

ACADEMIC & ADMINISTRATIVE AUDIT-REPORT FOR THE SESSION 2022-

(July 2022 to June 2023)

Part-I

Name of the College: Birsa Munda College, Hatighisa

Audit Team Members:

**Dr. Debasis Dutta
Controller of Examination
University of North Bengal**

**Dr. Mahendra Nath Roy
Professor
Department of Chemistry
University of North Bengal**

Date of Audit: 11 / 10 / 2023

General Observations

1. The college is affiliated to the University of North Bengal.
2. It is the only Hindi Medium College in the Terai region of Darjeeling District.
3. The institution has qualified and committed faculty members with a mix of experienced staff and appointed staff.
4. The various departments function in alignment with the institutional quality policies.
5. The institution has an active IQAC.
6. The college is preparing for its 1st cycle of NAAC accreditation.

I. Curricular Aspects										
Sl No.	Courses offered		Students' Strength					Observation	Remarks	
	Course	Category	2018-19	2019-20	2020-21	2021-22	2022-23			
	a)	BA	Hons	00	00	43	39	75	VERIFIED AND AUTHENTICATED	VERIFIED AND AUTHENTICATED
	b)	BA	Prog	339	246	285	392	264		
	c)	BCom	Prog	15	19	08	14	7		
2.	Annual Curricular Plan							Yes		
3.	Attendance							Yes		
4.	Coverage of Syllabus							Yes		
II. Teaching & Learning										
1.	Teaching Diary and Teaching Notes 1. No. of Teaching staff including contract/SACTs: 2. No. of Teachers submitted: 3. No Teachers Not submitted with details:							27 04 04		
2.	Conduct of Classes							<ul style="list-style-type: none"> • Class room teaching • Audio Visual Teaching/Power point • Unit test 		
3.	Use of supplementary teaching tools and application of ICT							Yes		
4.	Student Centric Activities							<ul style="list-style-type: none"> • Student Seminars • Educational Tours • Cultural Activities • Sports Activities • Debates • Wall Magazines 	VERIFIED AND AUTHENTICATED	
5.	Student Centric Seminars							Yes	Every Dept. should organise such events.	

6.	Remedial Coaching				Yes	
7.	Students' Assignment				Yes	
8.	Students' Feedback (Analysis done or not)				Yes	
III. Evaluation & Results						
1.	Conduct of Internal Examinations				Yes	
2.	Maintenance of Marks Register/File				Yes	
3.	Result of University Examination (Last Exam)					
Analysis of University Results (Percentage of passed students)						
	Course	2020-21	2021-22	2022-23		VERIFIED AND AUTHENTICATED
1	English (Hons)	-	-	05/10		
2	Hindi (Hons)	-	-	06/10		
3	Nepali (Hons)	-	-	03/06		
4	Sociology (Hons)	-	-	07/09		
5	BA (General)	158/185	161/179	113/181		
7	BCom (General)	10/10	12/14	02/06		
IV. Learning Resources						
1.	Library				Yes	VERIFIED AND AUTHENTICATED
2.	Smart Class Rooms				Yes	
3.	Computer & Internet				Yes	
V. Basic Facilities						
1.	Sanitation				Yes	VERIFIED AND AUTHENTICATED
2.	Drinking Water Facilities				Yes	

AUDIT QUESTIONS- Part-II

DEFINING CURRICULUM TRANSACTION & INTENDED LEARNING OUTCOMES

Steps followed in the designing of syllabus and curriculum The institution follows the syllabus under the University of North Bengal. Faculties of various departments are members of Board of Studies, University of North Bengal and participate in the framing of the syllabus.
Credits allotted/distribution logic Under the CBCS structure, Core Courses are of 4-Credits each and Programme Courses of 4-Credits.
In the development of learning outcomes, are external perspectives solicited? YES
If affirmative, what methods are employed? Learning outcome is properly approved by IQAC and the Governing Body of the College.
Are data from such surveys analysed? YES

DESIGNING TEACHING AND LEARNING PROCESSES

What teaching methods and aids are used? Class lectures along with discussions, student's seminars, ICT-based lectures, PPT-based practical teaching methods are used.
Is there an appropriate and up-to-date teaching and learning strategy in the Department? YES. Faculty Appraisal Diary is maintained by the individual faculty.
What pedagogical approaches are used? As set forth by the UGC, the State Government and the Affiliating University from time to time
What strategies are used to stimulate student participation in the classroom and enhance student learning? Every department takes care of the learning process especially for the slow-learners. As remedial help, extra classes are taken. Assignments are assessed and discussed with the students for improvement. The mentor-mentee process is also used to enhance student learning.

What resources are used in teaching and learning?

Books and journals, materials received from refresher courses and academic conferences attended by the faculty members.

How is the quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?

