SHREE AGRASEN MAHAVIDYALAYA

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ACADEMIC AUDIT 2023-24

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2023-24

Name of the Institute — **SHREE AGRASEN MAHAVIDYALAYA**

Academic Audit Experts (External)

1. Dr. Sumit Nandi, Principal, Harishchandrapur College

2. Dr. Sidhartha Sankar Manna, Department of Political Science, University of Gour Banga

Internal Members

1. Dr. Leena Sarkar Bhaduri, Coordinator, IQAC
2. Dr. Sanat Kumar Adhikary, Assistant Professor in History
3. Dr. Asit Biswas, Assistant Professor in Bengali

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Audit Team

Dr. Sumit Nandi, Principal, Harishchandrapur College
Dr. Sidhartha Sankar Manna, Department of Political Science
Dr. Leena Sarkar Bhaduri, Coordinator, IQAC
Dr. Sanat Kumar Adhikary, Assistant Professor in History
Dr. Asit Biswas, Assistant Professor in Bengali

DATE OF VISIT : 26.09.2024

PATICULARS OF THE ORGANIZATION

Sl. No	Title	Details
	NAME OF THE ORGANIZATION	SHREE AGRASEN MAHAVIDYALAYA
	Postal Address	Bhusamoni, Dalkhola, Uttar Dinajpur, 733201
	Website	www.samdlk.ac.in
	Email	shreeagrasenmahavidyalaya@gmail.com
	Date of Establshment	1st September, 1995
	Affiliation	University of Gour Banga
	Whether Recognized by UGC under 2f and 12B	Yes
	Administrative Authority	Governing Body
	Courses Offered (2023-24)	**B.A.** in Bengali. English, Sanskrit, Hindi, Urdu, Political Science, Sociology, History, Philosophy, Education, Physical Education, Geography **B.Sc.** in Chemistry, Physics, Mathematics **B.Com.**
	Total Number (2023-24)	**Teaching Staff- 34 Non Teaching Staff -13** **Students - 2907**
	Nature of Funding	**Grant in Aid**
	Date of Establishment of IQAC	24th July, 2014
	Previous NAAC Grade with Cycle	*1st Cycle : B 2nd Cycle: B*

Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
1. Curriculum (For evidence Annexure part – I is enclosed)	Steps followed in the designing of syllabus & curriculum • Teaching Plan • Lesson Plan	YES	The Institution follows the syllabus and curriculum as framed by its affiliated University, the University of Gour Banga. However, some of the teachers act as members in the Undergraduate Board of Studies and participate in designing of syllabus and curriculum. In consonance with the New Education Policy, the Institution has introduced some Value-added Courses and Certificate Courses. The Syllabi are devised by IQAC in consultation with the departments and faculty members.	
	Steps to be followed for identification Curriculum gaps	YES	The Department discusses the advantages and disadvantages of the current curriculum and formulate recommendations for the next scheme for submission to the Syllabus Revision Committee constituted by the University.	
	The present curriculum validation done with other premium institute	YES	At the beginning of each Academic session, the IQAC and Routine Committee put together the Academic Calendar for the year and Master Routine following the CBCS and NEP pattern. The Academic Calendar also includes a list of departmental and Institutional events, tentative dates for Internal Assessment, holidays and dates of Orientation Programme for the newly admitted.	
	Methodology adopted for preparation of outcome based curriculum / Education.	YES	After analysing the feedback data of previous years' student, a dedicated team identifies th gaps and prescribe some measures. The college authority takes great interest in their report.	
	Credits allotted / distribution – logic	YES	Core Courses, Discipline Specific and Generic Elective Courses are allotted 6 credits each. AEC and SEC courses allotted 2 credits each.	

