



SADHAN CHANDRA MAHAVIDYALAYA

Affiliated to University of Calcutta and included under section 2(f) & 12(B) of the UGC Act, 1956

Vill.-Harindanga, ❖ P.O.-Chaberia, ❖ P.S.-Falta

Dist.-South 24 Parganas, ❖ Pin.-743504 ❖ Phone : 9734786645

ESTD-2007

E-mail : sadhanchandra.mahavidyalaya@gmail.com ● Website : sadhanchandramahavidyalaya.org

Ref. No. :

Date



AAA REPORT

(ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2022-23)

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INTRODUCTION

The Academic and Administrative Audit (AAA) is an essential process for evaluating the educational and administrative functions of an institution. This report provides a comprehensive review of Sadhan Chandra Mahavidyalaya's academic and administrative operations for the year 2022-23. By examining various criteria, the audit aims to identify strengths, areas for improvement, and actionable recommendations to enhance the institution's quality and effectiveness.

AIM OF THE AUDIT

The primary aim of the audit is to assess the academic and administrative performance of Sadhan Chandra Mahavidyalaya, ensuring adherence to quality standards and identifying opportunities for improvement. This audit aims to:

1. Evaluate the effectiveness of academic programs and administrative processes.
2. Provide constructive feedback and recommendations.
3. Ensure continuous quality improvement.
4. Enhance stakeholder satisfaction.

AUDIT PERIOD

This external Academic and Administrative Audit has been conducted based on the reports submitted by various sub-committees, data from the office and IQAC, and interactions with the functioning bodies and stakeholders of the college for the period 2022-2023.

AUDIT DATE

The audit was conducted during 18th and 19th September 2023, and the report was submitted on 3rd December 2023.



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AUDIT PROCESS

The auditors visited the offices and departments, including the library. They interacted with Heads of Departments (HODs), conveners, coordinators, teaching and non-teaching staff, and students. The IQAC coordinator provided documents and data, including the Teaching-Learning Report, Report on Quality Initiatives, Add-on Programme report, Infrastructure Report, and IQAC Minutes for validation. Annual Internal reports and Financial Internal Reports were considered. Interactions with the Principal, IQAC Coordinator, HODs, office bearers, and other members addressed several queries, aiming to appreciate the institution's achievements summarized in the observations and recommendations.

AUDIT TEAM

1. Dr. Tilak Chatterjee, Principal, Bankim Sardar College, South 24 Parganas, West Bengal
2. Dr Suchandra Biswas, IQAC-Co-ordinator, Bankim Sardar College, South 24 Parganas, West Bengal
3. Dr. Suvankar Chakraborty, Principal, Sundarban Mahavidyalaya, South 24 Parganas, West Bengal
4. Dr. Arindam Ghosh Hazra, IQAC Coordinator, Sundarban Mahavidyalaya, South 24 Parganas, West Bengal
5. Dr. Jafor Ali Akhan, Principal, Surendranath Evening College, Kolkata, West Bengal
6. Dr. Debasish Manna, IQAC Coordinator, Surendranath Evening College, Kolkata, West Bengal
7. Dr. SK Fazlul Haque, Principal, Sadhan Chandra Mahavidyalaya, South 24 Parganas, West Bengal
8. Sayantani Adhikary, IQAC Coordinator, Sadhan Chandra Mahavidyalaya, South 24 Parganas, West Bengal



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KEY FINDINGS

CRITERION I — CURRICULAR ASPECTS

Observations:

- **Vision, Mission, and Objectives:** The vision, mission, and objectives are well-defined and communicated.
- **Curriculum Design:** Curriculum is designed and developed by the affiliating university.
- **Course Offerings:** The college offers Honours and General UG Courses under CU syllabi and BDPs under NSOU syllabi.
- **Add-on Courses:** Various Add-on certificate courses are available.
- **Study Materials:** Study materials are available in departmental WhatsApp groups.
- **Program Introduction:** No new programs/courses were introduced during 2022-2023.
- **Project Requirements:** Projects are mandatory in almost all subjects, especially Environmental Science.
- **Feedback Systems:** Stakeholder feedback systems are in place with an online mechanism starting in 2022-2023. Feedback is analyzed by IQAC and presented in Governing Body meetings.

Recommendations:

1. **New Programs:** Introduce new programs/courses.
2. **Skill-based Courses:** Expand skill-based certificate courses.
3. **Feedback System:** Maintain the feedback system.



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CRITERION II — TEACHING-LEARNING AND EVALUATION

Observations:

- **Admission Process:** Detailed prospectus published annually; online admission is merit-based with reservation policies.
- **Teacher-Student Ratio:** The ratio is 34.7:1.
- **Mentoring and Counselling:** Mentoring and counselling, including remedial classes for slow learners, are in place.
- **Academic Planning:** Academic calendar and plans are well-defined; ICT is used alongside traditional methods.
- **Faculty Qualifications:** 21 teachers are NET/SET qualified, 7 have Ph.D., and 6 have M.Phil. degrees.
- **Student Admission and Performance:** 492 new students admitted in semester-I; 73% of sanctioned seats are filled; ST category seats are not filled due to lack of applications. Student performance in exams is strong, with a 55.69% passing average.
- **Evaluation Methods:** Continuous internal evaluation includes class tests, viva-voce, final tests, and online MCQ tests. Results are timely, and improvements discussed in class.

