

**Academic and Administrative Audit  
Report May 2023**

**Swarnamoyee Jogendranath  
Mahavidyalaya**



**Estd:2014  
Amdabad,Nandigram Block-II,  
Dist-PurbaMedinipur,  
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## Auditor's Certification

The present audit exercise is conducted by way of physical inspection, verification of documents, interviews with stakeholders of Swamamoyee Jogendranath Mahavidyalaya, Amdabad, Nandigram Block, Purba Medinipur- 721636 during May, 2023.

  
Dr Debnarayan Roy

08 MAY 2023

Principal,  
Jhargram Raj College  
Jhargram, West Bengal- 721507

**Jhargram Raj College (Govt. College)**

*A College under DBT Star Scheme*

Registrar (Act.), Sadhu Ramchand  
Murmu University of Jhargram, West  
Bengal

  
Dr Rupa Dasgupta

Principal,  
Debra Thana Sahid Kshudiram  
Smriti Mahavidyalaya (Autonomous)  
P.O.- Chakshyampur-721124  
Paschim Medinipur

**Debra Thana Sahid Kshudiram Smriti  
Mahavidyalaya**

*Autonomous College*  
Reaccredited by NAAC with A Grade  
(2nd Cycle)

Executive Committee Member,  
Vidyasagar University



  
Baman Das 08/05/2023

Principal  
Swamamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650



## Audit Definition

AAA refers to a systematic process of designing, implementing, monitoring and reviewing the **Institutional Systems - (IS)** - with the objective of mapping of the current attainment/nonattainment of the IS and recommends several corrective and preventive action processes for quality improvements through successive Audit Cycles  
- (AC)

## Audit Period

This report refers to the audit of Academic and Administrative functions and facilities of the institution for the period 2021-22, 2022 -23 and thereport henceforth be referred to as AAA

## Audit Date

The audit exercise was conducted during May 2023

## Audit Report

The audit report was submitted on 14.05.2023

## Audit Team

The AAA was conducted by

- |                   |   |  |
|-------------------|---|--|
| Dr Rupa Dasgupta  | □ | Principal, <i>Debra Thana Sahid Kshudiram Smriti Mahavidyalaya</i> – Reaccredited by NAAC with A Grade (2 <sup>nd</sup> Cycle) |
|                   | • | Executive Committee Member, Vidyasagar University  |
| Dr Debnarayan Roy | □ | Principal, <i>Jhargram Raj College, (Govt College, West Bengal)</i>  |
|                   | • | Registrar (Act.), Sadhu Ramchand Murmu University of Jhargram, West Bengal   |

The AAA was facilitated by the IQAC, Swarnamoyee Jogendranath Mahavidyalaya

# Audit Process

- The auditors visited the offices and the departments including the library.
- The auditors interacted with HODs/Conveners and/Coordinators, teaching and non-teaching staff, students but were unable to meet parents and alumni.
- The IQAC coordinator placed all documents and data including the

- 1) Infrastructure Report
- 2) Add-on Programmes Report
- 3) Teaching-learning Report
- 4) Report on Quality Initiatives
- 5) IQAC Minutes

The Principal also submitted the

- 1) Financial Internal Audit Reports
- 2) Statutory Audit Reports
- 3) AISHE
- 4) Gender Audit Report
- 5) Collaboration Report
- 6) Electoral Literacy Report
- 7) e-governance Report
- 8) Academic Calendar
- 9) Prospectus
- 10) CO PO
- 11) Students Activities Report
- 12) Alumni Association Report
- 13) Lockdown Report
- 14) Feedback Report

The Principal, IQAC coordinator, the HoDs, the Office bearers, Committee Conveners were put to several audit queries with the objective of appreciating the achievements and non achievements of the institution which is summed up in the several observations and recommendations.

