

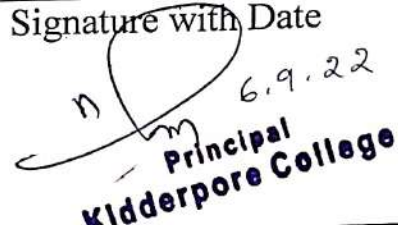
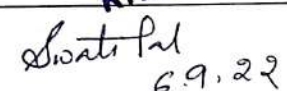

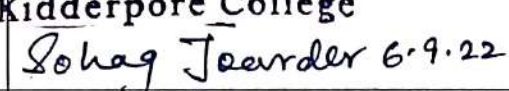
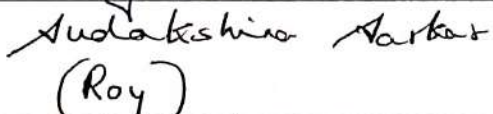
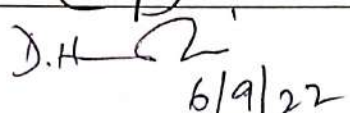
Kidderpore College

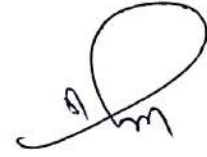
Govt. Aided Undergraduate College (NAAC Accredited)

2& 3 Pitamber Sircar Lane. Kolkata -700023

Phone no:

Report of Academic and Administrative Audit (Internal)

Audit Team		Signature with Date
	1. Dr Abhijit Ganguly (Principal, Chairman of IQAC)	 6.9.22 Principal Kidderpore College
	2. Dr Swati Pal (Coordinator of IQAC, HOD, Department of Economics)	 6.9.22 Co-ordinator, IQAC Kidderpore College
	3. Dr Prabodh Kumar Misra (Bursar, Department of Commerce)	 06.09.22 Bursar Kidderpore College
	4. Dr Sohag Joarder (Member IQAC, Department of Commerce)	 6.9.22 Sohag Joarder
	5. Dr Sudakshina Sarkar Roy (Ex Coordinator, IQAC, Department of Political Science)	 (Roy)
	6. Dr .Diba Hashmi (Ex TIC, Department of Urdu)	 6/9/22
Academic years for which Academic and Administrative Audit conducted	2018-19, 2019-20 and 2020-21	



Signature of Principal with Stamp

Date: 6.9.22

Principal
Kidderpore College

ACADEMIC AND ADMINISTRATIVE AUDIT (INTERNAL)

(ACADEMIC SESSION: 2018-19)

Kidderpore College, founded in 1966 as a co-educational institution, aims to provide quality education to the local populace, especially those from socially and economically disadvantaged minority groups. Affiliated with the University of Calcutta, it stands out as one of West Bengal's distinctive colleges due to its curriculum offering five diverse Indian languages: Hindi, Bengali, English, Urdu, and Persian.

Following a thorough document review, the audit team has noted the following observations in adherence to the criterion prescribed by NAAC.

A. Observations:

1. The college offers a diverse array of undergraduate programs, totalling 16 courses under the Choice-Based Credit System (CBCS), comprising 11 Honours and 5 General(3 years) undergraduate programmes.
2. It follows the Choice-Based Credit System (CBCS) for its undergraduate studies, aligning with the course structures for B.Com (Honours and General) and BA/BSc (Honours and General) as prescribed by the affiliated University
3. In 2017-18 the CBCS system was introduced only for B.COM (Honours and General). Both B.A. and B.Sc. Honours and General semester systems were implemented in 2018-19. List of Programmes and Subjects taught under CBCS are mentioned below:

Programme Code	Programme Name	Course Code	Course Name
ECO A (CBCS)	B.SC. (Hons)	[CC1 to CC14]	Core Course
		[DSE A1,A2 ,B1,B2]	Discipline Specific Elective
		[SEC A1,A2,B1,B2}	Skill Enhancement Course
MTMG, ECOG, GEOG (CBCS)	B.SC. General	[GE1to GE4]	General Elective
HINA, BNGA, ENGA, URDA, ENDA, HISA, PLSA, JRNA, PHIA, ENDA (CBCS)	B.A. (Hons)	[CC1 to CC14]	Core Course
HING, BNGG, URDG, PERG, ENGG, ISLG, PEDG, ECOG, GEOG PHIG, ENDG, PLSG, HISG (CBCS)	B.A. (Gen)	[GE 1 to GE 4]	General Elective