Feedback from different stakeholders like Students, Parents, Alumni and Faculty is conducted by IQAC of the College and necessary steps are taken as per the feedback received.

How effectively do lecturers draw upon their research, scholarship, or professional activity to inform their teaching?

The faculty members attend seminars, conferences and workshops for their own professional development and draw from the knowledge gained through these academic engagements.

Is there any academic support including handbooks and other written documents that is given to students?

YES

Were the faculties engaged themselves for their Academic Development during this Academic Year (July 22 to June 23)?

Yes, Faculties were engaged themselves for various academic development activities like publications in Journals, Attending and Presenting Papers in different Regional, National and International Webinars. The details are given below:

DEPARTMENT	JOURNAL/ PUBLICATION	BOOK/ CHAPTER	WEBINAR/SEMINAR		SKILL DEVELOPMENT PROGRAMME		
			PRESENTED	ATTENDED	Orientation Course	Refresher Course	Short Term Courses
ENGLISH	-	2	10	-	-	-	2
HINDI	-	2	1	2	1	-	-
NEPALI	-	2	-	-	-	-	-
SOCIOLOGY	-	1	2	3	-	-	2
HISTORY	-	10	-	-	-	-	-
POL SC	-	-	-	-	-	-	-
EDUCATION	-	-	-	-	-	-	-
EVS	-	-	1	10	-	-	1
COMMERCE	-	-	1	-	-	-	1
BENGALI	-	-	-	-	-	-	-

What was the Role of IQAC for Academic Development during the period?

The IQAC Cell of Birsa Munda College played a pivotal role in academic development during the period. This included tasks such as preparing the academic calendar, arranging talks and career-oriented programmes.

Is there any Registered Alumni Association of the Institution? If yes, what is the Total No. of Members and how many meetings were organised during this period?

NO

How does Alumni Association contribute for the development of the Institution?

NA

PROFILE OF STUDENTS

Students involved in extra-curricular and co-curricular activities?

YES. The students enthusiastically engage in a diverse array of extra-curricular and co-curricular pursuits, including participation in NSS, sports activities, and cultural events. The college's Sports Committee orchestrates sporting events, while the Cultural Committee oversees cultural activities. Numerous students have taken part in state-level and national-level events, securing prizes in the process.

Study Tour / Industrial Visits / Exhibitions / Internships / Training

Several departments organize educational tours, including visits to museums and significant sites. Although there have not been any industrial visits yet, they are part of the upcoming plans. Additionally, the college library is considering offering internships to students under expert supervision to enhance their library skills.

Student Achievements

The students actively engage in various events and have achieved significant recognition, particularly in areas such as NSS and others.

COLLEGE INFRASTRUCTURE

Number of classrooms

At present, there are about 15 classrooms which range from 25-seater rooms for regular classes to 100-seater mega-rooms for academic sessions, guest speakers and other events.

WiFi connectivity

The campus has WiFi connectivity enabled.

Student and Staff Amenities

The college campus hosts a canteen, where fresh and affordable food is available for students. There is a water cooler to provide drinking water. There are separate washrooms segregated according to gender. There is also a dedicated parking area for students and staff.

Part-III (Financial Report)

1. Fund Received from:

Funds Category	2018-19	2019-20	2020-21	2021-22	2022-23
UGC	00	00	00	00	00
State Government	00	5523754	14023287	17846823	21690055
Others (Including Opening Balance)	00	45000	45000	45000	57000
Total	00	5568754	14068287	17891823	21747055

2. Income

Income Source	2018-19	2019-20	2020-21	2021-22	2022-23
Income from Students	880490	1217482	1586985	2008920	2013060
Income from others	50545	319162	28600	223495	356086
Total	931035	1536644	1615585	2232415	2369146


3. Fund Utilization

Fund Utilized	2018-19	2019-20	2020-21	2021-22	2022-23
Building Construction	00	00	00	00	2351377
Play Ground	00	18000	00	00	00
Student Welfare	00	00	00	00	00
Faculty Development	00	00	00	00	00
Others (Including closing balance)	804733	3051001	639964.3	2084963	1689749.71
Total	804733	3069001	639964.3	2084963	4041126.71

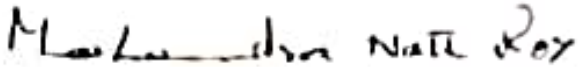
Final Remarks/Suggestions

1. The college may consider establishing a language laboratory
2. There is a need for improvement in the research culture, including the initiation of interdisciplinary research.
3. Proper documentation is necessary for all activities
4. Academic calendars should be prepared at the department level in accordance with the affiliating University's calendar.
5. More students should be encouraged to participate in extension activities.
6. Additional collaborations should be established for faculty and student exchanges, as well as internships.
7. More teachers should take part in Faculty Development Programmes (FDP).

Signature of the Academic Auditors:


22/10/23
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