

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**NETAJI SUBHASH MAHAVIDYALAYA**

## **Internal Academic and Administrative Audit 2020-2021**

IQAC, Netaji Subhash Mahavidyalaya, has taken the initiative to conduct Academic and Administrative Audit in the 19 (nineteen) academic departments of the institution during the academic year 2020-2021.

### **Objective:**

NAAC mandates the HEIs to undertake Academic and Administrative Audit with an aim to monitor as well as evaluate the institutional processes through a systematic review from the peers (internal and external) through physical site visits along with conducting a self-study about the processes carried out. The main purpose of academic audit is to find the weakness and strength in the existing system to suggest reforms required to produce, assure, and regularly improve the quality. It encourages the departments to standardize themselves based on predetermined benchmarks including curricular and co-curricular programmes and activities, the infrastructure and support services altogether.

### **Audit Team:**

An Audit Team is hereby constituted for conducting Internal Academic and Administrative Audit in the departments for the Academic Year 2020-21 with the following faculty members of the college:-

1. Sri Debashis Roy Chowdhury-Assistant Professor & IQAC Coordinator- Convenor
2. Dr. Dipti Das- Associate Professor- Member
3. Sri Prasenji Paul- Associate Professor- Member

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4. Dr. Soma Banik - Assistant Professor- Member
5. Dr. Krishnendu Das- Assistant Professor- Member
6. Dr. Archana Dandapath- Assistant Professor- Member

**Schedule:** An Internal Academic and Administrative Audit of the teaching departments of the College for the Academic Year 2020-21 was performed from 25<sup>th</sup> August 2021 to 1<sup>st</sup> September 2021.

<b>-: Schedule of Academic and Administrative Audit, Academic Year 2020-21:-</b>					
<b>Date</b>	<b>Time Slot</b>				<b>Name of the Audit Team Members</b>
	<b>11 AM- 12 PM</b>	<b>12 PM - 1 PM</b>	<b>2 PM -3 PM</b>	<b>3 PM - 4PM</b>	
25.08.2021	ECONOMICS	ENGLISH	SANSKRIT	GEOGRAPHY	Dr. Dipti Das, Sri Prasenji Paul, Dr. Krishnendu Das, Dr. Archana Dandapath, Sri Debashis Roy Chowdhury
26.08.2021	BENGALI	KOKBOROK	EDUCATION	HISTORY	Dr. Soma Banik, Dr. Dipti Das, Sri Prasenji Paul, Dr. Krishnendu Das, Sri Debashis Roy Chowdhury-
27.08.2021	ZOOLOGY	PSYCHOLOGY	PHYSICS	PHILOSOPHY	Sri Prasenji Paul, Dr. Krishnendu Das, Dr. Archana Dandapath, Sri Debashis Roy Chowdhury-
31.08.2021	BOTANY	POLITICAL SCIENCE	CHEMISTRY	PHYSICAL EDUCATION	Dr. Soma Banik, Sri Prasenji Paul, Dr. Krishnendu Das, Dr. Archana Dandapath,
1.09.2021	MATHEMATICS	HUMAN PHYSIOLOGY	COMMERCE		Dr. Soma Banik, Sri Prasenji Paul, Dr. Archana Dandapath, Sri Debashis Roy Chowdhury-

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**Broad Criteria:** The Audit of in the departments have been performed under five broad criteria:

- Curriculum Transaction
- Faculty Profile
- Student Profile
- Departmental Infrastructure
- Departmental Activities

Each of these criteria consists of several sub criteria (items) on which the performance of the departments has been evaluated.

**Findings:**

The summary of the department wise audit findings has been tabulated below. In case of all the Items for which a Yes/No response is possible, a sum of all negative counts has been given in the last column of the table. For identifying the main areas where the institution has to improve itself, the criterion has been set to be “greater than or equal to 10 negative counts” which is more than 50% with 19 academic departments.

