

**ACADEMIC & ADMINISTRATIVE AUDIT
REPORT FOR THE ACADEMIC SESSION
2020-21**



**BETHUADAHARI COLLEGE
Bethuadahari, Nadia
2021**

GENERAL INFORMATION ABOUT THE COLLEGE

1. Name of the College: BETHUADAHARI COLLEGE
2. Address: Vill & P.O. BETHUADAHARI , P.S. NAKASHIPARA ,DIST: NADIA
3. Year of Establishment : 1986
4. College establishment G.O. No: 1692-Edn(CS) dated 06-10-1986.
5. Whether affiliated under Sec.2f & 12B of the UGC Act: Yes
6. Name of the affiliating university : The university of Kalyani
7. Number of Student Enrolled : 4654
8. Subject taught in Honours course : Bengali, English, Political Science, History, Geography, Accountancy
9. Subject taught in General/Program Course : Bengali, Political Science, History, Philosophy, Sociology, English, B Com (G), Physical Education, Sanskrit, Education
10. Highest Policy Making Body: Governing Body

COMPOSITION OF THE ACADEMIC & ADMINISTRATIVE AUDIT TEAM 2020-21

Sl. No	Name	Designation
1	Dr. Ramapada Bera	President Governing Body Bethuadahari College
2	Dr. Suhas Roy	Teacher-in-Charge Bethuadahari College
3	Dr. Asok Kumar Das	Principal Asannagar MMT College
4	Dr. Basant Kumar Pradhan	Principal Plassey College
5	Sri Tarun Kanti Kumar	Coordinator NAAC Sub-Committee Bethuadahari College
6	Mirza Hasan Alam	Coordinator Internal Quality Assurance Cell Bethuadahari College

Audit Framework and detailed findings:

The following framework is used for conducting and Administrative Audit of Bethuadahari College:

SI No	PARTICULARS	OBSERVATION
1.1.A	Has Institution appointed a permanent Principal?	No
1.1.B	Is she /he Ph.D?	N.A
1.2.	Total Non-Teaching Staff	16
1.3.	Number of Professional Programmes held for non-teaching staff in the last two years:	MSS
1.4.	Extent of Grant Utilization (UGC+Govt Grant +Fees) in the last two years	N.A
1.5.	Is the perspective and strategic plan prepared and being followed in the Institution?	All policy decisions are taken by the Governing Body of the College. There are several other Committees for executing corresponding functions.
1.6.	Office Automation 1. Administration a. Admission Processes : Online/ Offline b. Enrollment c. Maintenance of Records d. Declaration of Results 2 . Accounts a. Fees Collection b. Maintenance of account	1. Admission is online. Records are maintained in computers/ other device as well as in hard copies. Results of the University examinations are published online 2.Fees are collected on Computerized software. 3. MSS Software is used for Maintenance of accounts.
1.7.	a. Is there a College website? b. IS it updated till date ?	Yes Yes
1.8.	Is the College Library automated ? a. Record of Books b. Issue and Return of books	Yes Yes Yes
1.9.	Does the Library Provide open access facility? a. To students b. To Teachers	Yes Yes

10.	Is there Internet Facility in the Library? a . For Student b .For Teacher	Yes Yes
11.	Is there an Anti-Ragging Cell in the College?	Yes
12.	Are there any Welfare Schemes? If Yes, List them	Yes Schemes of the NCC, NSS, Red Cross Society are there for students. Swasthya Sathi for Non-teaching Staffs and West Bengal Health Schemes for Teaching Staff are available.
13.	Is there Women's Development Cell/ Gender Sensitization Cell?	Yes
14.	Is there functional Alumni Association? (minimum of 1 meeting per year)	Yes but not registered till date.
15.	Do you organize institution & Stakeholders Interaction Cell (ISIC) meet?	Yes, Usually Parent-Teachers meet & Meeting with Alumnus are held but it is due to pandemic situation no such meeting has been held during this session.
1.1.	Total Permanent Staff (Teaching) State Aided College Teacher (SACT) Invitee Teacher	9 23 2
2.	a. How many faculties have attended FIP ? b. Faculties who have attended Refresher or Orientation Courses	Nil Nil
1.3.	Participation of Faculties Capacity Building Workshops (CBCS,MMI,UDISHA,NME-ICT,KMP etc)	N.A
2.1.	Number of Programmes/Courses offered under CBCS	11. Hons. Bengali, Political Science, History, Geography, Accountancy, English 12 . Bengali, Political Science , History, Philosophy, Sociology, English,B.Com(G),Physical Education Sanskrit, Education
2.2.	Percentage of students who graduated during last 1 or 2 year(s) First Class, Second Class,Pass Class	Pass Percentage : 88.43%
	>50% First Class	No
	> 50% Second Class	Yes
	> 50% pass Class	Yes

