



## **VIDYASAGAR METROPOLITAN COLLEGE**

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Affiliated to University of Calcutta

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**Academic & Administrative Audit**

**Session: 2021-22 & 2022-23**

# VIDYASAGAR METROPOLITAN COLLEGE

Affiliated to University of CALCUTTA

Session: 2021-22 & 2022-23

## Report of the Academic & Administrative Audit

◆	Academic Audit Committee	<b>Dr. Debapriya De</b> Principal, Panihati Mahavidyalaya  <b>Prof. (Dr.) Arijit Saha,</b> Principal, Dum Dum Motijheel Rabindra Mahavidyalaya
◆	Steering Committee for Academic Audit	<b>Dr. Arghya Sarkar</b> Principal, Chairman of IQAC, Vidyasagar Metropolitan College  <b>Dr. Sarajit Sardar</b> IQAC Co-ordinator, Department of Commerce  <b>Dr. Pranati Sinha (Mallick)</b> GB Member, Department of Bengali  <b>Dr. Debasish Joddar</b> IQAC Member & Bursar, Department of Economics
◆	Academic Years for which Academic Audit Conducted	2021-22 & 2022-23
◆	Submission of document from department and office for the Academic & Administrative Audit	The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2021-22 & 2022-2023. The report contains <ul style="list-style-type: none"><li>• Institutional Data</li><li>• Profile of the Departments</li><li>• Profile of activities of different Associations and Committees</li><li>• Library</li></ul>

## Academic & Administrative Audit

		other funding agencies
◆	Day and Date of Visit	Tuesday, June 27,2023
◆	Time Spent	10.30 a.m to 6.00 p.m.
◆	Proceedings of the Academic & administrative Audit	The process of Academic Audit & Administrative Audit was systematically planned and scheduled with- <ul style="list-style-type: none"><li>● Principal's Presentations</li><li>● Departmental Presentations</li><li>● Presentations of committees</li><li>● Verification of documents</li><li>● Interactions with faculty</li><li>● Visits to Library, Laboratories and other activity Centres.</li><li>● Interaction with office, Non-Teaching Staff &amp; Students</li></ul>

### 1. ABOUT THE COLLEGE

Vidyasagar Metropolitan College, Kolkata, established in 1961, upholds the legacy of Pandit Ishwar Chandra Vidyasagar's relentless pursuit of education for all, standing as a testament to his vision. This Government of West Bengal-aided degree college is affiliated with the University of Calcutta and recognized under Sections 2(f) and 12(b) of the UGC Act, 1956. Evaluated by the National Accreditation and Assessment Council (NAAC) in 2016, the college was awarded a 'B' rank.

The college offers a comprehensive academic curriculum through its 17 undergraduate departments, providing three-year undergraduate programs across various disciplines. These include B.A. (Honours) in Bengali, English, Political Science, and Geography; B.A. (General); B.Sc. (Honours) in Mathematics, Physics, Physiology, and Geography; and B.Sc. (General), as well as B.Com (Honours) and B.Com (General).

Beyond academics, Vidyasagar Metropolitan College is committed to the holistic development of its students. It encourages the nurturing of hidden talents through diverse extracurricular activities, aiming to foster both physical and mental growth. The institution also emphasizes the conservation of biodiversity through sustainable development practices to protect the environment.

In line with modern educational demands, the college has integrated ICT-based teaching and learning processes. The campus is Wi-Fi enabled, featuring digital

### **2. OBSERVATION**

After analyzing presentations, verifying documents, and conducting an actual visit, we present our observations as follows:

#### **1. Curricular Aspects**

- i. The college has clearly defined its goals and objectives, which are systematically communicated to all stakeholders.
- ii. The college follows the Choice Based Credit System (CBCS).
- iii. 11 undergraduate programmes are offered.
- iv. Classes are conducted according to the timetable and academic plan uploaded in the Learning Management System (LMS) and website.
- v. Courses in soft skills and communicative English are available.
- vi. Certificate Course /Value added course/ field projects /research projects/ internships introduced and students enrolled. In 2021-22, three Certificate/Add-On Courses were organized, and in 2022-23, five such courses were held.
- vii. Feedback on the curriculum is collected from stakeholders, analyzed, and reported to the Governing Body, an initiative led by the Internal Quality Assurance Cell (IQAC).

