Students from the departments of Chemistry, Physiology and Zoology have participated and presented in the departmental students' seminars.

##### **Audit Recommendations:**

1. All Departments should monitor and track the students' progress and outcomes and maintain a record of the same.
2. The College should organize programmes on skill development and personality development for students such as communication skills, soft skills, life skills, leadership skills and entrepreneurial skills to enhance their employability and acceptance in the job market.
3. The College should evaluate and certify the students' skill and personality development and celebrate and showcase their achievements and success stories.

## **V. Departmental Activities:**

### **Audit Observations:**

1. Departmental seminars/webinars were organized by some Departments.

### **Audit Recommendations:**

1. Collaborations with other institutions for student-exchange and teacher-exchange programmes should be arranged by the Departments as a mean to ensure the exposure of their students to sharing of thoughts and ideas.
2. Collaborations with NGOs and industries should be made by the departments for letting the students to have an idea about the possibilities of their employments in the industrial sectors.
3. All Departments should be encouraged to organize seminars.
4. Departments should also engage in more extension activities, thereby ensuring participation of their students in meaningful social and community service.

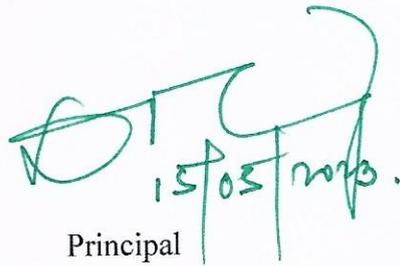
**Audit Recommendations:**

1. The College needs a librarian.
2. More competent personnel needs to be engaged in the Library for catering to the needs of students of all Departments of the College.
3. The College should look into the maintenance and regular cleaning of the Library.
4. A greater number of students should be made aware of the use and utilization of the internet in the Library for accessing e-books and e-journals.



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It is certified that the data herein have been checked and verified by scrutinizing of official records and interaction with the staff and students on 15th May 2023.

  
15/05/2023.

Principal  
Dr. Debnarayan Roy  
Jhargram Raj college  
Jhargarm

Principal  
Jhargram Raj College  
Jhargram, West Bengal- 721507



  
15.05.23.

Principal  
Dr. Ashis Kumar Gupta  
Sevayatan Sikshan Mahavidyalaya  
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### Internal Quality Assurance Cell (IQAC)

#### Action Taken Report

Date : 14/07/2023

As per recommendations by Internal Academic Audit Team, the following actions have been taken.

#### 1) Curriculum Transaction and Teaching-Learning Evaluation

- Remedial Coaching for slow-learners.
- Students Seminars, Debates, Quiz for advanced students.
- Question Bank for students.
- Encouraged Faculty members to attend FIP, RC.
- Encouraged Humanities Departments to initiate using ICT facilities.
- Feedback collected from teachers and office staffs.

#### 2) Faculty Profile

- Encouraged Faculty members to pursue for M.Phil, Ph.D.

#### 3) Infrastructure

- Applied to Higher Education Department and Executive Engineer through proper channel.

#### 4) Students' Profile

- Initiatives have been taken to track the students progression.
- Planning to organize soft skills, communication skills, Life skills, Leadership Quality building programmes for the students.

#### 5) Departmental Activities

- Involved in Teacher-student Exchange programmes with other Institutions (MOU with Panskura Banamali College [Autonomous] with effect from 05/07/2023).
- Organized seminars.
- Involved in outreach programmes and various community services through NSS.

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P. Mallik, 14/07/2023  
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