# **ACADEMIC AUDIT**



## Audit Observation – Stage 1

**Audit Observation 01.** While discussions with the teachers and students in the Departments, it was observed that the Principal has the vision of institutionalizing the practice of regular teaching and for that purpose the Principal keeps close watch on the planned curriculum delivery round the year by way of

1. meeting the teachers and understands the extent to which courses are completed
2. meeting the learners as well as understood from the students and obtain feedback about the teaching of the teachers

**Audit Observation 02.** It is further observed that the college has developed a mechanism for performance appraisal of teaching staff towards establishing an internal check on the performance of the teacher round the year in terms of the following parameters

- a) Annual footfall of teachers in the college and daily duration of stay in the college in terms of arrival to the college and departure from the college
- b) Class allotted and class taken during the stay in the college
- c) Performance of the assigned administrative duties

**Audit Observation 03.** It is noted that the method of Performance Appraisal remains a regular practice as it remains in application not only in case of the teachers who are CAS aspirants but the others also who are not CAS aspirants.

**Audit Observation 04.** Furthermore the annual performance appraisal is discussed in the IQAC and communicated to the Governing Body and affiliating university annually during submission of annual academic report, but not to the Department of Higher Education. Hence performance and accountability of each individual teacher are monitored actively and thereby the attainment/nonattainment of the academic growth of teachers remains under the control of the administration.

## Principal's Observations

The Principal explains that **the matters related to Annual Confidential Report and Performance Appraisal Report** in Chapter II Section 6.2 of the West Bengal Universities and Colleges Act 2017, to be read as follows

*For all employees of the college there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.*

However, the Government of West Bengal has not issued any rule / order in concurrence to the act.

## Audit Recommendations – Stage 1

The audit team recommends several corrective and preventive action processes for quality improvements of teachers which may be conformed across successive Audit Cycles.

In the absence of rules / orders / statutes the Governing Body should resolve to implement the practice of performance appraisal in appreciable degree of thoroughness with the aim of improving the functioning of the colleges and the college management shall have to introduce different measures for ensuring outcome based attainment.

Recommendation 01. Introduction of students feedback on teaching of teachers on completion of each lesson.

Recommendation 02. 360 degree appraisal of teachers comprising of –

- a) Self assessment (1<sup>st</sup> quadrant)
- b) Feedback of teachers (2<sup>nd</sup> quadrant)
- c) Principal's Appraisal (3<sup>rd</sup> quadrant)
- d) External appraisal (4<sup>th</sup> Quadrant)

## Audit Observations – Stage 2

**On verification of the several documents it was observed as follows**

The college publishes an Academic Calendar but the same is partially comprehensive as it does not include the list of observation day, schedule of continuous assessments.

**Audit Observation 03.** Teachers make teaching plan during the commencement of each semester and the same gets communicated to the students in the very first day of each semester through an induction meeting.

**Audit Observation 04.** Teachers in the departments meet periodically to decide on syllabus change, course allocation and university exams.

**Audit Observation 05** Teachers in the departments have designed the CO and PO and the IQAC have displayed in the college website.

**Audit Observation 06.** Teachers strictly adheres to the class routine as designed by the Academic Sub-committee under the tutelage of the Principal.

**Audit Observation 07.** The attendance record of each students are maintained in the class attendance register.

**Audit Observation 08.** The teachers could not provide any input with regard to

- a. Question Bank with MCQ emphasis

## Principal's Observations

The Principal accepted that recommendations are necessary to streamline academic activities of the teachers so as to enhance larger accountability for outcome based learning.

## Audit Recommendations – Stage 2

**Recommendation 03.** The Academic Calendar requires being more academic by way of including monthly test schedules of each departments such that the continuous internal evaluation is introduced and be a part of formative assessment throughout the year. Various observation days should be included in the academic calendar.

**Recommendation 04.** Teachers to make teaching plan during the commencement



of each semester and the same gets communicated to the students through college website.

