

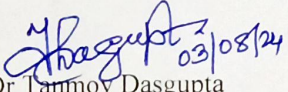
SARAT CENTENARY COLLEGE
Dhaniakhali, Hooghly
ESTD. 1976

CONSOLIDATED
ACADEMIC AUDIT REPORT
[ACADEMIC YEARS: 2018-'19 to 2022-'23]

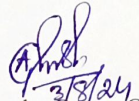
Prepared by
The Audit Committee
The University of Burdwan
Burdwan

Schedule for Academic Audit & Environmental Audit

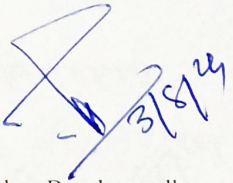
August 03, 2024 Time	Schedule	Venue
11:00 AM	Introductory Meeting	Principal's Office
11:30 AM	Meeting with IQAC & Members of the Committee	Principal's Office
12:00 NOON	Presentation by Coordinator IQAC & Presentation by Different Departments	Visit to Academic & Administrative Buildings
02:15 PM	Lunch	
02.45 PM	Presentation by Different Departments	
03.45 PM	Interaction with Coordinator & Members of Green Committee & Physical visit with Convener & Committee Members	Physical facility in and around the campus
05:00 PM	Report Writing	
06:00 PM	Exit Meeting	Seminar Hall, Academic Building


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Dr Gouri Sankar Bandyopadhyay
Principal
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Dr. Gouri Sankar Bandyopadhyay
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Date: 03/08/2024

To
Dr Sandip Kumar Basak
Principal
Sarat Centenary College
Dhaniakhali
Hooghly
West Bengal

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E-mail: saratcentenary@gmail.com

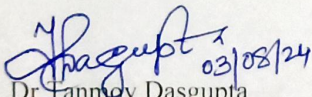
Subject: Academic Audit Report Submission from Experts

Sir

After verification of all the aspects in the College and necessary assessment of the report on "Academic Audit" submitted by your College for the academic sessions of 2018-'19 to 2022-'23, here, accordingly, we are submitting the Audit Report of "Academic Audit" of your College of the academic sessions of 2018-'19 to 2022-'23 for your kind perusal in the attached sheet.

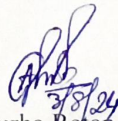
We request you to please acknowledge and oblige.

Yours sincerely,

 03/08/24

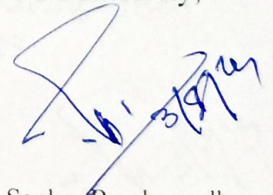
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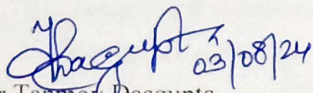
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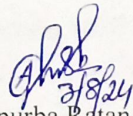
AUDIT REPORT ON ACADEMIC & ADMINISTRATIVE AUDIT CERTIFICATE

This is to certify that the Academic & Administrative Audit Report followed at Sarat Centenary College, Dhaniakhali, Hooghly (AISHE Code: C-44781) is based on the original data collected during the academic sessions 2018-'19 to 2022-'23. This has been assessed and is applicable to provide Quality education, Training and Mental health to the students for their smart future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell of the College team members of Sarat Centenary College, Hooghly and submitted to us. The contents of the baseline data containing data mentioned in the Departmental Profile have been personally verified by the Expert Team constituted by the University of Burdwan, Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Data & Photographs used in the report are taken by the respective departments & IQAC team members during preparing their Reports of the concerned year from 2018-'19 to 2022-'23.


03/08/24

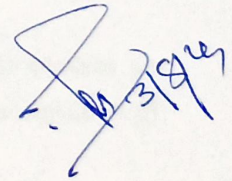
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1. Introduction

Sarat Centenary College was established in 1978 and was named after one of the greatest Bengali novelists, Sarat Chandra Chattopadhyay as a Junior College and later upgraded into a Degree College in 1978 started with all the three streams Arts, Science and Commerce.