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II Curriculum Transaction	Teaching methods & teaching aids	YES	Classroom lectures, PPTs, field works, screening of educational documentaries, stent seminars, project work and assignments, audio-visual methods, materials posted in the institutional WhatsApp groups and Cloud Classroom are a regular feature of the teaching aids. Faculty exchange programme organized by different departments enhance the quality of the teaching learning process and make the subjects more interesting to the students.	
	E-learning modules	YES	Study materials are provided digitally through Cloud Classroom. Teachers make the best use of the E-resources through NLIST and other online sources.	
	Project work UG/PG	YES	Project works, assignments, field work are undertaken by the students as part of Internal Assessment.	
	Internal assessment – components – Uniqueness	YES	Written Tests, Viva Voce, assignments, paper presentation, projects are the various components of Internal Assessment. Continuous Internal Evaluation, Group presentation, examination on digital platforms is a unique feature of Internal Assessment.	
	Student support – remedial Coaching/ Extra Classes / Coaching for competitive Examinations	YES	Tutorial classes are allotted in the Time Table for the benefit of all the students. Special classes are taken by all the departments before examination for the slow and average learners. Coaching for competitive examinations are conducted by the Career Counseling Cell.	
	Feedback from students •⬜Communication Skills •⬜Interest generated by the Teacher •⬜Ability to integrate course material with environment/other issues to provide a broader perspective •⬜Punctuality of the teacher •⬜Accessibility of the Teacher beyond the class room •⬜Ability to design co- curricular programs and innovative evaluation methods •⬜Effective use of teaching methods •⬜Knowledge Base of the Teacher in the relevant subject •Sincerity and Commitment of the Teacher •Overall rating of the teacher	YES	Feedbacks from outgoing students on academic and other related matters are collected through google form.	

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II Faculty Profile	Projects completed / on going	YES	One Minor Project sponsored by Indian Council of Historical Research is completed by one teacher of Department of History during 2023-24.	
	Seminars / Conferences/Symposiums etc Attended	YES	It is encouraging to note that a good number of faculty members have attended Seminars/ Conferences and presented papers in the Seminar.	
	Papers / articles / books published	YES	Many papers , Articles are published in the UGC Care listed journals Peer reviewed Journals.Two books are published with ISBN number. IQAC is continuously encouraging the teachers for more publications.	
	FDP / RC / OC / Training Program / Workshops attended	YES	Faculties are encouraged to participate in FDP/RC/OP/ Short term Courses as these courses are added to their promotional benefit.Four (04) teachers attended the RC and One (01) teacher in FIP during this Academic year.	
	FDPs/RC/OC/Training Programs / Workshops organized	NIL	NA	
	Preparation of E-learning Materials / Content / Monograms	YES	Since Pandemic, uploading of study materials, creating E-contents for the students has been an encouraging aid for the students.	
	Acted as resource persons	YES	It is noted that only three Assistant Professors of History and Political Science and Bengali have acted as Resource Persons in Seminar during 2023-24 Academic Year.	
	M.Phil. & Ph. D awarded	YES	Four (04) teachers are pursuing Ph.D. at present. Two (02) teachers have been awarded Ph.D. degree in this academic year.	

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III Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength) & Cultural / Technical / Sports / other Activities	YES	2587/2194 = 84.8 percent (25.21)for 2023-24	
	Students involvement in extra-curricular & Co- curricular activities	YES	Various Sub-committees, NSS Unit, NCC of the College always motivate the students to get themselves involved in co-curricular and extra- curricular activities throughout the year. Participation in annual sports, different cultural activities, observation of important days, participating in Youth Parliament Competition. Outreach programmes by NSS add an impetus to their traditional mode of learning.	
	Study tours / industrial visits / exhibitions / Internships / Training programs etc organized /Conducted / attended	YES	Study Tours, Industrial tour and Survey are arranged by many departments like Commerce, History, Sociology, Political Science, Physical Education, Science. They also organize Exhibition .	
	Achievements / NCC/UBA/Swatch Bharat/NSS etc	YES	Best achievements are • NCC Cadet Rajib Sarkar's selection and participation in the Republic Day Pared at Rajpath, New Delhi. • The Volunteers of NSS have participated in various State level / National level Camps organized by Youth Department, Govt. of India.	
	Corporate Social Responsibility (CSR), University Social Responsibility (USR), Community Engagement activities, organized and their Impact	YES	N/A	