#### **2. Teaching Learning and Evaluation**

- i. Online student admissions are based entirely on merit, with 49.2% of seats filled in 2021-22 and 39% in 2022-23.
- ii. The total number of permanent faculty was 56 in 2021-22 and 55 in 2022-23.
- iii. The number of permanent non-teaching staff was 19 in 2021-22 and 18 in 2022-23.
- iv. An orientation program was organized for B.A/B.Sc/B.Com. 1<sup>st</sup> Semester Honours & General students every year.
- v. Classroom teaching is supplemented with special lectures by eminent academicians, group discussions, student paper presentations, field projects, departmental quizzes, educational tours, industrial visits, and more.
- vi. The college has initiated the promotion of ICT use in the teaching-learning process through a Learning Management System (LMS).
- vii. Special, tutorial, and remedial classes are arranged for slow learners.
- viii. A mentoring system exists.
- ix. An online repository of instruction manuals is available.
- x. The institution conducts continuous evaluations to analyze the academic progress of the students.
- xi. Parent-teacher meetings are held three times in an academic year, with necessary steps taken based on parent feedback.
- xii. Grievances related to teaching, learning, examination, evaluation, and facilities are addressed.

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- xiii. Course Outcomes (COs) and Program Outcomes (POs) are disseminated among stakeholders, and outcome attainment is calculated through software.
- xiv. Feedback on teaching-learning evaluation is taken from students, and after analysis, necessary steps are taken for improvement (an initiative by IQAC).
- xv. The student pass percentage was 74% in 2021-22 and 45% in 2022-23.

### **3. Research, Innovation and Extension**

- i. The college has constituted a Research Committee to promote a research culture among faculty and students.
- ii. Faculty members have received research grants from the government.
- iii. Three teachers serve as research guides.
- iv. Faculty members have published 12 research papers in 2020-21 and 8 research papers in 2022-23.
- v. Faculty members are encouraged to publish research papers in reputed journals and to develop research projects for submission to various funding agencies.
- vi. College provides funds for teachers and students to attend seminars, conference etc.
- vii. The NSS unit is active.
- viii. During the audit period, 11 academic collaborations were established with colleges and corporations in Kolkata and nearby areas.

### **4. Infrastructure and Learning Resources**

- i. The college provides adequate classrooms and drinking water facilities. It also has a canteen, boy's and girl's common rooms, an auditorium, and an open theater.
- ii. The college has developed a computing laboratory, and upgraded the science laboratory and smart classrooms. It has also installed CCTVs for continuous monitoring, enabled Wi-Fi campus facilities, and provided a generator.
- iii. The college has a digitized fully air-conditioned library with SOUL software, OER, INFLIBNET, and OPAC facilities.
- iv. There is a budgetary provision for maintenance and an Annual Maintenance Contract (AMC) in place.

### **5. Student Support and Progression**

- i. In 2021-22, 70% of students received scholarships from government and college funds, increasing to 80% in 2022-23.
- ii. Initiatives such as seminars and webinars on soft skills, yoga, karate, and ICT tools are conducted.
- iii. 68% of outgoing BA/B.Sc/B.Com. students were selected for higher studies. A total of 720 outgoing students were either placed or progressed to higher education.
- iv. Students receive career guidance.
- v. The college has established a Grievances Redressal Cell, Anti-ragging Cell, and ICC following UGC and government guidelines.
- vi. An SMS service is subscribed to for delivering urgent information to students.

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- vii. The college has an institutional membership with the Students' Health Home, Government of West Bengal.
- viii. An alumni association exists under the institute's former name.

### **6. Governance, Leadership and Management**

- i. The vision, mission, and core values of the institution are clearly stated and displayed.
- ii. The management and principal provide excellent leadership to the institution.
- iii. The administration is decentralized and transparent.
- iv. Various committees are in place to monitor activities.
- v. Vidyasagar College Cooperative Society exists.
- vi. Records of all Governing Body meetings are properly maintained.
- vii. Notices, agendas, and resolutions of meetings are circulated on time.
- viii. The roster register and service books are properly maintained.
- ix. Finance Committee records are well maintained.
- x. The academic and administrative functions of the college are automated, ensuring transparency.
- xi. An integrated Student Management System and computerized accounts section with Tally have been implemented.
- xii. Accounting and regular auditing by professional auditors are in place.
- xiii. A performance appraisal system is in place for both teaching and non-teaching staff.
- xiv. Teaching and non-teaching staff participate in personal and professional development programs.
- xv. Fair grievance redressal mechanisms exist at all levels.
- xvi. The college is effective in resource mobilization, planning, and development strategies.
- xvii. IQAC activities are systematically recorded and documented.

