

# ***Administrative Audit***



**Dr. Saurabh Dutta**

**Inspector of Colleges  
BANKURA UNIVERSITY**

Main Campus, Bankura Block - II

P.O. : Purandarpur, Dist. : Bankura

Pin : 722 155 (W.B.), India

E-mail : [ic@bankurauniv.ac.in](mailto:ic@bankurauniv.ac.in)

Phone : 9433411450/9647650561

Website : [www.bankurauniv.ac.in](http://www.bankurauniv.ac.in)

Ref. IC/BKU/Misc./2022/04

24/03/2022

To  
Principal  
RAMANANDA COLLEGE

**Subject: Report of Administrative Audit (2020 – 2021) of Ramananda College**

Sir/Madam,

Reference to your letter 42/BNKU/2022 dated 14/03/2022 and subsequently as directed by the Hon'ble Vice Chancellor of Bankura University to have a visit to your college on 21/03/2022 to conduct Academic and Administrative Audit, undersigned did an Audit Work mainly (but not limited to) based on his visit to your college on 21/03/2022.

The Administrative Audit Work was consisting of the following set of functions:

1. To go through a draft copy of Administrative Audit Report Proposal consisting of the following six sections prepared by you using the standard pro forma of Bankura University:
  - Authorities Section
  - Finance Section
  - Development Section
  - Establishment Section
  - Examination Section
  - Academic Section
2. To have a series of interactions during the visit with you and other stakeholders including many of the students to have a crosschecking of data, only up to a possible extent, provided in the draft copy of the Administrative Audit Report Proposal

On the whole, undersigned was satisfied and the Administrative Audit Work hereby ends wishing good luck to the authorities of Ramananda College.

The report of Academic Audit shall be sent using a separate standard pro forma of Bankura University.

With regards,

24/03/2022

**Dr. Saurabh Dutta**  
**Inspector of Colleges**  
**Bankura University**

Dr. Saurabh Dutta  
Inspector of Colleges  
Bankura University

Copy to Secretary to the Hon'ble Vice Chancellor, Bankura University

# ***Academic Audit***

**ACADEMIC AUDIT REPORT**  
**For the Academic year 2020 - 2021**


Academic Audit of Department			
Period of Audit: 2020 – 2021			
<b>I – COLLEGE PROFILE (To be filled in by the IQAC Coordinator)</b>			
1	Name of the Department, Website, email and Ph. No.	Ramananda College, http://www.ramanandacollege.org/ principal@ramanandacollege.org Mobile No. - +916297976619	
2	Name of the HOD, email & Mob. No.	Dr. Swapna Ghorai, principal@ramanandacollege.org, principalramananda@gmail.com, +91 9434509415	
3	Name of the IQAC Coordinator, email & Mob. No.	Dr. Rajesh Mukherjee, iqacramananda@gmail.com, +91 9679673612	
4	Year of Establishment/ Year of Affiliation	1945. CU: 1945, BU: 1960, BKU: 2017 till date	
5	NAAC Grade with Cycle, Accredited Year (if not Accredited Status of Preparations)	"B++" – Cycle 3	
6	UGC Recognition (2F & 12 B)	Yes	
7	Department Working Hours (if shift system mention details of both shifts & give reasons for shift system)	10:00 am to 5:00 pm (Monday to Saturday)	
8	No. of Posts Sanctioned:		Teaching
	Teaching -		64 (Full-Time) + 47 (SACT)
	Non-Teaching-		17
	Supportive Staff -		
	Other if any -		
		Govt. approved:	47
		Management approved:	
		Govt. approved Contractual:	
		Management approved Contractual:	26
		Guest Working:	
9	Course wise & Year wise students strength particulars (Proforma enclosed & to be submitted along with AAR)	Annexure - 1	

