

CONSOLIDATED
ACADEMIC AUDIT REPORT
[ACADEMIC YEARS: 2018-'19 to 2022-'23]

Expert Committee

*Prepared by
The Audit Committee
The University of Burdwan
Burdwan*

*Institution: Polba Mahavidyalaya
Polba, Hooghly, W.B.*

The University of Burdwan
Department of Inspector of Colleges
Golden Jubilee Building,
Purba Bardhaman-713104
West Bengal



E-mail : ic@buruniv.ac.in
icburuniv@gmail.com
Website : <http://www.buruniv.ac.in>

No. IC/Audit Committee/P-128/1643

Date : 13.08.2024

To
The Principal/Teacher-in-Charge,
Polba Mahavidyalaya,
P.O. Polba, Dist. Hooghly.

Sir/Madam,

With reference to your letter vide No.PM/62(2024-2025) dated 12.08.2024, I am directed to inform you that an Audit Committee duly constituted by the Hon'ble Vice-Chancellor, B.U. consisting of the following members will pay a visit to your college within a short period for Academic/Administrative/Green Audit purpose :

Members of the Audit Committee

- Prof. Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, P.O. Shyamsundar, Dist. Purba Bardhaman & Member of the Court, The University of Burdwan, M: 9434014440, Email: banerjee.gourisankar@gmail.com.
- Prof. Tanmoy Dasgupta, Dept. of Business Administration, The University of Burdwan, M: 9434113809/9064191447, Email: tanmoy.dasgupta@gmail.com.
- Prof. Apurba Ratan Ghosh, Head, Dept. of Environmental Science, The University of Burdwan, M: 9434003445/9800015162, Email: apurbaghosh2010@gmail.com.

You are therefore requested to contact the members of Audit Committee for above mentioned purpose.

Yours faithfully,


(S.K. Chowdhury)
Registrar

&
Inspector of Colleges(Addl. Charge)
The University of Burdwan

Date : 13.08.2024

No. IC/Audit Committee/P-128/1643/1(3)
Copy forwarded for information to :-

- Prof. Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, P.O. Shyamsundar, Dist. Purba Bardhaman & Member of the Court, The University of Burdwan.
- Prof. Tanmoy Dasgupta, Dept. of Business Administration, The University of Burdwan.
- Prof. Apurba Ratan Ghosh, Head, Dept. of Environmental Science, The University of Burdwan.


(S.K. Chowdhury)
Registrar

&
Inspector of Colleges(Addl. Charge)
The University of Burdwan

Date: 04/09/2024

To
Mr Narugopal Kaibarta
Teacher-In-Charge
Polba Mahavidyalaya
Polba - 712148
Hooghly
West Bengal

Website: www.polbamahavidyalaya.ac.in
Email: officepolbamahavidyalaya@gmail.com

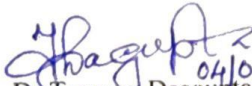
Subject: Academic Audit Report Submission from Experts


Sir

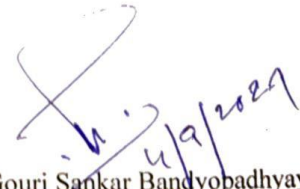
After verification of all the aspects in the College and necessary assessment of the report on "Academic Audit" submitted by your College for the academic sessions of 2018-'19 to 2022-'23, here, accordingly, we are submitting the Audit Report of "Academic Audit" of your College of the academic sessions of 2018-'19 to 2022-'23 for your kind perusal in the attached sheet.

We request you to please acknowledge and oblige.

Yours sincerely,


04/09/24
Dr. Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan
Dr. Tanmoy Dasgupta
Professor
Dept. Of Business Administration
The University of Burdwan
Burdwan - 713104, W.B.


4/9/24
Dr Apurba Ratan Ghosh
Professor & Head
Deptt. of Environmental Science
The University of Burdwan
Burdwan
Professor & Head
Environmental Science
The University of Burdwan
Burdwan



4/9/2024
Dr Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
Shyamsundar
Purba Bardhaman
Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
P.O.-Shyamsundar, Dist.-Purba Bardhaman
W.B. 713424

Date: 04/09/2024


AUDIT REPORT ON ACADEMIC & ADMINISTRATIVE AUDIT

CERTIFICATE

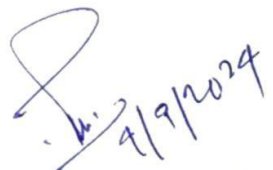
This is to certify that the Academic & Administrative Audit Report followed at Polba Mahavidyalaya, Polba, Hooghly (AISHE Code: C-44648) is based on the original data collected during the academic sessions 2018-'19 to 2022-'23. This has been assessed and is applicable to provide Quality education, Training and Mental health to the students for their smart future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell of the College team members of Polba Mahavidyalaya, Polba and submitted to us. The contents of the baseline data containing data mentioned in the Departmental Profile have been personally verified by the Expert Team constituted by the University of Burdwan, Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Data & Photographs used in the report are taken by the respective departments & IQAC team members during preparing their Reports of the concerned year from 2018-'19 to 2022-'23.