### **7. Governance, Leadership and Management**

- i. Gender audit conducted.
- ii. Gender sensitization programs organized.
- iii. Female faculty members are available in the Internal Complaints Committee, Grievance Redressal Cell, and Anti-Ragging Committee.
- iv. International Women's Day celebrated.
- v. Rooftop solar plant available.
- vi. LED bulbs and power-efficient equipment are used.
- vii. Rainwater harvesting available.
- viii. Waste management is carried out efficiently.
- ix. Religious festivals, national, and international days of importance are celebrated, such as world environment day, earth day, heritage day, youth day, International Mother Language day etc.
- x. Annual report of activities verified.
- xi. The college regularly holds cultural programs and competitions in music, debate, recitation, essay writing, and extempore.
- xii. The college promotes inclusive practices for social justice and better stakeholder relationships.

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- xiii. The college follows many innovative, healthy, and student-friendly practices.  
xiv. The college arranges psychological counselling by an expert regularly to provide counselling and psychological support to students.

### 3. RECOMMENDATION:

- i. Efforts should be made to improve student enrollment/admissions in subjects like Physics, Mathematics etc.
- ii. Mentoring system should be more effective.
- iii. Introduction of UGC-recommended B-Voc courses, along with an increase in the number of certificate and value-added courses.
- iv. Students should be encouraged to take up online skill-based courses like Swayam, MOOC, etc., recommended by the Government and UGC.
- v. For academic improvement, PO (Program Outcomes) and CO (Course Outcomes) should be properly identified and analyzed.
- vi. Region-specific and socially relevant research projects should be undertaken using funds from external or government agencies.
- vii. Strengthening alumni engagement.
- viii. Placement activities need to be enhanced.
- ix. Periodic Faculty and Non-Teaching Staff Development Programmes should be organized.
- x. Industry-academia linkages need to be strengthened.
- xi. Student Pass percentage should be improved.
- xii. Environment and energy audits need to be conducted.

### Signature of the Academic and Administrative Audit team:

SL No.	Name with Designation	Signature with Date
1.	<b>Dr. Debapriya De</b> Principal, Panihati Mahavidyalaya	<i>Debapriya De</i> 27/06/2023  PRINCIPAL PANIHATI MAHAVIDYALAYA BARASAT ROAD SODEPUR, KOLKATA-700110
2.	<b>Prof. (Dr.) Arijit Saha,</b> Principal, Dum Dum Motijheel Rabindra Mahavidyalaya	<i>Arijit Saha</i> 27/06/2023  Prof. (Dr.) ARIJIT SAHA Principal & Secretary Dum Dum Motijheel Rabindra Mahavidyalaya

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3.	<b>Dr. Arghya Sarkar</b> Principal, Chairman of IQAC, Vidyasagar Metropolitan College	<p style="text-align: right;"><i>Arghya Sarkar</i> 27/06/2023</p> <p style="text-align: center;">PRINCIPAL VIDYASAGAR METROPOLITAN COLLEGE KOLKATA-700 006</p>
4.	<b>Dr. Sarajit Sardar</b> IQAC Co-ordinator, Department of Commerce, Vidyasagar Metropolitan College	<p style="text-align: right;"><i>Sarajit Sardar</i> 27/06/23</p> <p style="text-align: center;">CO-ORDINATOR IQAC VIDYASAGAR METROPOLITAN COLLEGE KOLKATA-700 006</p>
5.	<b>Dr. Pranati Sinha (Mallick)</b> GB Member, Department of Bengali, Vidyasagar Metropolitan College	<p style="text-align: right;"><i>Pranati Sinha</i> 27/06/2023</p> <p style="text-align: center;">Member G. B. Vidyasagar Metropolitan College Kolkata-700 006</p>
6.	<b>Dr. Debasish Joddar</b> IQAC Member & Bursar, Department of Economics, Vidyasagar Metropolitan College	<p style="text-align: right;"><i>Debasish Joddar</i> 27.06.2023</p> <p style="text-align: center;">BURSAR Vidyasagar Metropolitan College Kolkata-700 006</p>