

GOVERNMENT
GENERAL DEGREE
COLLEGE, LALGARH

ACADEMIC AUDIT REPORT

2023-2024



Lalgarh, Jhargram, 721516



GOVERNMENT OF WEST BENGAL
GOVERNMENT GENERAL DEGREE COLLEGE, LALGARH
LALGARH:: JHARGRAM:: 721516

Website::www.lalgarhgovtcollege.org

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Biswanath Chakraborty

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1. Introduction to Academic and Administrative Audit

The process of assessing an academic institution's efficacy and efficiency is known as academic and administrative audit (AAA). To evaluate the academic programmes and activities in the departments and across the college, AAA is conducted on a regular basis. A self-evaluation and a site visit by peers from inside and outside the institution are both included in the peer review procedure for AAA.

A. Academic Audit

Academic Audit is a mechanism to examine and enhance the quality of academic aspects of institutes of Higher Education. It is a systematic and scientific process of designing, implementing, monitoring and reviewing the quality of academic systems, i.e. inputs, processes and outputs. It emphasizes on reviewing the performance of the academic inputs with respect to quality assurance.

B. Administrative audit

A method of assessing the efficiency and effectiveness of the operating system of the administrative procedures, policies, decision making authorities and functionaries, strategies, process, feedback, control mechanism and so on. The AA would certainly make the functionaries to ascertain the strength and weakness of the operating system in general and pin out the areas in particular, and to ascertain where the function is stagnated and affected, and where special attention is required along with man and material resources.

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2. Objectives

- a) To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
- b) To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- c) To evaluate the optimum utilization of financial and other resources.
- d) To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NBA, NAAC and other bodies.
- e) Designing effective teaching and learning processes
- f) Evaluation of Course and Program Outcomes
- g) Developing student assessment
- h) Assuring quality education by implementation of co-curricular and extracurricular activities.

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3. Academic And Administrative Committee

As per the names suggested and their consent, Academic and Administrative Audit Committee for the year 2023-24 consisting of the following members were constituted by the Principal:

NAME	DESIGNATION
Bisweswar Chakraborty	Officer-in-Charge and Chairman of Committee
Dr. Debabrata Das	IQAC Coordinator
Dr. Gopal Chandra Rana and Arindam Ghosh	IQAC Jt Coordinator and NAAC Convenor
Sirin Mollah	Assistant Prof., Department of Political Science
Manjushree Hembram	Assistant Prof., Department of Santali
Dr. Shantanu Dhar	Officer-in-Charge, GGDC Salboni, External Expert

Bisweswar Chakraborty

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4. Stages Of AAA

Academic and Administrative Audit (AAA) is a system which controls and maintains high standards in the field of Higher Education and is playing vital role in providing quality education to the learners all over the world. The stages of AAA are

1. Preparing the self study report with evidence based documentation
2. Internal peer review and review of the self study report
3. Modification of self study report based on the internal peer review
4. Implementing the suggestions
5. External audit by the external audit team
6. Implementing the suggestions and recommendations of the external audit team.

Bi Suman Chakrabarty

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5. Schedule of Audit

Time	Audit
11 AM-11.30AM	Welcome address to the audit team by the Principal/Officer-in-Charge
11.30 AM-1.00 PM	1. Visit of different Department by the members 2. Meeting with faculty members 3. Visit of departments (including classrooms and labrotaries)
1.00 PM -2.30 PM	Visit to the college faculties 1. Administrative section 2. IQAC 3. NSS 4. Library 5. Interactions with respective Heads/In Charges 6. Verification of documents 7. Interaction with office staffs
2.30 PM – 3.00 PM	Lunch
3.00 PM -3.30 PM	1. Report Preparation 2. Submission of recommendation
3.30 PM -4.30 PM	1. Exit meeting 2. Meeting with the Principal and respective Head of the Depts.