		[DSE 1 ,DSE 2] [DSE B1,DSE B2]	Discipline Specific Elective
ENGM,BNGM,HINM,URDM (CBCS)	Communicative English/MIL	AECC -1	Ability Enhancement Compulsory Course
ENVS (CBCS)	Environmental Science	AECC-2	Ability Enhancement Compulsory Course
ENGC (CBCS)	Bengali, Hindi, Urdu, English /Alternative English	LCC1(1),LCC 1(2)	LCC 1, LCC2
BNGL,HINL,URDL,ENGL		LCC 2(1) LCC 2(2)	
B.COM. H (CBCS)	B.Com. (Hons)	CC1.1 Chg,CC1.2 Chg CC1.2 Ch, CC 2.1 Chg,CC2.1Chg, CC2.1 Ch,CC3.1Ch,CC3.2Ch, CC4.1 Chg,CC4.1Ch CC4.2Ch,CC5.1Ch, CC5.2Ch,CC 6.2 Ch	Core Course
		SEC 3.1chg, SEC 6.1 Chg	Skill Enhancement Course
		GE 1.1 Chg, GE 2.1 Chg,GE3.1 Chg,GE4.1Chg	General Elective
		DSE 5.1 A,DSE 5.2A DSE 6.1A,DSE 6.2A	Discipline Specific Elective
		AECC 1.1 Chg AECC 6.1 Chg	Ability Enhancement Core Course
B.COM. G (CBCS)	B.Com (General)	CC1.1 Chg,CC1.2 Chg CC1.2 Cg, CC 2.1 Chg,CC2.1Chg, CC2.1 Cg,CC3.1Cg, CC4.1 Chg,CC4.1Cg CC4.2Cg,CC5.1Cg,	Core Course
		SEC 3.1chg, SEC 6.1 Chg	Skill Enhancement Course
		GE 1.1 Chg, GE 2.1 Chg,GE3.1 Chg,GE4.1Chg	General Elective
		DSE 5.1 A,DSE 5.2A DSE 6.1A,DSE 6.2A	Discipline Specific Elective
		AECC 1.1 Chg AECC 6.1 Chg	Ability Enhancement Core Course

4. The college strictly follows the academic calendar, as well as the course format designed in compliance with the affiliated university.

5. An orientation programme was conducted for newly-admitted students with an objective to expose institution's overarching vision and goal to them.

6. In the current academic year, there were a total of 1380 students enrolled in the undergraduate program, with 211 students graduating in their final year.

7. There are 39 sanctioned full-time substantive posts, of which 34 are filled and 5 remain vacant.

8. The total number of teachers on the roster including government-approved part-time and guest teachers is 47, with 25 of them having a Ph.D.
9. The college faces an inadequacy in the availability of classrooms, with only 3 ICT-enabled classrooms and 1 smart classroom available.
10. The overall examination results are satisfactory. Specifically, out of the 157 students who took the final year examination this year, 41 students successfully passed.

Departments	Pass % in Final-year Examination
Hindi	83%
English	60%
Political Science	100%
B.Com (Honours)	25%
B.Com (General)	17%
BA (General)	22%
Overall Pass %	26%

11. Throughout the year, faculty members from various departments contributed a total of 9 papers to international journals, along with 2 books and chapters in edited volumes.

Departments	Type of publication	Numbers of Publications
Mathematics	International journal	4
Hindi	International journal	2
Commerce	International journal	1
Education	International journal	1
History	International journal	1
Urdu	Books and Chapters in edited volume	1
Commerce	Books and Chapters in edited volume	1

12. The Dept. of Geography organized a lecture on 'Biodiversity Conservation and Management in India' on 30th April, 2019.

13. The Commerce Department at Kidderpore College held a two-day National Seminar on 'Contemporary Issues and Challenges in Indian Accounting Standards (Ind-AS) and Indirect Taxation' on December 15th and 16th, 2018. The event was organized in collaboration with the Institute of Cost Accountants of India and was sponsored by the Indian Council of Social Science Research-Eastern Regional Centre, under the Ministry of Human Resource, Government of India. A funding of Rs. 150,000 was secured from ICSSR and ERC for this purpose during the year.

