GOKHALE MEMORIAL GIRLS' COLLEGE

ADMINISTRATIVE AND ACADEMIC AUDIT REPORT

ACADEMIC SESSION 2019-20

Audit Team:

Internal Members

Sanchita Sen

Dr. Sanchita Sen,
Coordinator, IQAC &
Convener, Academic Sub-Committee

External Members

Bhattacharyy

Prof. Maitreyee Bhattacharya,
C.U. Nominee, Governing Body

Lapita Sarkar

Dr. Lapita Sarkar,
Govt. Nominee, Governing Body

Internal Audit Cell,
Academic Sub-Committee

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Principal
Gokhale Memorial Girls' College

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General Information

Courses Programs – B.AHonours, B.Sc. Honours, B.A Major, B.Sc. Major (College offers only Pure Honours Courses and Major Courses)
Total Degree Programme: 16 [Hons-13 ; Major-3]

Number of subjects Taught: 18 [Honours – 13; Major – 3; Generic – 2]

Total number of Enrolled (Registered) Students: 1036

Total Teaching Staff: 81
Sanctioned Strength (Permanent substantive): 49; In Position: 45; Vacant Positions-4
[Principal-1; Associate Professor-15; Assistant Professor-29; Contract-6; Guest Lecturer-30]

Total Non-teaching Staff in: 34
[Females-13; Males-21]

Sanctioned Strength	In position	Vacant	Contract	Out sourced
20	9	11	17	8

Total students appeared for the Final Examination 2019: 279

Total passed: 278

Total 1stDivision: 94 (34 %)

Financial Assistance (Freeship) Number of Beneficiaries: 23 students
(22 Freeship + 1 Shibani Chatterjee Memorial Financial Assistance for meritorious students)

Grants Received:
(a) From State Government for Salary, Bonus and Arrears
(b) From State Government for installation of Sanitary Napkin Vending Machine
(c) Research Grant for Faculty, Department of Chemistry
(d) UGC – RUSA Grant of Rs. 1 Crore for infrastructure development

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Infrastructure

➤ *Infrastructural facilities existing -*

- Number of classrooms: 23
- Number of Laboratories: 13
- Number of classrooms equipped with computers and internet – 17
- Number of ICT-enabled Classrooms and Seminar Halls: 1
- Number of Administrative Offices: 2
- Number of computers in working condition: 54
- Library infrastructure: Books- 29441; Peer-reviewed Journals- 2, Magazines -4. All books bar-coded. Library Software LSease Version 14 operational. OPAC system operational. Resources enhanced with college funds and RUSA 2.0 grant.
- College canteen operational.
- Software CAS 7.1 for management of all student data .
- Internal accounts maintained with Tally. ERP. 9 software. Real time management, monitoring and control of all fund allocations and financial transactions in different government departments conducted through WBIFMS. Sub-module HRMS-IFMS used for implementation of Pay Roll Processing etc. and PFMS used for all e-tendering and financial transactions.
- Fire Safety System in place.
- Maintenance of infrastructure facilities through AMCs with companies

➤ *Infrastructure Development*

- Utilization of 1st instalment of RUSA 2.0 grants under the different heads of expenditure as mentioned in DPR, initiated; the first phase of new construction started under the supervision of PWDte, Govt. of West Bengal; procurement and renovation processes initiated.

Quality Initiatives of IQAC & Actions Taken

- ❖ Online Admission process continued. Admission conducted on basis of merit only
- ❖ Use of Office software CAS 7.0 for all student data related work.
- ❖ Enhancement of library resources with College fund and RUSA 2.0 grant through e-tendering and initiatives taken for purchasing e-resources.

- ❖ Workshop on CBCS syllabus of Semester 4 in Economics Honours conducted on March 7, 2020.
- ❖ Capability enhancement measures undertaken – Swayam-NPTEL Courses continued; Special Lectures arranged by the departments to ensure quality teaching-learning and such lectures delivered by resource persons proficient in their respective fields; formative evaluations undertaken through mock tests, student presentations and class assessments; revision classes held; remedial classes held for weak learners;career-counselling workshop conducted; appropriate policies undertaken to facilitate the students during the Covid-19 lockdown.
- ❖ Social extension activities undertaken by the NSS Unit-1 and the Social Awareness Club for promotion of universal values, in adherence however to theCovid-19 pandemic protocol.
- ❖ College Magazine "Miscellany" published
- ❖ College Exhibition organized.
- ❖ Annual Cultural Function and Annual Prize Distribution Ceremony organized.
- ❖ Annual Sports held.
- ❖ Student facilitated with information regarding government scholarships and grants.
- ❖ Financial assistance given to needy and deserving students.
- ❖ Career counselling workshops conducted by TCS and IBT.
- ❖ Parent-Teacher meetings held by all the departments.
- ❖ Yoga and Meditation Workshop-cum-Training Classes organized to promote student awareness regarding the importance of maintaining physical and mental health.
- ❖ Environment-friendly initiatives - Swacchta Drives undertaken – SwacchtaPakhwada observed. No single-use plastic week observed; SWID, Govt. of West Bengal approached for initiating the installation of water-harvesting system on the roof of the Main Building.