Gone through

Dr. Saurabh Dutta  
Inspector of Colleges  
Bankura University  
24/03/2022



II - CURRICULAR ASPECTS				
	Item	Impression of Academic Advisor with Grade after Observation		Recommendation/Suggestion/Remark by Academic Advisor(s)
		Grade	Actual Status	
1	Implementation of Annual Department Plan	A	Good	ICT classes, Submission of dept. profile, mentoring, submission of equipment and book list
2	Departmental Annual Curricular Plans	A	Good	Syllabus distribution
3	Department Activity Register for the Academic Year 2020 to 2021	A	Good	Yes (Resolution book, Mentoring register etc.)
4	Departmental Activity Registers	A	Good	Yes (Internal assessment, seminar, workshop, resolution book etc.)
5	Add-on Courses completed during Academic Year 2020 to 2021	A	Good	1. Cutting Knitting 2. Modern Handicrafts 3. Yoga Training 4. Spoken English 5. Food Processing 6. Computer training course
6	Plan for introduction of new Add-on Courses in Academic Year 2020 to 2021	A	Good	Self Defense Course
7	Coverage of Syllabus (Average Percentage)	A	Good	80% to 90% from student feedback analysis  Web Link - <a href="http://www.ramanandacollege.org/feedback.php">http://www.ramanandacollege.org/feedback.php</a>
8	Teaching of Environmental Science and Ethics	A	Good	Yes (Environmental Studies as per syllabus, seminars)
9	Maintenance of Student Attendance Registers	A	Good	Yes
10	Feedback forms on Curriculum from students	A	Good	Yes  Web Link - <a href="http://www.ramanandacollege.org/feedback.php">http://www.ramanandacollege.org/feedback.php</a>

  
 24/03/2022  
 Dr. Saurabh Dutta  
 Inspector of Colleges  
 Bankura University

III – TEACHING LEARNING				
	Item	Impression of Academic Advisor with Grade after Observation		Recommendation/Suggestion/Remark by Academic Advisor(s)
		Grade	Actual Status	
1	Teaching Diaries & Plans in the Prescribed Formats	B	Satisfactory	Yes (Daily Diary, Staff Diary)
2	Co-Curricular Activities (Department Level)	B	Satisfactory	Yes (Freshers' welcome, cultural competitions)
3	Academic Competitions (Degree & Above Level)	B	Satisfactory	Yes (Students Seminars / Presentation / Exhibition)
4	Conduct of Internal Examinations-continuous assessment & Mid-Term Test	A	Good	Done (Home assignment, internal assessment, unit test)
5	Subject wise result analysis	A	Good	Yes (AQAR, Annual report of the college, academic council meeting resolution) Annual Report - <a href="http://www.ramanandacollege.org/annual_report.php">http://www.ramanandacollege.org/annual_report.php</a> AQAR- <a href="http://www.ramanandacollege.org/aqar.php">http://www.ramanandacollege.org/aqar.php</a>
6	Teacher wise result analysis	C	Poor	Results are analyzed but it is not done teacher-wise
7	Remedial Classes	B	Satisfactory	Yes (Departmental-wise register of remedial classes)
8	Record of Evaluation of Teachers by Students	A	Good	The IQAC conducts students' feedback yearly and the same is regularly uploaded on the college website. Web Link - <a href="http://www.ramanandacollege.org/feedback.php">http://www.ramanandacollege.org/feedback.php</a>
9	Last 2 years University Result analysis with current result of Academic Audit Year (2020 to 2021)	A	Good	Record is available in the college (AQAR, Annual report of the college, academic council meeting resolution) Annual Report - <a href="http://www.ramanandacollege.org/annual_report.php">http://www.ramanandacollege.org/annual_report.php</a> AQAR- <a href="http://www.ramanandacollege.org/aqar.php">http://www.ramanandacollege.org/aqar.php</a> Result - <a href="http://www.ramanandacollege.org/exam_results.php">http://www.ramanandacollege.org/exam_results.php</a>