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The University of Burdwan
Burdwan

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Dept. Of Business Administration
The University of Burdwan
Burdwan - 713104, W.B.



Dr. Apurba Ratan Ghosh
Professor & Head
Deptt. of Environmental Science
The University of Burdwan
Burdwan

Professor & Head
Environmental Science
The University of Burdwan
Burdwan



Dr. Gouri Sankar Bandyopadhyay
Principal
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Purba Bardhaman
Dr. Gouri Sankar Bandyopadhyay
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Syamsundar College
P.O.-Shyamsunder, Dist.-Purue Bardhaman
W.B. 713424

Schedule for Academic Audit & Environmental Audit

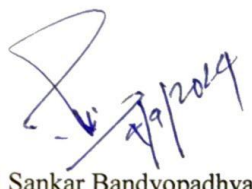
September 4, 2024 Time	Schedule	Venue
11:00 AM	Introductory Meeting	Principal's Office
11:30 AM	Meeting with IQAC & Members of the Committee	Principal's Office
12:00 NOON	Presentation by Coordinator IQAC & Presentation by Different Departments	Visit to Academic & Administrative Buildings
02:15 PM	Lunch	
02:45 PM	Presentation by Different Departments	
03:45 PM	Interaction with Coordinator & Members of Green Committee & Physical visit with Convener & Committee Members	Physical facility in and around the campus
05:00 PM	Report Writing	
06:00 PM	Exit Meeting	Seminar Hall, Academic Building


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Burdwan

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W.B. 713424

1. Introduction

Polba Mahavidyalaya, a co-educational General Degree College, is located in the Polba-Dadpur Block (identified as a SC/ST and OBC and minority communities concentrated block) in the district of Hooghly, the only undergraduate College in this Block. It was established on 2005 with the goal of providing all round opportunity and access to higher education to a greater population especially from the marginalised and backward sections. The establishment of Polba Mahavidyalaya stands as a testament to the commitment to educational accessibility, addressing the needs of the rural students and fostering a conducive environment for higher learning. Since inception it is affiliated to the University of Burdwan. Now, the College is trying to maintain its academic and administrative excellence and has been continuously upgrading the curricula and infrastructure in order to impart quality education. It maintains a collaborative effort among professional administrators, committed teachers and motivated students. Through its distinctiveness as an academic institution over a long period of time, the authority of the College believes in continuous improvement. Despite the obstacles, their mission has been successful and the positive momentum of the College continues – it is a big achievement for all associate with the college. Presently, there are total fourteen subjects, including eight Hons. subjects.

Therefore, the authorities in line with one of its mission of improvement by raising the realm of good to great to greater, through continuous quality assessment. College believes in continuous improvement through continuous quality assessment. The college received its first accreditation in 2016. The College was awarded B grade (2.44) during its First Cycle of assessment. The College is preparing for its Second Cycle of assessment by NAAC.

Audit Committee

The University of Burdwan has constituted a three members committee to conduct an Academic & Administrative Audit of the MUC Women's College, Burdwan. The members of the Audit Committee are as follows:

- ❖ Dr Tanmoy Dasgupta, Professor & Head, Deptt. of Business Administration, The University of Burdwan, Burdwan
- ❖ Dr Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan
- ❖ Dr Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, Shyamsundar, Purba Bardhaman

2. Objective & Scope of the Audit

Members along with the Teacher-in-Charge, Mr Narugopal Kaibarta in presence of IQAC Coordinator and members at a preliminary meeting, held on 04-09-2024 at 11.00 am outlines the broad objectives of the academic audit as an assessment of the College. Accordingly, the audit team members decided to look into the prevailing situation at the College along the following aspects in course of the audit.