Special measures undertaken during the Covid-19 pandemic lockdown

- ❖ Counselling sessions held online for the College Staff and the outgoing 3rd year (Old 1+1+1 Syllabus) students to help all to cope with the unprecedented lockdown situation
- ❖ College was prompt to start online classes after the imposition of the lockdownand departmental G Suite accounts were created to facilitate online teaching and smooth running of academics and examinations.
- ❖ Webinars organized by several departments during the Covid- 19 lockdown period to maintain and enhance academic quality.

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Some of these webinars were as follows:

- o *Department of English: An International Webinar series on Epidemics, Body and Medicines: Inquiries through Literary and Cultural Texts 13th, 14th and 15th June 2020.*
- o *Department of Psychology: Two-day long Online Lecture Series and Interactive Sessions with Students and Parents - The Perception of Confinement: Psychological Connotations across Generations 17th and 18th June 2020*
- o *Department of Political Science: A State-level webinar lecture series on "Politics in Pandemic Times' held on 17th and 22nd June 2020.*
- o *Department of Chemistry and Physics - Emerging Trends in Chemical and Material Sciences, 28-29 June 2020.*
- o *Department of Philosophy and Bengali: State-level Webinar on Feminism: Issues and Concerns through the Glasses of Philosophy and Literature on 30th June 2020.*

The following workshops were also conducted –

- o *Workshop on CBCS syllabus of Semester 4 in Economics Honours conducted on 7th March, 2020.*
- o *Department of Geography: 5 days Online GIS-GNSS Evening Workshop form 10th February to 14th February 2020.*
- o *A Three-day Workshop and Training Programme for the professional development of faculty and administrative staff was conducted from 2nd June 2020 to 4th June 2020. The title of the workshop was "Developing Skills through ICT Tools and Techniques"*

- ❖ Periodic evaluation of online teaching and syllabus completion ensured during the Covid-19 lockdown period.
- ❖ Study material uploaded by Faculty in the College Website during Covid-19 lockdown to facilitate the students unable to access the College Library physically.
- ❖ Comprehensive use of appropriate digital tools by the Faculty for ensuring good and adequate curriculum delivery during the Covid-19 lockdown period.
- ❖ Students encouraged to participate in online extra-curricular activities during the Covid-19 lockdown.
- ❖ Feedback obtained from 3rd year students through hard copy questionnaire for preparing the Student Satisfaction Survey Report 2019-20.
- ❖ Due to 2019-2020 pandemic regulations and lockdown, the Alumni Feedback was obtained online through Google Form.

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- Obtained feedback from teachers and students on old (1+1+1, Sys.) and new CBCS curriculam design through online mode, i.e. through Google Forms.
- Efforts made for providing regular canteen facility to the staff and students.
- RUSA 2.0 funds deployed for new construction to create more class room space.

Departmental Audit

Overall assessment of departments was conducted on the basis of the data provided by the departments on all the relevant metrics adopted for the Academic Audit as per NAAC guidelines. As reported by the Internal Audit Cell of the Academic Sub-committee, all departments were found to have provided the required data, barring that for one or two metrics pertaining to the ex-student data on progression/job placements.

Recommendations of the Audit Team

- To collect ex-student information on a regular basis through Google Forms, improve communication with the ex-students and find the ways and means to ensure their involvement in the activities of the College;
- The seek greater participation of the existing members of the College Alumni Association in college activities and interests (as may be admissible);
- To introduce Statistics as a generic subject;
- To introduce a formal Student Mentoring System;
- To revive the activities of the Research Cell;
- To continue with the online stakeholder-feedback system;
- To increase students' awareness regarding the various government scholarships available for them;
- To conduct more fruitful career counselling sessions, especially counselling pertaining to competitive exams;
- To initiate Faculty-Exchange programs;
- To undertake special measures for facilitating campus placements;
- To collaborate with reputed institutes for the introduction of new certificate courses, e. g.foreign language courses;
- To collaborate with institutes like IGNOU for introduction of distance learnin;
- To initiate industry-academia collaboration and partnerships, an important metric of NAAC accreditation;

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- ❖ To identify the locational advantages of the college and take appropriate policy;
- ❖ To increase canteen space;
- ❖ To encourage community engagement by teachers and students alike;
- ❖ To continue approaching the concerned authorities for installation of eco-friendly systems in the College premises;
- ❖ To introduce certificate courses in Foreign Language in collaboration with reputed institutes;
- ❖ To enhance department-centric activities on a larger scale
  - o Through Departmental Alumni Meets / Reunion
  - o Through departmental excursions, study tours etc.
- ❖ To encourage student participation in various events / seminars / competitions / sports activities, both internal and external and involving a particular subject.

Signature :-

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