#### IV - RESEARCH AND CONSULTANCY

  
Dr. Sanku B. Dutta  
Inspector of College  
Bankura University  
24/03/2022



	Item	Impression of Academic Advisor with Grade after Observation		Recommendation/Suggestion/Remark by Academic Advisor(s)
		Grade	Actual Status	
1	Is the Department a Recognized Research Centre	B	Satisfactory	Central Instrumental Facility, Teacher as Ph.D supervisors, Research committee, Research Projects, etc.
2	No. of Research Guides in the Department	A	Good	10
3	No. of Faculty registered for Ph. D. (attach details)	A	Good	1. Siddhartha Dutta 2. Arna Mukhopadhyay 3. Arpan Bhattacharya 4. Saroj Ballav 5. Soumen Mahanta 6. Sanju Dutta 7. Rajesh Guin 8. Susanta Nole 9. Prakash Kumar Santra 10. Sonam Jalan 11. Debobrato Sarkar 12. Ajit Debnath 13. Parnab Chatterjee
4	Number of Major/Minor/Other Research Projects (attach details)	A	Good	Major: 01 Minor: 01 Others:
5	Number of Research Papers Published in Academic year (Internationals/Nationals Journals) (attach details)	A	Good	National: 18 International: 17
6	Number of Papers Presented in Academic year 2020 to 2021 (International/National/State Level Conference) (attach details)	B	Satisfactory	International: 01 National: 01 State Level Conference: 01
7	Number of Books Published in Academic year 2020 to 2021 (Single Author/Co Author) (attach details)	A	Good	As a Single Author – 03 As a Co-Author – 14
8	Number of Seminars / Workshops / Training Program Conducted in Academic year (International / National / State) (attach details)	A	Good	14 (Workshops/Seminars/Webinars)
9	Record of Consultancy in Academic year 2020 to 2021 (attach details)	A	Good	Yes (As NAAC consultants, GB Member of other colleges, etc.)
10	Record of MOUs in Academic year 2020 to 2021 (attach details)	A	Good	1. Mallabhum Yoga Centre 2. Bankura University & University of Wollongong

<b>V - EXTENSION ACTIVITIES</b>				
	Item	Impression of Academic Advisor with Grade after Observation		Recommendation/Suggestion/Remark by Academic Advisor(s)
		Grade	Actual Status	
1	Record of Subject/Department Related Extension Activities (attach details)			Nil (Due to Lockdown it was not possible to conduct any extension activity during this period)
2	Name of the NSS PO & Mobile No.			1. PROF. DEBOBRATO SARKAR (JC) – 7501497541 2. PROF. AJIT TUDU (JC) - 9932356188
3	NSS Attendance register	A	Good	Yes
4	NSS Activity register	A	Good	Yes
5	Name of the NCC ANO & Mobile No.			1. DR. DEEPAK KUMAR SINGH - 8013123467
6	NCC Attendance register	A	Good	Yes
7	NCC Activity register	A	Good	Yes
8	Name of the Eco- & Innovation Club Coordinator & Mobile No.			1. DR. SHYAMAL KANTI MALLICK (JC) – 9474446045 2. PROF. ANINDITA BAR (JC) – 9474408485
9	Eco- & Innovation Club Activities	A	Good	Yes (Plantation, Green Audit)
10	Technology Development and Transfer Cell Activities	C	Poor	
11	Any Other Club			Electoral Club 1. PROF. ARPAN BHATTACHARYA (JC) – 9635728931 2. DR. AMIT DEY (JC) – 8972203877
		B	Satisfactory	