Since inception it is affiliated to the University of Burdwan. Now, the College is maintaining its academic and administrative excellence and has been continuously upgrading the curricula and infrastructure in order to maintain the quality education. Through its distinctiveness as an academic institution over a long period of time, the authorities of the College believe in continuous improvement. The establishment of Sarat Centenary College, Dhaniakhali stands as a testament to the commitment to educational accessibility, addressing the needs of the rural students and fostering a conducive environment for higher learning. Presently, there are total 16 subjects, including 12 Hons. subjects, namely Honours in Bengali, Sanskrit, English, Political Science, Philosophy, History, Geography, Mathematics, Chemistry, Botany, Zoology and Accountancy, and General courses Bengali, Sanskrit, Santali, English, Political Science, Philosophy, Education, History, Geography, Physical Education, Mathematics, Physics, Chemistry, Botany, Zoology and Commerce.

Sarat Centenary College with more than 45 years of dedicated service in the field of higher education is successfully rewarded, therefore, the authorities in line with one of its missions of improvement by raising the realm of good to great to greater, through continuous quality assessment. College believes in continuous improvement through continuous quality assessment. This is the first academic audit report prepared by IQAC for the period of 2018-'19 to 2022-'23.

The College was first accredited by NAAC in 2005 with C++ Grade (67.05%), during Second cycle it scored B in 2016 with CGPA of 2.33.

Audit Committee

The University of Burdwan has constituted a three members committee to conduct an Academic & Administrative Audit of the MUC Women's College, Burdwan. The members of the Audit Committee are as follows:

- ❖ Dr Tanmoy Dasgupta, Professor & Head, Deptt. of Business Administration, The University of Burdwan, Burdwan
- ❖ Dr Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan
- ❖ Dr Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, Shyamsundar, Purba Bardhaman

2. Objective & Scope of the Audit

Members along with the Principal, Dr Sandip Kumar Basak in presence of IQAC Coordinator and members at a preliminary meeting, held on 03-08-2024 at 11.00 am outlines the broad objectives of the academic audit as an assessment of the College. Accordingly, the audit team members decided to look into the prevailing situation at the College along the following aspects in course of the audit.

Scope

- Methodology of teaching and learning adopted for the different courses run by the College
- Functioning of the Laboratories and Computer Facilities.
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Central Library and Sport facility, Gymnasium, etc.
- Outreach Programmes by NSS as well as regular students.
- Opportunities and Scope of improvements in the major functional areas

The team is empowered and expected to express their views and give suggestions for the improvement of the systems being followed by the College.

3. Methodology

At the meeting with the Principal, the Coordinator-IQAC, and other faculty members, officials, a discussion was made with the Principal which gave a general and broad profile of the facilities and activities of the College. The new facilities added are also noted by the audit team.

The Audit team visited the various departments and facilities, and had brief interactions with the faculty of each department, and the support staff. Visits to the laboratories, Computer facilities, administrative office, Library and some of the other facilities of the College are accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information.

Based on the departmental profile, information/data from the available documents and the interactions with the Head/Coordinator relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

4. Institutional Distinctiveness

- ✚ The College since inception is affiliated to the University of Burdwan since 1976.
- ✚ College has a campus area of about 13516.50sq.m. and built-up base area of 2129.47 sq.m. and built-up floor area of 4420.31sq.m. along with green space of about 1077.28 sq.m. in and around the campus.
- ✚ College maintains its biodiversity, Gardens, Medicinal Garden, etc., within the campus and also motivate the students in campus cleaning programs and pollution free campus.
- ✚ Inside the main campus, College has 4 Nos. of plantation area.
- ✚ College conducts meeting of Internal Grievance Redressal Cell, Anti-Ragging Cell, Gender Sensitisation Cell, ICC, etc., considering its need.
- ✚ College provides free Wi-Fi facility to faculty members with a bandwidth of 100 Mbps.
- ✚ Library automation is going on containing 22083 books on volumes/catalogue, and INFLIBNET/COHA/OPAC services for Library Management.
- ✚ Four minor projects and nine Major Projects are awarded during this assessment periods.
- ✚ Overall pass percentage is satisfactory.
- ✚ Most of the teachers are well-experienced are awarded with Ph.D.
- ✚ Orientation programmes for the new entrants (students) are organized.
- ✚ The support staffs are very happy with the College Administration.
- ✚ The IQAC conducts its tasks efficiently.
- ✚ There are total 41 Classrooms, 7 laboratories, 2 Computer Labs, 3 Smart Class Room and 1 Auditorium.
- ✚ Total no. of permanent teachers is 27 against 31 sanctioned posts, 30 SACT members, 4 non-teaching staff against 21 sanctioned posts and 18 casual non-teaching staff.
- ✚ College follows tutorial/remedial class for the weaker students informally.
- ✚ Some of the departments run departmental seminar library.