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III Profile of Students	No. of class rooms	27	Three separate blocks exists in college - Administration, Arts Faculty and Science Faculty. Classrooms of each block are used for teaching different subjects. Many rooms are ICT enabled.	
	No. of laboratories	5	Laboratories are well maintained and equipped with advanced instruments and other items as required by the lab-based departments.	
	No. of computers – for teachers	10	Main staff room is equipped with three computers for the use of the teachers. Three Laptops are used by the teachers for their presentation in the classes. Three Computers are used by the teachers in IQAC room and one(01) in Library.	
	No. of computers – for Students	15	A separate Computer Laboratory is there for Commerce students. Language Lab have Eight Compters(08) for the students. Three Computers are there in Library. Computers of different departments are used by the students under the supervision of teachers of the respective departments.	
	No. of computers – research Scholars	NIL	N/A	
	No. of instruments	4 projectors,	Projectors are used by the teachers for ICT. Musical instruments are used by the teachers and students for the cultural programmes.	

Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
V. Activities of the Department	MoUs signed	YES	The institution has signed MoU with Two academic institution in this year.	
	R & D Projects	NIL		
	Consultancy	YES	Consultancy done through Career Counselling Cell that organizes various programmes to explore the scope of employability of the students in the job market.	
	Collaborations	YES	Faculty Exchange programmes with Raiganj Suendranath Mahavidyalaya and Panskura Banamali College (Autonmous) have been undertaken. Many Health Checkup Camps , Food and Cloth distribution programmes have been organised in collaboration with the local body.	
	Patents & Copy rights	NIL		
	Association Meetings	YES	A registered Alumni Association is there in the college. The association has shown keen interest in providing infrastructural facilities like Seating arrangement for students, books for students etc.	
	Guest lectures	YES	Guest teachers are invited for those departments which has no fulltime teacher or run by a single teacher.	
	Conference / Seminar / Workshop conducted	YES	Many departments organise Seminar individually or in collaboration with other departments.IQAC hosts workshop on regular basis on newly implemented NEP based syllabus. Women Development Cell, Career Counseling Cell, NSS organises Seminar on Current events regularly. Workshops are conducted on Yoga in this Academic Year. Students are encouraged to present papers in the conference. Students of the Department of Bengali presented papers in the conference organized by the Department. Even some students presented very interesting papers in the conference orgainsed by the Women Cell.	
	Extension of Activities	YES	NSS Volunteers carried out outreach programmes and extension activities in the neighboring locality . The drive is for including marginalized section of the society. Annual camp in its adopted village exercised an enthusiastic impact in the locality.	

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VII E-Governance	Administration including complaint management	YES	• A dynamic Website to upload all relevant data, notices and important administrative documents. • Office administration is completely automated and moves gradually from paper to the digital • The entire College campus is under CCTV suveillance to ensure safety, security and discipline. • Allumni form, Grievance redressal form and other academic form are available in the Website for the easy action.	
	Finance and Accounts	YES	• All financial transactions from payments, refunds, cash collections are being executed in online mode . • E-services like payment of salary to the staff and generation of pay slips, TDS are conveniently processed through IFMS. Calculation of Interest of GPF is done through software. • E-pension Portal is operational.	
	Student Admission and Support	YES	• Admission Software has been purchased for online form fill up, publication of merit list, online admission, cancellation and registration through University portal. • Portal for various Government Schemes and Scholarships are handled online. • E- contents are circulated to the students through WhatsApp groups, Official Website as reference materials. • A well organized Mentoring System is followed in the college. Every Department conducts meeting with the students at regular intervals to address their issues.	
	Library Administration	YES	• Library is fully automated with the installation of KOHA software, an Integrated Library Management System. • The N-LIST programme sponsored by INFLIBNET provides access to e-resources.	
	Examination	YES	• From Pandemic period the system of online examinations, online submission of examination forms, Uploading of marks and publication of results has been started by the University and the system works perfectly. • Add-on-courses, Workshop are coducted in blended mode.	