Recommendations:

1. **Improvement Tracking:** Introduce student and teacher diaries for improvement tracking and appraisal.
2. **Faculty Development:** Organize more faculty development programs on modern LMS and MOOCs.
3. **Enhanced Mentoring:** Enhance the mentoring system with personal counselling.
4. **Full-time Teachers:** Increase the number of full-time teachers.
5. **Focus on BA General:** Focus on student performances, especially in the BA General program.



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CRITERION III — RESEARCH, CONSULTANCY AND EXTENSION

Observations:

- **Seminars and Publications:** Seminar on Intellectual Property Rights organized. Few teachers involved in research, with 14 publications by faculty members.
- **Development Programs:** Faculty participated in various faculty development programs and training (total 19).
- **Wi-Fi Facilities:** The college provides Wi-Fi facilities to teachers, students, and staff.
- **NSS Activities:** NSS unit engages in social activities such as dengue and AIDS awareness programs, botanical plantation, and special camps in marginalized areas.
- **Faculty Exchange:** Faculty exchange programs conducted in seven honours departments.
- **Extension Programs:** Large number of students participate in the extension program 'Uttaran' with activities like gender awareness, college cleaning, green campus drive, blood donation, adult literacy camps, activities in the Falta Free Primary School, etc.
- **MoUs:** 23 MoUs signed with other academic institutions for qualitative development.

Recommendations:

1. **Research Promotion:** Promote research activities.
2. **Consultancy and Extension:** Initiate consultancy and more extension activities.
3. **Research Funding:** Encourage mobilization of research funds from various agencies.



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CRITERION IV — INFRASTRUCTURE AND LEARNING RESOURCES

Observations:

- **Physical Space:** College owns buildings with a total area of 2.07 acres and a built-up area of 0.18 acres (728.48 sq. meters).
- **Classroom Facilities:** 15 classrooms, 1 computer lab with 4 systems, 1 classroom with LCD projector, and one Smart Classroom-cum-Seminar Hall are available. Only 2 classrooms have ICT facilities.
- **Student and Faculty Strength:** Student strength is 1110 (A.Y.: 2022-2023) with 32 government-approved permanent teachers, including the principal.
- **Library Resources:** Library has over 6000 printed books and 4 printed journals.
- **Technology Infrastructure:** All computers are LAN/USB modem connected with 4 Wi-Fi routers.
- **Basic Amenities:** Washroom facilities, water purifiers, and generators are available.
- **Sports Facilities:** Limited infrastructure for sports facilities; multi-gym and some indoor games available.

Recommendations:

1. **Building Expansion:** Expand space for new buildings.
2. **Library Development:** Develop the library with more space and reprographic facilities. Introduce Library Management Software.
3. **E-content Development:** Enhance facilities for e-content development.
4. **Sports Facilities:** Enhance sports facilities.
5. **Library Resources:** Increase library books, especially journals. Subscribe to e-resources.
6. **Infrastructure for New Programs:** Expand physical infrastructure to introduce new programs and certificate courses.
7. **Smart Classrooms:** Create more smart classrooms for ICT-enabled teaching-learning processes.



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CRITERION V — STUDENT SUPPORT AND PROGRESSION

Observations:

- **Scholarships and Aid:** Over 73% of students received scholarships from government and institutional aid during 2022-2023.
- **Grievance Handling:** Internal Complaints Cell, Anti-Ragging Cell, and SC-ST-OBC Cell, Grievance Redressal Cells handle grievances.
- **Higher Education:** 14.96% of students pursue higher education.
- **Student Union and Alumni:** Students' Union actively participates in extension activities, college functions, and events. Institution has an Alumni Association.

Recommendations:

1. **Remedial Coaching:** Develop remedial coaching, more yoga, meditation, personal counselling, and mentoring activities.
2. **Career Guidance:** Strengthen guidance for competitive exams and career counselling.
3. **Monitor Progression:** Regularly monitor student progression.
4. **Alumni Participation:** Encourage active participation of the Alumni Association in college affairs.
5. **Placement Cell:** Activate the placement cell for career programs and student placements.
6. **Student Participation:** Promote student participation in sports and cultural events.



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CRITERION VI — GOVERNANCE, LEADERSHIP AND MANAGEMENT

Observations:

- **Vision and Mission:** Clear vision and mission statements.
- **Policy Documents:** 16 Policy Documents exist.
- **Governing Body:** Governing Body includes teaching, non-teaching, student, and nominated members; the principal is the secretary.
- **Administration:** College administration involves the principal and sub-committees; policy decisions by the Governing Body.
- **Training and Performance Reviews:** Regular training and performance reviews for staff.
- **Financial Management:** Financial management by the principal and finance committee; audits are up to date.
- **IQAC Functioning:** IQAC functions since 2015.
- **Student Services:** Student support services connected through the website. Online admission system in place.
- **Faculty Appraisal:** Performance-based appraisal system for faculty.
- **Training for Staff:** IQAC organizes training for teaching and non-teaching staff.