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College Profile:

SL. NO.	PARTICULARS	REMARKS
1	Head of the Institution	Officer-in-Charge
2	Is the perspective and strategic plan prepared and being followed in the Institution	Yes
3	Office automation	Yes
	Online admission	Yes
	Registration	Yes
	Enrolled for examination	Yes
	Students' fees collection	Yes



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	Maintenance of financial accounts	Yes
	Maintenance of employee accounts	Yes
4	Is there a College website	Yes
5	Is the College Library automated?	Yes, semi automated
	a. Record of books	Yes
	b. Issue & return of books	Yes
6	Library provide open access facility?	Yes
7	Is there Internet facility in the library?	Yes
8	Is there an Anti-ragging Cell in the college?	Yes
9	Is there a Anti Sexual Harassment Cell?	Yes



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10	Do the Institution has Alumni Association?	Yes
11	Do you organize Institution & Stake holders meet	Yes
12	Total Permanent Staff (Teaching)	24
13	Faculties have attended FIP	Yes
14	Faculties have attended Refresher or Orientation Courses	Yes
15	Participation of Faculties in Capacity Building Workshops	Yes
16	Teachers with M.Phil as the highest qualification	05
17	Teachers with Ph.D as the highest qualification	05
18	Articles in refereed Journals, Books and Edited volumes	Yes
19	Sponsorship of events and	Yes



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	resources generated	
20	State /National/ International level Seminars/workshops/conferences organized	Yes
21	Use of Power Points in Classes	Yes
22	Does the Institute do anything for the improvement in learning quality enhancement?	Yes
23	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes
24	Are any Personality development programmes conducted?	Yes
25	Do you organize & document various extra- curricular activities?	Yes



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26	College has any Feedback Mechanism	Yes
27	Campus Area	4.33 acre
28	Campus Ownership	Under process
29	Do you have separate reading area for student	Yes
30	Laboratories	Yes
31	Security	Yes
32	Potable Water facility	Yes
33	Power Backup facility	Yes
34	Washroom facility (for Male)	Yes
35	Washroom facility (for Female)	Yes
36	Washroom facility (for Staff)	Yes
37	Parking	Yes
38	Class rooms (as per requirement)	Less
39	Staff room with separate cabins	No
40	Seminar Room	Yes



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41	Common room (Girls)	Yes
42	Health Centre facility	No
43	Sports Facility	Yes
44	Indoor Sports facility	Partial
45	Gymnasium	Yes
46	Hostel (Boys)	No
47	Hostel (Girls)	No
48	Transportation for students	Local conveyance
49	Support services (Bank/PO/Xerox)	No
50	Canteen	Yes
51	Garden	Yes
52	Auditorium/ Assembly hall	Yes
53	Internet facility: For Staff & students	Yes
54	Overall Maintenance	Yes



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A. TEACHING

Sl No	Teacher's Name	Specialization	DOJ	Year of Exp.	Contact No
1	BAISHAKHI SAHA MONDAL	<i>Bengali;katha Sahitya</i>	05-08-2014	9 Yrs.	9732133391
2	ANAMIKA MUKHERJEE	<i>Bishshataker Bangla kathasahitya</i>	18.11.2015 at Mangalkote Govt. College	8 Yrs	9153312170
3	PARBOTI HEMBRAM	<i>Rabindra sohitya</i>	04-12-2019	4 Yrs.	9382111635
4	BISWESWAR CHAKRABORTY (OIC)	<i>English; Indian English Literature</i>	27-08-2010 at Jhargram Raj College	13 Yrs.	9474756866
5	SIDDHARTHA DEY	<i>Thomas Hardy</i>	13.08.2014 at Bidhannagar College	9 Yrs.	9836660571



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6	DWAIPAYAN MITRA	<i>Dalit Literature, Linguistics, American Literature, Indian Drama in English</i>	07-05-2018	5 Yrs.	9832723172
7	ARINDAM GHOSH	<i>History; social and Economic History of Colonial India</i>	08-08-2014	9 Yrs.	9903556377
8	NOWSER ROWA SK	<i>Modern India (1757-1947)</i>	17-08-2019	4 Yrs.	7908680700
9	GOPAL CHANDRA RANA	<i>Philosophy; Advanced Logic and Philosophy of Cognitive Science</i>	02-08-2014	9 Yrs.	9734200112
10	ANJAN KUMAR MANDAL	<i>Vedanta Darshana</i>	16-01-2020	3 Yrs.	9735510052
11	SAIRATH MUKHERJEE	<i>Vedanta Darshana</i>	16-01-2020	3 Yrs.	8967864615
12	SHIBASISH GHOSH	<i>Political Science; Cultural Politics</i>	28-07-2014	9 Yrs.	9083095366
13	SIRIN MOLLAH	<i>Sociology and Anthropological issues in polities</i>	03-08-2018	5 Yrs.	7001569089
14	RAMO TUDU	<i>Santali; Folk- Lore</i>	08-08-2014	9 Yrs.	9955341385