14. Throughout this year, students from our college engaged in a total of 12 extension activities with both government and non-government organizations.

Serial No	Extension Activities	Number of Students participated
1	Tea Plantation	44
2	Durga Puja Duty	10

3	Half Marathon (KOLKATA POLICE)	7
4	Road Safety and Discipline Rally	13
5	International Day Against Drug Abuse	44
6	National Library Day	5
7	Swachh Bharat Mission (NCC and NSS)	30
8	NSS Special Camp (7 days)	100
9	International Yoga Day	60
10	International Aids Day	25
11	Rally to Pay Homage to the Martyred of Pulwama	30
12	Clean Campus Drive	20

15. A total of Rs.16.03 lakhs was invested by the college towards the development of physical infrastructure.

16. The laboratories in the Journalism and Mass Communication, as well as Geography departments, underwent upgrades and renovations this year.

17. In an effort to enhance library resources, 730 new textbooks were procured costing Rs.2,87,031 in addition to some additional reference books and journals.

18. The institution provided financial assistance to 84 students amounting to Rs. 49,100, granted in the form of fee concessions and other support.

19. Eligible female students received a Kanyashree Grant of Rs.13,78,000 from the State Government this year.

20. Decentralization and participative management are implemented at the institute to ensure the smooth functioning of both academic and administrative operations.

21. This year, the Government of West Bengal introduced Child Care Leave for teaching and staff members, alongside implementing Career Advancement Schemes for five teachers.

22. The institute has introduced online admissions, including online payment facilities, for both undergraduate levels(BA/BSC and B.Com) strictly based on merit.

23. Six teachers participated in professional development programs such as Orientation Programmes, Refresher Courses, Short-Term Courses, and Faculty Development Programmes throughout the year.

B. Recommendations:

1. Immediate action is needed to address the shortage of classrooms, ICT-enabled classrooms, and smart rooms.

2. It is recommended to establish a language lab to enhance students' skill development.

3. Consider engaging private companies to facilitate placements for graduating students in their final year.

4. Efforts should be focused on improving library resources, which currently appear inadequate.

5. Adequate support and attention should be provided to female teachers who have applied for the newly introduced child care leave.

6. Ensuring fire safety measures is essential within the college premises.

7. Various departments may consider introducing add-on courses to enhance the academic offerings.

(ACADEMIC SESSION:2019-20)

A. Observations:

1. The academic year commenced on July 1st, 2019, conducting all teaching, academic, and administrative activities in the traditional offline physical mode until March 16th, 2020. Subsequently, starting from March 17th, all such activities transitioned to online mode following a government directive due to the COVID-19 pandemic.
2. The institution adhered to the Undergraduate Syllabus of CBCS, recently implemented by the affiliated university.
3. Prior to each year's admissions, the academic calendar and course structure are synchronized with the guidelines of the affiliated university and made available on the institution's website.
4. Twelve teachers who were earlier engaged as Guest Teachers were approved as State-aided College Teacher, Category I /II in terms of MemorandumNo.2081-EDn (CS)/10M-83/2019 dated 23.12.2019 of the Higher Education Department, Government of West Bengal and Memo No.ED-95/C11967/2020 of Education Directorate.
5. During this academic session, the Department of Commerce initiated a new Skill Development Course titled "Certified Accounting Technician" on July 19th, 2019, in collaboration with the Institute of Cost Accountants of India. This one-year course witnessed enrolment from 23 students during its inaugural year.
6. During this session, the total enrolment of students is 1817, and the number of students enrolled in the new academic session is as follows:

UG Course	No. of students enrolled in Semester-1
BA/BSC (Hons)	174
BA/BSC (Gen)	379
B.Com (Hons)	99
B.Com (Gen)	190

7. No. of full time teachers in service – 38 and Teacher-student ratio is 1:48
8. No. of sanctioned post (Teachers) – 39. No of filled post (Teachers) – 38. No. of vacant post – 1.
No. of faculty with PhD – 27.
9. There was no change to the number of no of ICT-enabled class room.
10. 255 students who were set to graduate participated in the final examination, with 234 students successfully cleared. The examination results are considered quite satisfactory. Here's a summary of the final year results:

Departments	(Pass % in Final Year)
Hindi	95%
Urdu	100%
English	100%
Political Science	100%
JORA	88%
History	100%