Recommendations:

1. **Performance Appraisal:** Implement performance appraisal for all staff.
2. **Administrative Efficiency:** Organize more faculty development programs for administrative efficiency.
3. **Fund Generation:** Initiate proceedings to generate funds for smoother functioning.
1. **Resource Mobilization:** Enhance resource mobilization efforts.



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CRITERION VII — INSTITUTIONAL VALUES AND BEST PRACTICES

Observations:

- **Waste Management:** Waste management with awareness programs.
- **Gender Sensitization:** Gender audit, sensitization through NSS and Women Cell 'Tejaswini' programs.
- **Environmental Initiatives:** 'Sabujdhara,' the college's distinctive feature, refers to its strong emphasis on environmental sustainability and green initiatives. Plastic-free campus; active Eco Club organizes programs to maintain green cover.
- **National Festivals:** National festivals and notable anniversaries observed.
- **NSS Initiatives:** NSS initiatives for campus cleanliness, safe driving campaigns, blood donation camps, and anti-drug campaigns.

Recommendations:

1. **Community Engagement:** Maintain local community engagement.
2. **Alternative Energy:** Consider more alternative energy initiatives.
3. **Human Values:** Consider introducing a certificate course on human values and professional ethics.
4. **Facilities for Physically Challenged:** Allocate resources for facilities for physically challenged students.
5. **Green Audits:** Continue green audits.
6. **Sanitary Facilities:** Install a sanitary napkin vending machine and incinerator.



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KEY OVERALL RECOMMENDATIONS:

1. Enhance Research and Development:

- Promote research activities and mobilize research funds.
- Encourage faculty participation in research and development programs.

2. Infrastructure Expansion and Modernization:

- Expand physical infrastructure and ICT facilities.
- Develop the library with more space and resources, including e-resources.

3. Student and Faculty Support:

- Strengthen student support systems, including counselling and mentoring.
- Organize faculty development programs and increase the number of full-time teachers.

4. Sustainability and Community Engagement:

- Maintain and expand environmental sustainability initiatives.
- Engage more with the local community through extension activities and programs.

5. Governance and Leadership:

- Implement performance appraisal systems for all staff.
- Enhance resource mobilization and fund generation efforts.

6. Enhancement of Teaching-Learning Practices:

- Continue to integrate ICT tools in teaching-learning processes.
- Provide regular training for faculty on new ICT tools and technologies.

7. Institutional Values and Ethics:

- Consider introducing courses on human values and professional ethics.
- Promote institutional values through various programs and activities.



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CONCLUSION

The comprehensive audit of Sadhan Chandra Mahavidyalaya reveals a well-established institution dedicated to delivering quality education and fostering holistic development. The audit underscores the institution's strong foundation in clearly articulated vision, mission, and objectives, effectively communicated to all stakeholders. The curriculum, designed by affiliating universities, is robust, offering diverse Honours and General UG courses, complemented by various add-on certificate programs that enhance employability and skills.

A notable strength is the college's commitment to continuous improvement, evident in its stakeholder feedback mechanisms and mandatory project work in nearly all subjects. However, the introduction of new programs and expansion of skill-based courses are recommended to keep pace with evolving educational demands.

Teaching-learning processes at the college are well-structured, supported by a favourable teacher-student ratio and comprehensive mentoring and counselling services. The institution's use of ICT alongside traditional teaching methods reflects its adaptability and modern approach to education. The academic performance of students is commendable, with a significant percentage passing their exams. Nonetheless, there is a need to increase full-time faculty, enhance mentoring systems, and focus on improving student outcomes, particularly in the BA General program.

Research, consultancy, and extension activities form a pivotal part of the institution's profile, with active participation in seminars, development programs, and social initiatives through the NSS. However, promoting more research activities and mobilizing research funds are essential to foster a culture of academic inquiry and innovation.

The institution's infrastructure, though limited, is well-utilized. Expanding physical spaces, enhancing library resources, and increasing ICT-enabled classrooms are crucial for future growth. The library, sports facilities, and basic amenities need further development to meet the growing needs of the student population.

Student support services are robust, with substantial scholarship provision and grievance redressal mechanisms. Enhancing career counselling, monitoring student progression, and activating a placement cell will further aid in student development and employability.

Governance and management practices at the college are sound, with clear policy documents, regular training, and performance reviews. However, there is room for improvement in performance appraisal systems for all staff and resource mobilization efforts.

Institutional values and best practices highlight the college's commitment to sustainability and community engagement. Initiatives like waste management, gender sensitization, and environmental sustainability are commendable, yet introducing more alternative energy projects and facilities for physically challenged students can further enhance the institution's inclusivity and environmental responsibility.

In conclusion, Sadhan Chandra Mahavidyalaya is a dynamic institution making significant strides in various aspects of education and community service. Implementing the recommended improvements will further strengthen its position as a leading educational institution, dedicated to excellence and sustainable development.



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