Departmental meetings be held in frequent interval with the following

- a. Changes in the course structure (if any)
- b. Changes in the syllabus (if any)
- c. Course outcome and programme outcome and their attainment.
- d. To review the course completion by each teacher.
- e. To review the results of the continuous internal evaluation and take appropriate steps to cater the diverse needs of the students.
- f. To obtain more comprehensive feedback on evaluation and curriculum

Recommendation 05. The teachers to build question bank including MCQ and upload the same in the college website

Recommendation 06. The Principal is to introduce a modified Teachers diary designed in terms of the recommendations as spelt above and the diary be authenticated by the IQAC and signed by the Principal, as in practice, every month.

### Audit Observation – Stage 3

Audit Team visited each individual Department with the objective of reviewing the state of health of the departments and mapping of the attainments and / or non-attainments of the departments.

**Audit Observation 09.** Teachers reported the following

- g. inadequate number of teaching staff.
- h. inadequate infrastructure – There is a dearth of well equipped rooms for classes and other purpose.
- i. Science departments have some dearth of equipment as prescribed under the new CBCS syllabus and requires to be purchased.
- j. Though Wi-Fi facility is provided within the college campus, the speed is only 100 mbps which does not meet the requirement of the students and staff.

**Audit Observation 10.** Few departments (like Geography, Sanskrit, Sociology ) expressed their feeling of despair as number of students getting enrolled in departments are decreasing while some of the departments (like English, Bengali) reported that students seem to be reluctant to coming to the classes which is hampering exercise of teaching-learning evaluation rationally/ideally.

**Audit Observation 11.** Departments were not updated regarding latest innovative teaching methods – both student centric as well as use of ICT – and thus most teachers rely on chalk and talk method of teaching. But since COVID-19 teachers are getting habituated with the use of ICT and student centric method of teaching.

**Audit Observation 12.** Departments by and large have shown either lesser understanding about e-content development or lesser ability to develop e-content needed for future needs of blended mode of teaching-learning

**Audit Observation 13.** Departments were observed to be futuristic, but they are less interested to make their own SWOC quantitatively and describe their distinctiveness or future plan.

**Principal's Observation:** The Principal accepted that recommendations are necessary to streamline academic activities of the teachers so as to enhance larger accountability.

### Audit Recommendations – Stage 3

- Recommendation 07. The college should conduct a market analysis to identify the current and future demand for various courses and programs, and align its academic offerings accordingly. The college should also devise effective strategies to attract and retain students, such as improving the quality of teaching and learning, providing scholarships and financial aid, enhancing student support services, and promoting the college's reputation and achievements.
- Recommendation 08. The college should provide regular training and incentives for the faculty members to adopt more innovative and student-centric teaching methods, such as flipped classroom, to increase the number of project-based learning, collaborative learning, and gamification. The college should also equip more classrooms with adequate ICT facilities and resources to facilitate the use of multimedia, online platforms, and interactive tools in teaching and learning.
- Recommendation 09. The college should conduct a comprehensive SWOC analysis both qualitative and quantitative manner for each department, and involve the faculty members, students, and stakeholders in the process. The college should also help the departments to identify their distinctiveness and competitive advantages, and to formulate their vision, mission, and goals for the future. The college should also assist the departments to develop action plans and monitoring mechanisms to achieve their goals, and to address the challenges and opportunities in the changing environment.
- Recommendation 10. The college should upgrade the wi-fi network speed to facilitate the students and staff. Besides this the range of wi-fi should also be extended.

## Audit Observation – Stage 4

- Audit Observation 14.** The college encourages and supports the faculty members to participate in professional development programs, such as workshops, seminars, conferences, and online courses, for curricular development and/or enrichment, improving teacher quality and teaching quality adoption, use of ICT in teaching, learning process and faculty development programmes.
- Audit Observation 15.** The college has introduced and implemented feedback mechanism for the faculty members, students, and stakeholders, regarding the various aspects of the college's functioning.
- Audit Observation 16** The college has introduced skill development and personality development programmes for the students.