2.2.3	Contribution of the faculty in Course Design 51% to 100% 26% to 50% < 5%	There is only One running member of Board of Studies at Under graduate level.
2.2.4	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty? 81% to 100% 51% to 80% 31% to 50% < 30%	NO
2.2.5	Is academic calendar being prepared and implemented ?	Yes
2.2.6	Use of Any other Teaching-Learning Tools -OHP -LCD -Videos - Interactive boards - Any other (Please Specify)	OHP, LCD, VIDEOS, AUDIOS, PPT Presentation
2.2.7	Use of ICT in Teaching-Learning Evaluation E-journals IT enabled classrooms Online Assessments Online Assessment Submission Feedback on teaching & learning	Yes Yes Yes Yes Yes
2.2.8	Do you offer Bridge Courses/** remedial courses?	No
2.2.9	Are projects, assignments ,field work, seminars, webinars etc. part of Curriculum	Yes
2.2.10	A. Evaluation of Teachers by Students B. Is it **analysed and communicated ?	Yes
2.2.11	Innovative teaching practices	Yes
2.3.1	a. Percentage of teachers with Ph.D as the highest Qualification b. Percentage of teachers with M.phill as the highest qualification: c. Percentage of teaching with UGC NET or SET: [Total% of (a)+% of(b) + % of ©] 81% to 100% 51% to 80% 31% to 50% < 30%	55.55% 0% 100%
2.3.2	Publication (Last 1Years) Articles in referred journals, Books and Edited volumes	Annexure enclosed.
2.3.3	Are you generating resources through consultancy?	No
2.3.4	Sponsorship of events and resources generated	No
2.3.5	State/ National/International level Webinars s organized during last 1 year.	12

2.3.6	Number of Faculties engaged in research : a. Sponsored research project : Completed Ongoing	NIL
2.4.1	Number of Outreach programme with NSS NCC Own Funds Local Funds Govt. funds	NIL
2.4.2	Number of faculty hours for outreach programme	N.A
2.4.3	Number of student hours for outreach programme	N.A

2.5 STUDENTS SUPPORT

Sl. No	Particulars	
2.5.1	Number of effective teaching days (Number of working days-Exam days) 140 or >140 120-139 100-119 <100	180 days (online teaching-learning and evaluation were conducted due to pandemic situation)
2.5.2	Online Classes conducted >50% Students <50% Students	Yes
2.5.3	Does the Institution do anything for the improvement in learning quality enhancement? If yes , List them	Project Assignment Work, Surprise Test, ICT based Classes Group Discussions, Tutorial Classes & Workshops
2.5.4	Do you conduct study Visits, field trips, Exhibitions learning quality enhancement?	No (Due to covid 19 Situation)
2.5.5	Are any Personality development Programmes conducted?	No
2.5.6	Do you organize & document Various extracurricular activities?	Yes
2.5.7	a. Is there a student council in place ? b. How often do they meet per year?	No N.A.
2.5.8	Does your college have any Feedback Mechanism (students, Faculties)	Yes
2.5.9	Do you have any Community Audit Mechanism?	No