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Criterion	Items	ACADEMIC DEPARTMENTS																			TOTAL NO OF NEGATIVE COUNTS
		ENGLISH	ECONOMICS	GEOGRAPHY	SANSKRIT	BENGLI	EDUCATION	KOKBOROK	HISTORY	ZOOLOGY	PSYCHOLOGY	PHILOSOPHY	PHYSICS	POL. SCIENCE	BOTANY	PHYSICAL EDUCATION	CHEMISTRY	MATHEMATICS	COMMERCE	HUMAN PHYSIOLOGY	
Curriculum transaction	Teaching methods and teaching aids	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	C & T, O	00
	Whether ICT based classes are taken	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00
	Project work UG	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00
	Internal assessment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00
	Whether answer scripts of internal assessment are shown to the students	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00
Faculty Profile	Projects completed /on going	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	19
	Seminars /conferences Webinar attended	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	02
	Papers / articles / books published	Y	Y	N	N	Y	N	Y	N	Y	Y	N	N	N	Y	Y	Y	N	N	N	10

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	FDP / RC / OC / Training Program / Workshop	Y	Y	Y	N	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	03
	Preparation of E-learning materials / Content	N	N	Y	N	N	N	Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Y	Y	08
	Acted as resource persons	Y	N	N	N	N	N	Y	N	N	Y	N	Y	Y	N	Y	Y	Y	N	Y	10
	Activities on different examinations and Board of Studies of University	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00
Profile of students	Students involvement in extra-curricular & Co-curricular activities	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	04
	Study tour / exhibitions / Training	N	N	Y	N	N	N	N	N	Y	N	N	N	N	N	Y	N	N	Y	Y	14
	Achievements	Y	Y	N	Y	N	Y	N	N	N	Y	N	Y	Y	N	Y	N	N	N	N	11
	Student Progression to Higher Education	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	01
	Profile of pass out Students	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00
	Placement data of students	Y	Y	N	N	Y	Y	Y	N	N	Y	Y	Y	Y	N	Y	Y	Y	N	N	07
	Departmental Merit Book	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00

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Infrastructure in the department	No. of classrooms	04	04	03	02	07	08	03	07	03	02	04	04	08	04	02	03	05	03	05	NA
	No. of laboratories	01	N	02	N	N	N	N	N	01	01	N	04	N	04	N	03	N	N	04	NA
	No. of computers	01	N	03	N	01	01	N	01	01	01	01	02	01	01	N	01	01	01	01	NA
	No. of other rooms if any	01	01	01	01	01	01	N	01	01	01	01	01	01	01	01	02	01	01	01	NA
	Departmental library	Y	Y	N	Y	Y	N	N	Y	Y	Y	Y	Y	N	N	N	Y	N	Y	Y	07
	ICT facilities	Y	N	Y	N	N	N	N	N	N	Y	Y	N	N	N	Y	Y	N	N	Y	12
Activities of the department	Mentoring system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00
	Invited lectures	Y	N	N	N	N	N	Y	N	N	N	N	N	N	Y	N	N	Y	N	Y	14
	Conference/Seminar/ Workshop conducted	Y	N	N	N	Y	N	Y	N	Y	N	N	Y	Y	Y	Y	Y	Y	N	Y	08
	Extension Activity	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	18
	Interaction with Industry / Research Centres / Educational Institutions	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	Y	Y	N	N	16
	Newsletters /Magazine	Y	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	Y	Y	N	N	15
	Maintenance of Teacher's Diary	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	00

**\*\*C &T, O – CHALK AND TALK, ONLINE CLASSES**

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## **Overall Analysis Report:**

### **Curriculum transaction:**

Being an affiliated college of Tripura university, the college follows the syllabus and curriculum framed by the university. In addition to traditional chalk and talk method, teaching in audio visual mode is also included in the regular teaching learning process by the departments. Although the use of ICT facilities in regular offline classroom teaching is little bit restricted due to nonavailability of sufficient number of ICT enabled classrooms. However, during the academic year 2020-2021, due to pandemic, digital learning has become an essential part of teaching-learning process in online mode. UG level project work is an integral part of the curriculum involving students of sixth semester in individual projects. Internal Examinations are conducted in all the departments according to the University norms. Answer scripts are shown to the students with prior notification and marks obtained by the students are also displayed in the departmental noticeboards.