5. College Campus & Facilities: College has the following campuses -

- ✚ College campus consists of the following sections
- ✚ a. Main Campus comprises –
- ✚ i) Sarat Chandra Bhavan: Administrative; Girls' Common Room; Classrooms; Laboratories (Physics, Chemistry, Botany, Zoology)
- ✚ ii) Rabindra Bhavan: Library; Bengali Department; English Department
- ✚ iii) Netaji Bhavan: Records, Office, Mathematics Department; Commerce Department
- ✚ iv) Jagadish Chandra Bhavan: Classrooms; Laboratories (Geography, Computer)
- ✚ v) Swamiji Bhavan: Students' Union; Boys' Common Room

- ✚ vi) Vidyasagar Bhavan: Yoga and Gymnasium; Physical Education Department; Auditorium
- ✚ vii) Nibedita Bhavan: NSOU Study Centre; Canteen; Classrooms
- ✚ viii) Car parking and Cycle Shed
- ✚ ix) Ramp at ground floor
- ✚ x) 2nos. of Green Generators
- ✚ xi) Green area including pond
- ✚ xii) One Medicinal garden

Vision & Mission statements be prepared freshly

6. Goals of the College

- i. Provide an inclusive educational environment for rural students dominated by Reserve categories; enhance the strength and capabilities of the local students coming from diverse socio-economic backgrounds. In pursuit of an inclusive developmental mode, the College teaches its students to appreciate, respect and promote the perspectives, rights and dignities of each individual.
- ii. Encourage students to realize their own potential.
- iii. Prepare students to become analytical and responsible citizens; and aware about societal inclusion.
- iv. Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence through field work, field visit, internship, etc.

7. Awards and Accolades

While reputation has grown over the years, formal recognition first came in 2005 from the National Assessment and Accreditation Council (NAAC) as a "C++" grade College followed by B in 2016; now preparing for the Cycle 3 of NAAC accreditation.

8. Management

The College has two decision making bodies:

- Governing Body
- Internal Quality Assurance Cell

The various aspects of the Academic affairs and administration of the College are organized and looked after by the different committees constituted by the Members of the Management and Faculty. In some of these committees, representatives of the students and alumni are also present.

9. Observations

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on August 03, 2024 are recorded as follows:

10. Courses as on session 2022-23

Table 1: Departments in the College Stream	Programme	Total
Arts		10
B. A. Bengali [Hons. & Gen.]		
B. A. English [Hons. & Gen.]		
B. A. Sanskrit [Hons. & Gen.]		
B. A. Santali [Gen.]		
B. A. History [Hons. & Gen.]		
B. A. Philosophy [Hons. & Gen.]		
B. A. Political Science [Hons. & Gen.]		
B. A. Geography [Hons. & Gen.]		
B. A. Education [Gen.]		
B. A. Physical Education [Gen.]		
Science		05
B. Sc. Mathematics [Hons. & Gen.]		
B. Sc. Chemistry [Hons. & Gen.]		
B. Sc. Botany [Hons. & Gen.]		
B. Sc. Zoology [Hons. & Gen.]		
B. Sc. Physics [Gen.]		
Commerce		01
B. Com in Accountancy [Hons. & Gen.]		
Professional Course NIL		
Number of Add-on Courses	NIL	
TOTAL:	UG	16

11. Assessment of courses

Language groups

1. B.A.

- ❖ Vision and Mission of the departments be well articulated highlighting the objectives, goals and opportunities of the courses.
- ❖ Some of the faculty members are recognised as members of BoS of the home university.
- ❖ Pass percentage of students is good.
- ❖ Student progression should be taken care off.
- ❖ Most teachers are well experienced and with Ph.D. degrees.
- ❖ 3 Faculty members of English are recognised as Research Supervisor.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Career counselling is required.
- ❖ Departments must prepare a well-designed future plan for the overall development of the subjects.
- ❖ Placement process be initiated by the departments as well as College authority.