Please comment on SWOC Analysis:

Strength	• A multi-faculty college with under graduate courses in three basic Streams: Arts, Science and Commerce. • Driven by the vision statement of imparting higher education to all, the college, ensures admission of SC/ST/OBC, minority and girls in good number. • The hard work of the faculty members, non-teaching staff and college and Governing Body has made it possible to become one of the reputed colleges in the state. • Duly qualified faculty and student-centered teaching method have made this college attractive to the learners to build up their future here. • Active NSS unit: It enables the interested students to learn how to serve the society through wide range of extension, co-curricular and extra-curricular activities. • ICT facilities such as smart class, LCD projectors, Laptop, computers and access of easy internet facility. • Active NCC unit inculcates the importance of discipline in life. Many cadets by proving their mettle in NCC will succeed to get entry into defence, paramilitary and police services. • Student feedback mechanism for further improvement. • Emphasis on gender equality and sensitivity: the college always sensitizes the learners for gender equality and never allows anyone to practice any gender discrimination in the campus. • Eco-friendly campus. • Harmonious relationship among the members of governing body, faculty members, non-teaching staff, students and parents/ guardian. • Existence of active alumni association which undertakes various programs to assist the college.
Weaknesses	•Badly constrained due to lying in the semi urban set up. •Limited flexibility and opportunity in the curricular design and development. •Insufficient funds from the Government which is not disbursed uniformly over the entire financial year poses problems for the college in planning and execution of project. •Shortage of permanent faculty in several departments. Some of the Departments have adequate faculty members (both permanent and SACT teachers) but some departments like Physics, Chemistry, mathematics are entirely run by SACT teachers. •No recruitment of Lab assistants in the last five years have completely depleted the Science Departments in maintaining their equipments and laboratory materials. •No recruitment of data entry operators and guards has affected the administrative affairs in the college.
Opportunities	• Enough scope is left for job oriented courses. • To carry out more research projects in the college. • Research and extension activities in the field of local culture, natural resources and its utilization. • To enhance teaching and learning ability of faculty and student through exchange program within the local area, i.e. the cluster college. • To motivate students for self-employment opportunities. • Different types of short-term value-added courses may be introduced along with the curriculum for skill development of the students.

Please comment on SWOC Analysis:

Challenges	• More efforts needed for grooming of first-generation learners. Providing resources for marginalized students. • Keeping pace with the rapid changes in higher education. Ensuring job opportunities to the students after successfully completing a course. • Resource generation for up gradation of infrastructure. • Bringing more and more under privileged students of the local area in the field of higher education. • The college has already taken up the challenge of fully implementing e-governance in every aspect of administration and moving towards paperless administration.
Best Practice (s)	• .Maintenance of eco-friendly campus by making the whole campus tobacco free and plastic free zone • To nurture and foster a positive campus climate for the holistic formation of students . • To create cohesive, congenial and supportive learning relationships between student staff, caregivers to help students evolve at their best.
Future Plans	• To introduce more Add-on Certificate courses. • MoUs are being planned with different colleges and NGOs • More Faculty exchange programmes • To organize State Level and National Level Seminar on Interdisciplinary subjects. • To equip the Library with more Books.

Signature of the Principal with Seal

Signature of the Academic Audit Experts& ISO Internal Auditors

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Jayati Bose 26.9.24

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Prof.(Dr.) Sumit Nandi
Principal

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3. Leena Sarkar Bhaduri 26.9.24
4. Sanat K Adhikary 26.9.24
5. Asit Biswas. 26/11/24.

Harishchandrapur College, Malda

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