2.5.10 Details of Programmes Offered by the College

Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instructions	Sanctioned Strength	No of Students Admitted
UG	BA, Bengali (H)	36 Months	Higher Secondary	Bengali	66	46
UG	BA, Accountancy (H)	36 Months	Higher Secondary	Bengali	100	2
UG	BA, English (H)	36 Months	Higher Secondary	Bengali, English	60	45
UG	BA, Geography (H)	36 Months	Higher Secondary	Bengali, English	66	57
UG	BA, History (H)	36 Months	Higher Secondary	Bengali, English	88	81
UG	BA, Political Science (H)	36 Months	Higher Secondary	Bengali, English	52	33
UG	B.A, (Prog)	36 Months	Higher Secondary	Bengali, English	2184	1907
UG	B.Com (Prog)	36 Months	Higher Secondary	Bengali, English	100	1

2.5.11 Provide the Following Details of Students admitted to the College

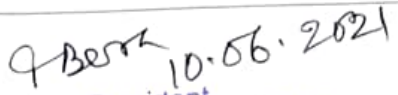
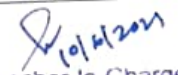
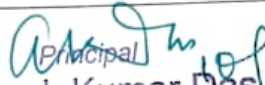


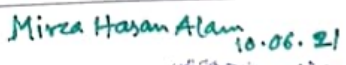
Category	No. of the Students
SC	577
ST	13
OBC	392
General	1190
TOTAL	2172

OBSERVATION & RECOMMENDATIONS

The observation and recommendation of this Academic & Administrative Audit are as follows:

1. The Teachers may be encouraged to bring innovations in their teaching- learning process for the betterment of the same. The teachers should try to upgrade and develop the online teaching-learning and evaluation process.
2. The Teaching- Learning Process should be much more student-Centric thereby giving the students enough space to be exposed and expanded.
3. The Teachers should try to impart their lessons using much more PPT presentations to make the classroom ambience lively.
4. The teachers may be encouraged to conduct much more research oriented projects.
5. The teachers may be encouraged to bring out papers, articles etc.
6. The College should introduce some more value added courses based on practicality.
7. The College should try to register the Alumni Association as soon as possible.
8. The College should try to develop and utilize the installed College Management Software.
9. The College should take immediate action for the appointment of non-teaching staff to strengthen financial administration of the College.
10. The College should take more pro-active action for appointment of whole time teachers in each Department.
11. The College should immediately do the needful for obtaining sanction of post of Librarian for the College Library.
12. The College should open Science stream in order to fetch the local meritorious students in the College.
13. The College should try to increase the number of computers thereby making the accessibility to internet easily.
14. The Gymnasium of the College is to be developed catering to the needs of more students.
15. The College should try to establish and maintain logbooks in different places like Computer Literacy Centre, Library, Reading Room, and Common Room and in the Gymnasium.

**SIGNATURE OF THE ACADEMIC & ADMINISTRATIVE AUDIT TEAM
2020-21**

Sl No	Name & Designation	Signature with Seal
1.	Dr. Rampada Bera President Governing Body Bethuadahari College	 10.06.2021 President BETHUADAHARI COLLEGE Bethuadahari, Nadia
2.	Dr. Suhas Roy Teacher-in-Charge Bethuadahari College Bethuadahari, Nadia	 10/6/2021 Teacher-In-Charge Bethuadahari College P.O -Bethuadahari, Dt-Nadia
3.	Dr. Asok Kumar Das Principal Asannagar MMT College Asannagar, Nadia	 Principal 10/06/2021 Dr. Asok Kumar Das Asannagar MMT College Asannagar, Nadia
4.	Dr Basant Kumar Pradhan Principal Plassey College Plassey, Nadia	 10/6/21 Principal Plassey College Mirabazar, P.O., Plassey, Nadia
5.	Sri Tarun Kanti Kumar Coordinator NAAC Sub Committee Bethuadahari College	 10/06/2021
6.	MIRza Hasan Alam, Coordinator ,IQAC Bethuadahari College Bethuadahari, Nadia	 10.06.21 Coordinator Internal Quality Assurance Cell Bethuadahari College Bethuadahari, Nadia