Scope

- Methodology of teaching and learning adopted for the different courses run by the College
- Functioning of the Laboratories and Computer Facilities.
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Central Library and Sport facility, Gymnasium, etc.
- Outreach Programmes by NSS as well as regular students.
- Opportunities and Scope of improvements in the major functional areas

The team is empowered and expected to express their views and give suggestions for the improvement of the systems being followed by the College.

3. Methodology

At the meeting with the Dr Kaibarta, Teacher-in-Charge, the Coordinator-IQAC, and other faculty members, officials, a discussion was made with the Principal which gave a general and broad profile of the facilities and activities of the College. The new facilities added are also noted by the audit team.

The Audit team visited the various departments and facilities, and had brief interactions with the faculty of each department, and the support staff. Visits to the laboratories, Computer facilities, administrative office, Library and some of the other facilities of the College are accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information.

Based on the departmental profile, information/data from the available documents and the interactions with the Head/Coordinator relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

4. Institutional Distinctiveness

- ✚ The College since inception is affiliated to the University of Burdwan since 2005.
- ✚ College has a campus area of about 18372.73 sq.m. and built-up area of 6861.5 sq.m. along with green space of about 7141.11 sq.m. in and around the campus.
- ✚ Most of the faculty members are awarded PhD (71%)
- ✚ Over 60% of the students are girls.
- ✚ Over 60% of total enrolled students belong to socially and economically marginalised communities like SC/ST/OBC.
- ✚ College maintains its Gardens, Medicinal Plants Garden, Soil Testing Unit *etc.*, within the campus and also motivate the students in campus cleaning programs and pollution free campus.
- ✚ College conducts meeting of Internal Grievance Redressal Cell, Anti-Ragging Cell, Gender sensitization Cell, ICC, *etc.*, considering its need.
- ✚ College provides free Wi-Fi facility to faculty members with a bandwidth of 250, 100 & 80 Mbps.
- ✚ Library automation is going on containing 10,701 books on volumes/catalogue, and COHA & OPAC services for Library Management.
- ✚ Overall pass percentage is satisfactory.
- ✚ Orientation programmes for the new entrants (students) should be organized.
- ✚ The support staffs are very happy with the College Administration.
- ✚ The IQAC conducts its tasks efficiently.
- ✚ There are total 9 Classrooms and one Smart Class Room and two ICT-enabled class rooms.
- ✚ Presently, total no. of permanent teachers is 21 against 21 sanctioned posts, 17 SACT members, 06 non-teaching staff against 08 sanctioned posts.
- ✚ College follows tutorial/remedial class for the weaker students informally.
- ✚ Two units of NSS are working satisfactorily and adopted villages namely Unchai, Polba and Barunan Para, Polba),

5. College Campus & Facilities:

College campus consists of the following sections

a. Main Campus comprises –

- ✚ i) Main Building: 01
- ✚ ii) Science Building: 01
- ✚ iii) Library Building: Library: Included in Main Building
- ✚ iv) Sports Complex: Play Ground, Indoor games Equipments like Carom and Table Tennis are also available.
- ✚ v) Students' Activity Building: Students Activity Room, NSS room, Girls' Common Room

- ✚ vi) Administrative Building: College Office, Principal's Chamber, Canteen.
- ✚ vii) Car parking and Cycle Shed: Yes
- ✚ viii) Ramp at ground floor- Yes, Science Building and Modern Toilet.
- ✚ ix) Green Generators: 02
- ✚ x) Green area including Play Ground, Water Body (Present in Campus and its sanctity is ensured by us, however it is technically and legally not a part of the college campus area yet) Medicinal plants garden, kitchen garden, timber trees: 7141.11 sq.m. (sans the water body).
- ✚ xi) Rainwater harvesting system, if yes, installed on (22nd April 2022) Session 2021- 22.
- ✚ xii) Medicinal garden- Yes, since 2015-16

Vision & Mission statements be prepared freshly

6. Goals of the College

- i. Provide an inclusive educational environment for rural students dominated by Reserve categories; enhance the strength and capabilities of the local students coming from diverse socio-economic backgrounds. In pursuit of an inclusive developmental mode, the College teaches its students to appreciate, respect and promote the perspectives, rights and dignities of each individual.
- ii. Encourage students to realize their own potential.
- iii. Prepare students to become analytical and responsible citizens; and aware about societal inclusion.
- iv. Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence through field work, field visit, internship, etc.

7. Awards and Accolades

The College received RUSA Grant of sanction amount of Rs. 1.0 cr under RUSA 2.0. While reputation has grown over the years, the College intends to go for assessment by NAAC.