Humanities and Social Sciences

2. B.A.

- ❖ Vision and Mission of the departments be revised mentioning the uniqueness, strength and opportunities of the departments.
- ❖ Student progression from UG to PG is satisfactory in Economics, Geography, Political Science, etc.
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure.

- ❖ Faculty members should be encouraged for a greater number of publications in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ Teachers should apply for getting fund from sponsoring agency to undertake their research.
- ❖ Senior faculty members will take initiative to incorporate the relevant new topics in the syllabi for the subject enrichment, skill orientation and more job opportunities and development of entrepreneurship amongst the students.
- ❖ Departments must prepare a well- articulated future plan.
- ❖ Departments must take care for placement of the students.

Science subjects

3. B.Sc.

- ❖ A good number of teachers are having PhD and possess years of experiences.
- ❖ Some of the faculty members are the members of BoS of the home University and taking active role in designing curriculum.
- ❖ Some academicians be invited for innovation in teaching-learning process/enrichment programmes for the benefit of the students.
- ❖ Initiative should be taken for more major/minor research projects;
- ❖ Publication of research papers in reputed/UGC enlisted journals are satisfactory.
- ❖ Students of some departments are engaged in in-house projects/internship/field survey for experimental learning.
- ❖ Students' placement is good in Geography, Nutrition, Physics, Zoology, etc.
- ❖ Teachers will be requested to maintain more liaisons with the students to keep their records of achievements/job etc.
- ❖ Number of equipment/instruments (more than one lakh) be maintained under AMC; Logbook for each equipment be maintained and students must be equipped with the knowledge/knowhow to handle the instruments.

- ❖ Departments of Zoology, Botany may take initiative for preservation of specimens collected during field visits/excursion.
- ❖ Students be encouraged for preparation of competitive examinations.
- ❖ Research activities be strengthened amongst the faculty members.
- ❖ Department should choose more skill-oriented courses, field-oriented studies for the students; new sustainable and effective proposals in skill enhancement papers be introduced.

B.Com

- ❖ Vision of the Department be more focussed.
- ❖ Mission be oriented towards the vision of the department.
- ❖ More hands-on/skill-oriented courses be initiated to cater to the need of the students considering the locational advantages.
- ❖ Students may be involved in the process of evaluation of works/performance of the local bodies/Govt. sector/Municipality.
- ❖ Social engagement of the students is necessary.
- ❖ Computer-Student ratio be enhanced.

12. Strengths & Opportunities for Improvements

Strengths

The audit committee is satisfied with the inherent strengths of the College and these are mentioned below:

- ✓ Forward looking and visionary leadership of the College authority
- ✓ Willingness of leadership for all round continuous quality improvement
- ✓ Enforcement of discipline in a fair and just manner
- ✓ Apolitical ambience of the College
- ✓ College must complete the process of Alumni Registration.
- ✓ Good and competent teaching faculty using updated pedagogy with supportive IT facility.
- ✓ Quality teaching intends to fulfil the needs of the students.
- ✓ Committed and supportive non-teaching staff.

- ✓ Canteen is running inside the campus.
- ✓ Three units of NSS are working effectively and adopted a village nearby.
- ✓ College should complete the up-to-date financial audits.

Opportunities for Improvement

The college can easily raise the bar of its achievement if the following points are taken care of:

- ✓ Research initiation
- ✓ Publications
- ✓ Formation of Eco Club
- ✓ Innovations in teaching-learning
- ✓ Development of e-content and participation in different learning platforms.
- ✓ Reforming the Library facility
- ✓ Utilization of water bodies for fruitful use and resource mobilization.

13. General Conclusion

- The College is maintaining a congenial ambience of better teaching-learning process.
- Discipline-centric progression of students is to be taken care off.
- Financial audit be regularise
- Overall academic and administrative development be considered for institutional academic excellence.
- Emphasis on job-oriented courses/Add-on Courses. etc.
- Emphasis on Research projects from different agencies be taken care off.

14. Declaration

I agree with all the recommendations and observations mentioned in this report.

Date: 03/08/2024

Place: Sarat Centenary College
Dhaniakhali, Hooghly

S.L. Basak
03.08.24

Signed by
College Teacher-in-Charge
with Seal

DR. SANDIP KUMAR BASAK
Principal & Secretary
Sarat Centenary College
Dhaniakhali, Hooghly

15. Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended during the audit.

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