  
**Dr. Saurabh Dutta**  
 Inspector of Colleges  
 Bankura University  
 21/03/2022



VI - LEARNING RESOURCES						
	Item	Impression of Academic Advisor with Grade after Observation		Recommendation/Suggestion/Remark by Academic Advisor(s)		
		Grade	Actual Status			
1	Name of the Librarian & Mobile No.			1. MR. PARNAB CHATTERJEE – 9126583602 2. MS. SRABANI KARAK – 9563580389		
2	Access timings of the Library	A	Good	Library Timings	Day	Time
				Lending Section	Monday - Friday	11AM – 3.30 PM
				Circulation	Saturday	11 AM – 01.30 PM
				Reading Hours	Monday - Friday	11 AM- 4.30 PM
					Saturday	10.30AM – 01.30PM
				Library Office	Monday - Friday	10.30 AM – 4.30 PM
					Saturday	10.30 AM – 01.30 PM
				Library clearance	Monday - Friday	11AM – 3.00 PM
Saturday	11 AM – 1.30 PM					
3	Circulation of Books among Students	A	Good	Yes		
4	Circulation of Books among Faculties	A	Good	Yes		
5	Availability of Previous years Question papers	A	Good	Yes		
6	Availability of model answers of previous examinations	C	Poor	No		
7	Record of Visitors to Library	A	Good	Yes		
8	Status of Library Automation	A	Good	Fully		
9	e-Resources	A	Good	Present on the College Website		
10	Number of E-Journals	C	Poor	Nil		
11	Number of Print Journals	B	Satisfactory	02 (Current Science, IASLIC Bulletin)		
12	Access to NPTEL courses	B	Satisfactory	Acknowledge as a local chapter		

Dr. Sanku Chatterjee  
 Head of College  
 Bankura University  
 24/03/2022

13	Access to Spoken Tutorials	C	Poor	Spoken English Course is running only for the 1 <sup>st</sup> semester honours students
14	Access to e-learning tutorials	B	Satisfactory	USING SWAYAM PRAVA - <a href="https://www.swayamprabha.gov.in/index.php/program/archive/1">https://www.swayamprabha.gov.in/index.php/program/archive/1</a>

#### VII - STUDENT SUPPORT ACTIVITIES

	Item	Impression of Academic Advisor with Grade after Observation		Recommendation/Suggestion/Remark by Academic Advisor(s)
		Grade	Actual Status	
1	Name of Dean/Faculty In-charge & Mobile No.			DR. DEEPAK KUMAR SINGH - 8013123467
2	Activities and Support for Sports (attach details)	A	Good	Support for Sports (Gymnasium equipment)
3	Records of events conducted and significant achievements in Sports & Games (attach details)	B	Satisfactory	Panchu Duley got the chance to play in state football team
4	Record of cultural programs conducted	A	Good	07 Nos - Dance Competition, Drama Competition, Debate Competition, Essay Competition, Quiz Competition, Singing Competition & Recitation Competition
5	Record of any other extra-curricular activities conducted			No (Due to Lockdown it was not possible to conduct any extra-curricular activity during this period)
6	Record of Students trained in different verticals Specialized Trainings	B	Satisfactory	Computer Skills, Communicative English
7	Record of Students placed in campus placement	C	Poor	Nil
8	Name of Career Guidance Coordinator and Mobile No.			Prof. Arpan Bhattacharjee
9	Record of activities Career Guidance and placement cell	B	Satisfactory	
10	IQAC activities & maintenance of records, (Action Plan/Minutes of Meeting/submission of AQAR to NAAC etc.)	A	Good	IQAC Action Plan - <a href="http://www.ramanandacollege.org/atr.php">http://www.ramanandacollege.org/atr.php</a> (College website link) IQAC Minutes of Meetings - <a href="http://www.ramanandacollege.org/iqac_regulations.php">http://www.ramanandacollege.org/iqac_regulations.php</a> (College website link)
11	Record of Alumni Association Activities	A	Good	Website link - <a href="http://www.ramanandacollege.org/alumni_students.php">http://www.ramanandacollege.org/alumni_students.php</a>
12	Record of Grievance Redressal Cell/Anti Ragging Cell	A	Good	Website link - <a href="http://www.ramanandacollege.org/grievance.php">http://www.ramanandacollege.org/grievance.php</a>