8. Management

The College has two decision making bodies:

- Governing Body
- Internal Quality Assurance Cell

The various aspects of the Academic affairs and administration of the College are organized and looked after by the different committees constituted by the Members of the Management and Faculty. In some of these committees, representatives of the students and alumni are also present.

9. Observations

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on September 4, 2024 are recorded as follows:

10. Courses of learning, as on 2022-23

Table 1: Departments in the College Stream	Programme	Total
Arts	B.A. Honours & General	09 [08: Hons. + 01: General]
B. A. Bengali [Hons. & Gen.]		
B. A. English [Hons. & Gen.]		
B. A. Education [Hons. & Gen.]		
B. A. History [Hons. & Gen.]		
B. A. Philosophy [Hons. & Gen.]		
B. A. Geography [Hons. & Gen.]		
B. A. Political Science [Hons. & Gen.]		
B. A. Sanskrit [Hons. & Gen.]		
B. A. Economics [Gen.]		
Science	B. Sc. General	06
B. Sc. Mathematics [Gen.]		
B. Sc. Chemistry [Gen.]		
B. Sc. Physics [Gen.]		
B. Sc. Zoology [Gen.]		
B. Sc. Botany [Gen.]		
B. Sc. Geography [Hons.]		
Number of Add-on Course		07
TOTAL :		14
UG		

11. Assessment of courses

Language groups

1. B.A.

- ❖ Vision and Mission of the departments be well articulated highlighting the objectives, goals and opportunities of the courses.
- ❖ Two faculty members are recognised as members of BoS of the home university.
- ❖ Pass percentage of students is good.
- ❖ Student progression should be taken care off.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Career counselling is required.
- ❖ Departments must prepared a well-designed future plans for the overall development of the subjects.
- ❖ Placement process be initiated by the departments as well as College authority.

Humanities and Social Sciences

2. B.A. & B.Sc.

- ❖ Vision and Mission of the departments be revised mentioning the uniqueness, strength and opportunities of the departments.
- ❖ Student progression from UG to PG is not satisfactory.
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure.
- ❖ Faculty members should be encouraged for more number of publications in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ Teachers should apply for getting fund from sponsoring agency to undertake their research.
- ❖ Senior faculty members will take initiative to incorporate the relevant new topics in the syllabi for the subject enrichment, skill orientation and more job opportunities and development of entrepreneurship amongst the students.
- ❖ Departments must prepare a well- articulated future plan.
- ❖ Departments must take care for placement of the students.

12. Strengths & Opportunities for Improvements

Strengths

The audit committee indicated the following strengths of the College and these are mentioned below:

- ✓ Forward looking and visionary leadership of the College authority
- ✓ Willingness of leadership for all round continuous quality improvement
- ✓ Enforcement of discipline in a fair and just manner
- ✓ Apolitical ambience of the College
- ✓ Good and competent teaching faculty using updated pedagogy with supportive IT facility.
- ✓ Quality teaching intends to fulfill the needs of the students.
- ✓ Committed and supportive non-teaching staff.
- ✓ NSS units are working effectively and adopted two village nearby.
- ✓ College should complete the up to date financial audits.

Opportunities for Improvement

The college can easily raise the bar of its achievement if the following points are taken care of:

- ✓ Research initiation
- ✓ Publications
- ✓ Formation of Eco Club
- ✓ Innovations in teaching-learning
- ✓ Development of e-content and participation in different learning platforms.
- ✓ Reforming the Library facility
- ✓ Utilization of existing water body for fruitful use and resource mobilization.

13. General Conclusion

- The College is maintaining a congenial green ambience (covering approx. 40%) of better teaching-learning process.
- Discipline-centric progression of students is to be taken care off.
- Financial audit be regularise
- Overall academic and administrative development be considered for institutional academic excellence.
- Emphasis on job-oriented courses/Add-on Courses, etc.
- Emphasis on Research projects from different agencies be taken care off.


14. Declaration

I agree with all the recommendations and observations mentioned in this report.

Date: September 4, 2024

Place: Polba Mahavidyalaya

Polba, Hooghly

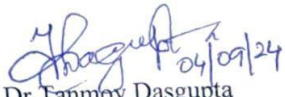

04/9/2024.

Signed by
College Teacher-in-Charge
with Seal

Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

15. Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended during the audit.


04/09/24

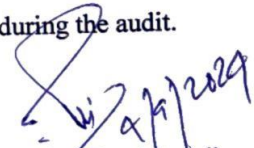
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04/9/2024

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