### Principal's Observations

The Principal accepted that recommendations are necessary to streamline academic activities of the teachers so as to enhance larger accountability beyond the narrow domain of mere physical presence in the college campus without emphasizing on outcome based learning.

## Audit Recommendations – Stage 4

- Recommendation 11.** The college should **review** and **update** its curriculum regularly, and incorporate the latest developments and trends in the relevant fields and **encourage** and **support** the faculty members to participate in **professional development** programs, such as workshops, seminars, conferences, and online courses, to enhance their knowledge and skills.
- Recommendation 12.** The college should also **integrate** and **utilize** ICT tools and platforms, such as e-learning, virtual labs, online quizzes, and interactive whiteboards, to enrich the teaching and learning process, and to provide **diverse** and **engaging** learning experiences for the students.
- Recommendation 13.** The college should **establish** and **implement** a more comprehensive **feedback mechanism** to collect and analyze the opinions and suggestions of the faculty members, students, and stakeholders, regarding the various aspects of the college's functioning, such as curriculum, teaching, learning, assessment, research, infrastructure, and administration.



- Recommendation 14. The college should also **adopt** and **innovate** various evaluation methods, such as formative, summative and more comprehensive assessment, to measure the students' learning progress and performance, and to provide them with **timely** and **constructive** feedback.
- Recommendation 15. The college should also **review** and **improve** the continuous internal examination system regularly, and address any issues or challenges that may arise.
- Recommendation 16. The college should **enhance** and **expand** its research facilities and resources, such as laboratories, equipment, library, journals, databases, and funding, to support the faculty members and students in conducting quality and relevant research.
- Recommendation 17. The college should also **recognize** and **reward** the research output and achievements of the faculty members and students, such as publications, patents, awards, and grants, and **promote** and **disseminate** them to the academic and industrial communities, and the society at large. The college should also **assess** and **benchmark** its research performance and impact, and identify the areas of strength and improvement.
- Recommendation 18. The college should **strengthen** and **improve** its mentoring system, and assign **qualified** and **experienced** faculty members as mentors to guide and support the students in their academic and personal development.
- Recommendation 19. The college should organize remedial classes, bridge courses, guidance for NET/SET and competitive examinations, and other academic support programs, to help the students overcome their learning difficulties and gaps, and to prepare them for higher studies and career opportunities.
- Recommendation 20. The college should also **monitor** and **track** the students' progress and outcomes and provide them with **individualized** and **holistic** feedback and counseling.
- Recommendation 23. The college should **develop** and **offer more** programs of skill development and personality development for the students, such as communication skills, soft skills, life skills, leadership skills, and entrepreneurial skills, to enhance their employability and competitiveness in the global market.
- Recommendation 24. The college should also **collaborate** and **partner** with the industry, government, and non-governmental organizations, to provide the students with **exposure** and **opportunities** to apply their skills and knowledge in real-world situations, such as internships, projects, field visits, and social service.



**Principals' observations:** The principal accepted the recommendations and intimated that

- Applications for creation of new posts Physical Education, Botany, Physiology, English, Bengali, Sociology, Sanskrit, Education, Philosophy, Geography and Zoology, have already been submitted to the department of higher Education, govt. of West Bengal, which are yet to be finalized.
- Requisition have been submitted to the west Bengal College Service Commission for recommending the name of suitable candidates to fill up all the vacant posts in Political Science is likely to be filled up shortly.

**ADMINISTRATIVE AUDIT**

**Audit Observation 01.** The college has a clear and well-defined vision, mission, and goals, which are well understood by the teachers and staff, but it seems that it is not well understood by the students.

**Audit Observation 02.** The college has a proper organizational structure, roles and responsibilities, decision-making process, and reporting mechanism but should larger participatory and transparent governance system, involving the stakeholders, such as the management committee, the academic council, the faculty members, the students, the parents, and the alumni.