Education	100%
B.Com (Hons)	96%
B.Com (Gen)	83%
BA (Gen)	90%
Overall	92%

11. The faculty members have authored 6 publications in international journals, including those indexed in Scopus, along with 11 publications in national journals. Additionally, they have presented 17 papers at various international and national seminars and conferences. Some of these are mentioned below:

Type	Departments	Numbers
International	Economics	3
	Mathematics	1
National	Bengali	6
	Commerce	2
	Hindi	2
Scopus Index	Pol science	1
	Economics	1
Papers [presented]	Mathematics	1
- International		10
-National		7

12. The NCC and NSS unit of the college had conducted following extension activities during the year and these are successfully completed with the participation of NCC and NSS volunteers and few teachers. Few such programmes are mentioned below:

Title of the activity	Organising units	No. of students participated
National Library day	NCC	10
Clean campus mission	NCC,NSS	30
International Yoga day	NCC,NSS	60

13. The departments of the college have conducted the 5 academic and social activities during the session. A non-exhaustive list is given below:

Programmes	Date	No. of students
OrientationProgramme	09/07/2019	300
BloodDonationCamp	27/08/2019	72
IndependenceDayProgramme	15.8.19	76
Rabindra Smaran	11.9.19	65
Consumer Rights Awareness Programme	10.12.20	52

14. The department of commerce started the classes in the morning-session to solve the problem of shortage of class rooms.

15. The laboratory of the Department of Geography has been made as a complete IT-enabled room where a projector was installed.

16. Two more computers and a smart TV have purchased for the Department of Journalism and Mass Communication.

17. In this year, 11.09 lakhs (INR) utilised for infrastructural development which includes 5.62 lakhs (INR) for academic facilities and 5.46 lakhs (INR) for physical facilities.

18. For increasing library resources, 284 new text books were purchased which cost Rs 96,952.

19. 673 students are benefited from the Kanyashree Scholarship granted by the Government of West Bengal.

20. Following Career Counselling Programmes have conducted by the Career and Placement Cell, listed below:

Programmes with outside institutions	Date of Programme	No of students attended
Career Counselling Programme with Lalani Computer Academy	07/08/2019	41
Career Counselling Programme with ARENA Multimedia	21/08/2019	62
Career Counselling Programme with Employment Exchange	30.08.19	47
Career Counselling with Procter Gamble	9.9.19	68

21. Online Admission (including online payment facility) was taken in both UG level (B.A./B.SC. and B.Com). Online admission is made strictly on the basis of merit with strict observance of Govt. rules and norms prescribed by the affiliating University.

22. Twenty three teachers completed Professional Development Programmes, viz., Orientation/Induction Programme, Refresher Course, Short Term Course successfully. A non-exhaustive list is given below:

Name of Programme	Name of Faculties	Department	
Faculty Induction Programme	Dr Sraboni Roy Maity	Department of Journalism	1
	Dr Teesta Dey	Department of Geography	1
Refresher Course	Dr Shilpi Panja	Department of Islamic History	1
	Dr Chandrabali Das	Department of Political Science	1
	Dr Srabani Roy Maity	Department of Journalism	1
	Dr Dibyendu Roy	Department of Physical Education	1
Short-term Course	Dr Teesta Dey	Department of Geography	1
	Dr Avijit Sikdar	Department of Commerce	1
Other Programmes	Other Faculties		15

B.Recommendations:

1. The library requires additional resources and is encouraged to upgrade to a fully automated infrastructure.
2. Efforts should be made to enhance student placement opportunities.
3. Explore the possibility of organizing extension programs focused on improving students' mental well-being.
4. Emphasize the importance of student placements and ensure dedicated attention in this area.
5. It is suggested that departments other than Commerce shall introduce add-on courses.
6. While the Department of Commerce initially shifted to morning sessions to address shortage of classrooms, a permanent solution through the construction of new classrooms is recommended.
7. A well-equipped seminar hall or room is essential for addressing academic matters effectively.