### **Faculty Profile:**

None of the departments is conducting a research project. Faculty members use to attend seminars and conferences on regular basis. However, faculty engagement in publishing research articles and books is not satisfactory. A large section of faculty members has participated in professional development programmes in the current academic year taking the advantage of online courses. A good number of faculty members have acted as resource persons in various academic platforms. E-learning materials have been developed by the departments and disseminated through You- Tube channel, Google classrooms and college website for the benefit of the students.

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#### **Student Profile:**

A large section of students is involved in extra-curricular & co-curricular activities. Departments are continuously encouraging the students to involve them in different activities organized. Till now the provision for study tour is only for some departments that include such experiential learning as a part of their curriculum. Some students have significant achievement in academic fields as well as in sports, essay/debate competitions etc. Maximum students are pursuing either Master's degree or get admitted to B.Ed. after getting their Bachelor degree. Departmental alumni WhatsApp groups have become an effective means to get in touch with the pass out students of the departments. There is no provision for campus placement in the institution for the outgoing students. In this regard, College Placement Cell takes some initiatives through different agencies conducting awareness programs and screening tests. Departmental merit books are there to keep systematic record of students' academic progression.

#### **Departmental Infrastructure:**

Presently the college is having 25 classrooms with a seminar hall. In almost all the cases departments are using classroom for regular teaching on sharing basis. Practical based subjects are having well maintained laboratories, although the infrastructure needs to be more development to tackle the load of large number of students in science laboratories. For academic purpose 74 computers are used in different departments. Some of the departments are having departmental libraries for issuing books to the students with well-maintained log books. There are 6 smart TVs used as a means of audio-visual tool in classroom teaching.

#### **Departmental Activities:**

Under the mentoring system, departments conduct regular meetings with the students, collect feedback from the students on academic affairs and other student related matters, take necessary action as and when required. Some of the departments have conducted good number of invited lectures/seminars/webinar/workshops in virtual platform during the current academic year. Notably, some hands-on skill development workshops have been organized for the students. Department of English has organized one National Seminar on NEP 2020 in offline mode. Extension activities are mainly



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done under NCC and NSS banner. Some departments have conducted some events in collaboration with other institutions. Few departments use to publish departmental newsletters annually to encourage students' creativity. Maintenance of Teacher's Diary has now become a formal practice due to newly introduced ACR format.

### **Recommendations:**

1. Improvement in College infrastructure to increase the number of classrooms to create a better accommodation for huge number of students
2. To improve the ICT facilities in the campus for using audio-visual tools regularly in classroom teaching
3. Faculty members to be encouraged to submit proposals for Major/Minor Research Projects to various funding agencies like UGC, DST, DBT etc.
4. Faculty members to be encouraged to publish Research Papers in UGC care list journals as well as to write articles or books with ISBN numbers.
5. Faculty participation in FDP / RC / OC / Training Program / Workshops to be encouraged
6. Faculty members to be encouraged to act as resource persons as and when such proposal comes from outside agencies.
7. All departments must try to organize Study tour / exhibitions / Training programmes for their students
8. Students must be encouraged to get involved in co-curricular or extra-curricular activities.
9. All departments may try to organize Invited lectures to provide students a platform to enrich themselves through interaction with learned resource persons in respective fields.
10. Departments to be encouraged to conduct Conference/Seminar/ Workshops with external/internal funding
11. Extension Activities to be stressed upon along with curricular activities.
12. Interaction with Industry / Research Centres / Educational Institutions to be increased.
13. Departments to be encouraged to publish Newsletters /Magazines regularly.