**Audit Observation 03.** The college has a sound and ethical management culture and follows the relevant rules and regulations of the government, the university, and the accreditation bodies

**Audit Observation 04.** The college has a prudent and efficient financial management system and maintains proper and accurate records of its income and expenditure, assets and liabilities, grants and loans, fees and scholarships, etc.

**Audit Observation 05.** The college complies with the financial norms and standards of the government, the university, and the accreditation bodies and the college has a transparent and accountable financial reporting system

**Audit Observation 06.** The college has a relevant and updated curriculum and aligns with the learning outcomes, assessment criteria, and accreditation standards but should improve upon quality and innovative teaching and learning process and college uses appropriate and effective methods, tools, and resources, such as ICT, e-learning, virtual labs, etc.

**Audit Observation 07.** The college has a fair and reliable examination and evaluation system but requires timely and constructive feedback to the students.

**Audit Observation 08.** The college in general has a conducive and supportive academic environment needs to improve upon academic support programs, such as remedial classes, bridge courses, guidance for NET/SET and competitive examinations.

**Audit Observation 09.** The college has a robust and vibrant research culture and in the days to come should explore upon to undertake quality institutional research and also students research

- Audit Observation 10.** The college should explore upon adequate and advanced research facilities and resources, such as laboratories, equipment, library, journals, databases, and funding.
- Audit Observation 11.** The college has a significant and impactful research output and achievement, such as publications.
- Audit Observation 12.** The college has a competent and qualified human resource, and need to train, motivate, and retains the faculty members and staff in a fair and transparent manner.
- Audit Observation 13.** The college needs to develop a more comprehensive and effective performance appraisal and feedback system,
- Audit Observation 14.** The college recognizes and rewards the human resource for their contribution and achievement.
- Audit Observation 15.** The college has a harmonious and respectful human resource relations.
- Audit Observation 16.** The college has a grievance redressal and conflict resolution mechanism and follows the human resource norms and standards of the government, the university, and the accreditation bodies
- Audit Observation 17.** The college admits, enrolls, and retains the students in a fair and transparent manner and tries to follow a holistic and student-centric approach,
- Audit Observation 18.** The college caters to the academic, personal, and professional development of the students and tries to build a vibrant and dynamic student life,
- Audit Observation 19.** The college has various co-curricular and extra-curricular activities, such as sports, cultural, social, and community service programs and has a responsive and empathetic student support system,
- Audit Observation 20.** The college needs to improve various student welfare services, such as counseling, mentoring, career guidance, placement.
- Audit Observation 21.** The college has adequate and modern infrastructure and facilities that needs to meet the needs and expectations of the stakeholders.
- Audit Observation 22.** The college has a proper and regular maintenance and up-gradation of its infrastructure and facilities.
- Audit Observation 23.** The college utilizes infrastructure and facilities, optimally and efficiently but should try to develop a sustainable and eco-friendly infrastructure and facilities.

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# RECOMMENDATIONS

Recommendation 01. The college should review and revise its vision, mission, and goals periodically to ensure that they are relevant and aligned with the changing needs and expectations of the stakeholders, the society, and the global trends in particular the New Education Policy

Recommendation 02. The college should monitor and evaluate the implementation of its vision, mission, and goals regularly and systematically, using appropriate indicators and benchmarks, and take corrective and preventive actions as needed.

Recommendation 03. The college should ensure that its organizational structure, roles and responsibilities, decision-making process, and reporting mechanism are clear, efficient, and responsive to the needs and challenges of the college.

Recommendation 04. The college should foster a culture of participation and transparency in its governance system, by involving the stakeholders in the planning, execution, and review of the college activities, and by sharing the information and feedback with them.

Recommendation 05. The college should adhere to the principles of sound and ethical management, by ensuring the accountability, integrity, and professionalism of the college leaders, managers, and staff.

Recommendation 06. The college should adopt a prudent and efficient financial management system, by preparing and following a realistic and balanced budget, by optimizing the utilization of the available resources, and by exploring and generating additional sources of income through consultancy.

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