13	Awards and Prizes earned by students (attach details)	C	Poor	Website link - <a href="http://www.ramanandacollege.org/sports.php">http://www.ramanandacollege.org/sports.php</a> (Up to 2019 - 2020)
14	Mentoring/Counseling System	A	Good	The departments of the college preserve the records of mentoring

#### VIII - BASIC AMENITIES

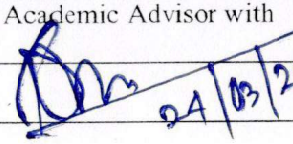
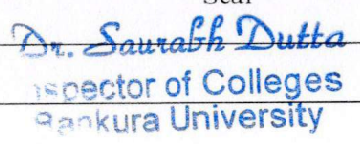
	Item	Impression of Academic Advisor with Grade after Observation		Recommendation/Suggestion/Remark by Academic Advisor(s)
		Grade	Actual Status	
1	Maintenance of drinking water	A	Good	Yes
2	Maintenance of Sanitation	A	Good	Through Municipality and external agencies
3	Greenery & Cleanliness	A	Good	Garden, Medicinal Plants, Regular cleaning programme
4	Health Care Facility	A	Good	Sick room in the college campus and West Bengal Health Scheme for staff, Campus health camp for students
5	Canteen	A	Good	Cheap Canteen
1	Staff Meetings Register	A	Good	Yes
2	Functioning of Committees in Administration (Minutes of Meetings)	A	Good	Yes
3	Awards/Achievements of faculty (attach details)	B	Satisfactory	Prof. Sanjoy Sarkar for contribution to Azadi Ka Digital Mahotsav

#### Recommendation/Suggestions by Academic Advisors

<b>Suggestions for Improvement/Progress of the Department</b>	<p>The college is found to be a very good college with having a long tradition of providing an ideal ambience for the perfect teaching-learning system. Under an able leadership and by having tremendous level of teamwork, it has gained a strong reputation in the education sector with a number of innovative activities in practice. Through the physical inspection dated 21/03/2022 and by virtue of going through the institutional website and the documents that have been submitted, a few striking points are pointed out below for further improvement/progress of the college:</p> <ol style="list-style-type: none"> <li>01. To ensure that the institutional website always provides up-to-date data</li> <li>02. To motivate more and more students to participate in competitive events to represent the college</li> <li>03. To encourage teachers to participate in more and more academic events/competitions</li> <li>04. To take more special care for career guidance and placement to students</li> <li>05. To play vital role in encouraging and guiding students for entrepreneurship</li> <li>06. To take effective measure for placement activity for passing out students</li> <li>07. To arrange for domain-specific or interdisciplinary e-journals in regular basis, if possible</li> </ol>
---	---

*Dr. Saurabh Dutta*  
 21/03/2022  
 Inspector of Colleges  
 Bankura University



		08. To arrange for more spoken tutorials for students, especially who are weak in communication 09. To prepare model answers for previous years' question papers and make it available in the library 10. To establish a few more clubs to enhance co-curricular and extra-curricular activities 11. To find a mechanism to conduct teacher wise result analysis and to implement effectively 12. To conduct more and more remedial classes for weaker section of students as per their requirement	
		Signatures of Academic Advisor with designation	Seal
Agrees with all above observations and also with the suggestions by the Academic Advisors. I will try to comply with the suggestions by the Academic Advisors for the improvement of Academic Quality along with infrastructure of my department.	1	 24/03/2022	
	2		
	3		

Signature of the HOD with date

**Declaration by Principal / T.I.C**

On behalf of the College Governing Body and as Institutional Head, I will recommend of the records of observations by the Academic Advisors to IQAC and also to Governing Body of Institution for further necessary action regarding Academic and Administrative development of the department.

Date:



  
Signature of Principal/T.I.C

**Principal**  
**Ramananda College,**  
**Bishnupur, Bankura**