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15	MANJUSHREE HEMBRAM	<i>Santali, Mankhanta & Bhantakhanta</i>	20-02-2019	4 Yrs.	9635244477
16	GOUTAM BHAR	<i>Sanskrit;Vyakaranam</i>	09-10-2014	9 Yrs.	8670282173
17	SUKUL TUDU	<i>Sanskrit;Literature (Kavyam)</i>	10-10-2014	9 Yrs.	9647560953
18	HEMANTA DUTTA	<i>Veda</i>	14-11-2019	4 Yrs.	9679639322
19	AMRITA DEY	<i>Sociology; Sociology Of Gender</i>	27-08-2014	9 Yrs.	9433291102
20	GOUR GOPAL BARMAN	<i>Sociology; Demography and Society</i>	17-09-2015	8 Yrs.	9832380896
21	DEBABRATA DAS	<i>Botany; Microbiology</i>	26-03-2002 @ Jhargram Raj College	22 Yrs.	9800301026
22	SUBHANU SEKHAR RAY CHOUDHURY	<i>Ergonomics & Work Physiology</i>	12-12-2008 @ Hooghly Mohosin College	15 Yrs.	8.697E+09
23	PARTHA NANDI	<i>Nutrition and Dietetics</i>	30-11-2019	4 Yrs.	9933593561
24	KISHORE MAJHI	<i>Zoology;Cell Biology and Genetics</i>	01-04-2015 @ Singur Govt. College	8 Yrs.	9749214389

B. LIBRARY

Sl No	Name	Designation	Status	Qualification
			(Full/Others(if any-Specify))	
1	Panchu Gopal Bhunia	Librarian	Full Time	M.Lib.Sc



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2	Suprio Bhowmick	Library Attendent (Gr-D)	Full Time	B.Sc
3	Rajkumar Mondal	Library Asisstant	Full Time	B.Sc

C.NON- TEACHING

Sl No	Staff Name	Staff Type (Gr-C/Gr-D/Others(if any-specify)	Status	Male/ Female
			(Permanente/Contractual/Part Time/Casual	
1	Naren Sankar Das	Gr-D	Parmanente	Male
2	Jubin Kalamuri	LDC	Full Time	Male
3	Sabir Hossain	Cashier	Full Time	Male
4	Gopiballav Baskey	DEO	Contractual	Male
5	Satya Ranjan Pal	DEO	Contractual	Male
6	Sudip Das	DEO	Contractual	Male
7	Prasenjit Pradhan	DEO	Contractual	Male

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Summary of Report:

- Admission process is transparent and the records are well maintained.
- Good number of textbooks are there in library and with volume.
- The laboratory is good for the students.
- Academic Management is focused to achieve the learning outcome.
- Curricular and Co-curricular activities are there for holistic development of students.
- Teaching Learning and Evaluation process is continuous and appropriate.
- Life support system like drinking water, electricity backup, napkin vending machines are well maintained
- IQAC provides support for Faculty development and Orientation Programmes for students.
- IQAC has feedback mechanism obtained from various stakeholders
- Common room, canteen, sports facility, gymnasium are good.
- Departmental activities are conducted
- Field visits and industrial visits are held for exposure of the students

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Conclusion:

1. Faculties are competent, qualified, knowledgeable and dedicated.
2. Good cooperation and communication by all the staffs during the audit.
3. Infrastructural facilities are good. Students are disciplined and active.
4. Academic calendar is framed with the conformity of University calendar.
5. Good harmony exists among all the staffs.
6. Computer and internet facility is well
7. Interactions with guest lecturers, special visit to Industry boost their knowledge
8. Mentorship is well implemented

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Recommendations:

1. More skill based courses need to be introduced to ensure skill development among students.
2. The faculty research projects can be improved. Also it is suggested that faculty training programme be introduced to enrich the expertise of staffs.
3. More books should be procured for the library for NEP 2020 syllabus. Journals should be procured.
4. Alumni students can take part in academic and career related growth of the Institution.
5. To instill National spirit and self-discipline among students, in future, an NCC wing can be incorporated.
6. Extra-Curricular activities like Yoga awareness program, Blood donation camp etc can be undertaken.

Furthermore, The College (Government General Degree College Lalgarh) has much potential for improvement. The management is helpful in the academic and co- curricular endeavors undertaken by the teachers and students which ensure a healthy, symbiotic relationship that is vital to the attainment of academic excellence.

Counter Signed

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Govt. General Degree College Salboni

Officer-in-Charge
GGDC, Salboni

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