(ACADEMIC SESSION:2020-21)

A.Observations:

1. Due to the Covid pandemic, the college conducted the entire academic session through online platforms, adhering to government mandates.
2. The college offered for online teaching and developed a centralized online schedule through the routine committee's efforts.
3. Online classes were conducted according to the timetable and academic plan derived from periodic directives issued by the affiliating University.
4. An online orientation program was organized via Google Meet to familiarize newly enrolled students with the curriculum and its effective implementation.
5. Each teacher prepared an online teaching plan and delivered classes using various online platforms such as Skype, Google Meet, Zoom, Google Classroom, etc., incorporating audio-visual aids like PowerPoint presentations.
6. Due to limited space and the ongoing Covid situation, the college has been unable to introduce additional add-on courses.
7. Total number of students enrolled is 2064 and number of Outgoing Final year students:411
8. Number of Sanctioned post (Teaching) = 39+1(Principal)
Number of Full-time teachers in substantive post : 37 +1 (Principal)
Total no. of teachers = 60
Total no. of teacher with PhD = 26
Number of Sanctioned post (Non –teaching) = 14
(Enclosure: List below)

Sl No	Designation	Department	No. of Sanction Post	No. of Post Filled-up	No. of Post Vacant
	Professor		0	0	0
1	---	Principal	1	1	0
2	Asst. Professor	Economics	3	3	
3	Asst. Professor	Physical Education	1	1	
4	Asst. Professor	Education	2	2	
5	Asst. Professor	Political Science	4	4	
6	Asst. Professor	Islamic studies	1	1	
7	Asst. Professor	History	3	2	1
8	Asst. Professor	Urdu	4	3	1
9	Asst. Professor	Hindi	3	3	

10	Asst. Professor	English	3	3	
11	Asst. Professor	Bengali	4	4	
12	Asst. Professor	Mathematics	1	1	
13	Asst. Professor	Philosophy	3	3	
14	Asst. Professor	Commerce	4	4	
15	Asst. Professor	Geography	1	1	
16	Asst. Professor	Persian	1	1	
17	Asst. Professor	Journalism & Mass.Com	1	1	
			40	38	2
18	Librarian		2	2	0
	Group -B		2	2	0
	Group-C		5	3	2
	Group-D		5	5	0

9. The teaching and learning activities heavily relied on the use of Information and Communication Technology (ICT) tools by faculty members, who employed IT-enabled learning resources extensively. Some departments created educational videos and posted them on YouTube for students' access.

10. 411 students who were set to graduate participated in the final examination, with 323 students successfully cleared. The examination results are considered quite satisfactory. Here's a summary of the final year results:

Departments	(Pass % in Final Year)
Hindi	89%
Urdu	69%
English	88%
Political Science	100%
JORA	67%
History	100%
Education	81%
B.Com (Hons)	99%
B.Com (Gen)	87%
BA (Gen)	58%
BSc(Gen)	100%
Overall	79%

11. Special training sessions were arranged for teachers to update their skills in online teaching methodologies.

12. Online orientation programs were specifically conducted for both students and teachers to acquaint them with the technology used for online learning.

13. Virtual workshops were held to train students in navigating online classes and submitting answer scripts via Google Forms.

14. Semester-wise WhatsApp groups for students were formed to facilitate the sharing of online class schedules, study materials, internal assessment details, and links for uploading answer scripts for University Theory Examinations, among other important information.

13. Online Parent-Teaches Meeting (PTM) were conducted by different departments to comprehend the level of satisfaction of the students regarding online classes as well as improving their mental health during existing pandemic situation.

16. The faculty members published 10 papers in journals listed on the UGC website, along with 15 books and chapters in edited volumes/national and international conference proceedings.

17. A virtual event on sensitization-cum-awareness programme was organized on August 21, 2020, focusing on the prevention of dengue, malaria, and other vector-borne diseases during the Covid pandemic.

18. The institution has entered into following three Memoranda of Understanding (MOUs) with nationally renowned institutions for the benefit of students:

SI No	Date	MOU conducted with
1	17.08.20	BhangarMahavidyalaya
2	12.10.2020	Kishore BharatiBhaginiNiveditaCollege
3	23.11.2020	BhangarMahavidyalaya

19. During the pandemic, the college has conducted following 2 workshops, 2 State-level webinars, 1 National Webinar and 2 International Webinars and 1 Special Lecture Programme in online mode:

Date of Events	Level of Webinar/Workshop	Title	Organising Department
3.7.2020	State-level Webinar (One-day)	Pandemic,Cyclone,EconomicDecline: Present Multidimensional problems of Bengal	Department of Journalism, Economics and Geography
18.7.2020	International Webinar (One-day)	CovidityandMobility: Reinvigorating Future Urban Transport	Department of Geography
19.7.2020	National Webinar (One-day)	Managing Human Stress and Boosting Immunity In the era of COVID -19 Pandemic	Department of Physical Education
17 .8.2020 to 23.8.2020	Workshop cum FDP (7days)	Introduction to Cross Sectional Data Analysis using SPSS and JAMOVI	Department of Commerce, Kidderpore college in joint collaboration with Department of Commerce, CU and Institute of Cost Accountants of India
26.8.2020 &27.8.2020	National Workshop (Two-day)	Online Teaching Learning in present scenario	Department of Education
21.9.2020 & 22.9.2020	International Webinar (Two-day)	Women and Writing Women in Writing	Department of English
11.10.2020	State level webinar (One-day) followed by Special Lecture	Nationalism, Secularism and Pluralistic Tradition of India Revisiting Antonio Gramsci	Department of Political Science Department of Political Science

20. There is an insufficiency of classrooms. The available facilities include: 4 classrooms with ICT setups, 1 smart classroom, 1 library, 1 students' canteen, 1 girls' common room, 1 boys' common room, 1 teachers' room, 1 reading room for teachers, 1 room for IQAC, 1 gymnasium, 1 HEPSN, etc..
21. The expenditure on infrastructure enhancement, excluding salaries, for the year amounted to INR 32.67 lakhs.
22. This year, students were unable to physically access the library facility. Instead, they relied on online study materials provided by departmental teachers.
23. Due to the ongoing pandemic, there were limitations in adding or upgrading technical facilities within the existing IT infrastructure on the college premises.
24. An online cultural program was conducted on Independence Day 2020 with the active participation of numerous teachers and students.
25. One hundred and thirty students are benefited by scholarships provided by the Government during the year.
26. More or less 27 outgoing students have progressed to higher education
27. The institution has undergone significant changes in conducting both academic and administrative functions through virtual platforms.
28. All administrative tasks pertaining to teaching, learning, student management including examinations, admissions, sub-committee activities, and fee management, were conducted through virtual interactions.
29. Several committees and office units coordinated with each other, with limited visits to the fully sanitized college premises, ensuring an ideal approach to manage college affairs.
30. A total of 23 teachers participated in professional development programs such as Orientation/Induction Programs, Refresher Courses, and Short-Term Courses during the year. The comprehensive list is provided below:

Name of Programme	Name of Faculties	Department	
Faculty Induction Programme	Prof. Pilu Chandra Das	Economics	1
Refresher Course	Dr Teesta Dey	Geography	1
	Dr Ujjala Singh	Education	1
	Pro Prof AyanSaha	History	1
	Dr Itu Singh	Hindi	1
	Prof.Pilu Chandra Das	Economics	1
	Prof MijanurRahma	Bengali	1
	Prof. Subhas Chandra Mandi	Education	1
	Dr Teesta Dey	Geography	1
	Dr AijitSikdar	Commerce	1
Faculty Development Programme	Dr Amrita Bhattacharjee	Mathematics	2
	Dr.TeestaDey	Geography	1
Short-term course	Dr Samiuudin	Persian	1
	Dr Sohag Joarder	Commerce	1

	Dr AvijitSikdar	Commerce	1
Other programmes	Other Faculties		7

31. The name of the External Auditor is recommended by the Government and provided by the Director of Public Instruction, Government of West Bengal. External Audit for the financial year 2018-19 has been completed on 13.11.2020. The name of the External Auditor is Sitaram Associates.

32. Feedback system was also made operative on virtual mode.

33. CU examinations were held on online mode. The results of all departments were quite satisfactory.

B. Recommendations:

1. There is a shortage of classrooms currently, highlighting the need for the construction of new classrooms.
2. Increasing the number of Smart Classrooms and ICT-enabled classrooms is crucial.
3. Steps should be taken to fulfil the Academic Bank Credits (ABC) requirements as per the NEP 2020.
4. Collaborative efforts should be initiated to conduct additional skill development programs in partnership with other institutions.
5. In addition to faculty exchange programs, Memorandum of Understanding (MOUs) can be established to focus on vocational training and enhancing students' outcome-based knowledge.
6. Departments within the institution can organize Students' Seminars to support student development and progress.

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