

DHRUBA CHAND HALDER COLLEGE

Dakshin Barasat
South 24 Paraganas
Pin - 743372, West Bengal
(Affiliated to University of Calcutta)



www.dchcollege.org

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2023-24



DHRUBA CHAND HALDER COLLEGE

VISION

At Dakshin Barasat in South 24 Parganas, Dhruba Chand Halder College unfolds a vision of its own, giving priority to the needs, aspirations and spirit of the local inhabitants. Though "education" is our main "mantra", we do not encourage mere book-learning and writing examination papers. Our dream is to deliver value-based education, which, in the long run, makes "real men and women" (a concept initiated by Swamiji), and not just money making individuals. For this, the college fosters acts of kindness, service and sacrifice in the students. We envisage a kind of education that would help young learners realize their inner strength and potentialities and know their own selves inside out - "Bear no hatred, sow the seeds of love and friendship," is the message we send out to our students, so that we can contribute, though in a small way, to the formation of a better society.

MISSION

The Key-word in our mission-statement is "march ahead", i.e. progress in all fields, like agriculture and industry. This is possible only through education, which also, can dispel all kinds of inner darkness, ushering in bright light. One common prayer here, to quote Milton is "What in me is dark - illumine". The illuminated soul inspires the physical body to strive untiringly for perfection, in all endeavours. "Enlightenment" and Empowerment" - the two ideals followed here, aim at making our students knowledgeable as well as suitable for jobs in the larger world. Thus, the vision of a "Complete man" is incorporated in our mission statement, giving a distance place to our institution.

ABOUT THE INTITUTE

Dhruba Chand Halder College, about five-minute walk from Dakshin Barasat railway station, on the Sealdah-Lakshmikantapur- Namkhana section, a co-educational institution, affiliated to the University of Calcutta, was established on 23rd August, 1965, by a group of dedicated social workers of the locality, for imparting education to students belonging primarily to the socially and economically backward classes of the Sunderban belt. The college is included under the section 2(f) and 12(b) of UGC act 1956. The college offers 19 undergraduate programs including 16 honours programs. It at present caters to more than 8500 students.

GENERAL INFORMATION

NAME AND ADDRESS OF THE COLLEGE	DHRUBA CHAND HALDER COLLEGE
Name of Principal of the college along with Tel. No. and e-mail ID	Dr. Satyabrata Sahoo Tel. No. : 03218-222-550 Email ID: dchcollege@yahoo.com

SUBJECTS COMBINATIONS OF HONOURS AND GENERAL COURSES OFFERED

HUMANITIES	COMMERCE	SCIENCE
<u>HONOURS/MAJOR/MINOR</u> Bengali, English, Sanskrit, History, Philosophy, Political Science, Education <u>GENERAL</u> Bengali, English, Sanskrit, History, Philosophy, Political Science, Education, Sociology, Physical Education, Geography, Psychology, Economics	<u>HONOURS/MAJOR/MINOR</u> Accounting and Finance <u>GENERAL</u> B.Com	<u>HONOURS/MAJOR/MINOR</u> Physics, Chemistry, Mathematics, Zoology, Botany, Microbiology, Geography, Economics <u>GENERAL</u> Physics, Chemistry, Mathematics, Zoology, Botany, Microbiology, Geography, Economics, Psychology, Computer Science
GENERAL COURSES		
B. A. General course B.Sc. (Pure science) General course B. Sc. (Bio science) General course B. Com. General course		

The **4-year B.A./B.Sc./B.Com. (Honours) Programme** shall be for a minimum duration of eight (8) consecutive semesters of six (6) months each, i.e., four years with or without research. The **3-year B.A./B.Sc./B.Com.(MDC) Programme** shall be for a minimum duration of six (6) consecutive semesters of six (6) months each, i.e., three years. The odd semester starts ordinarily in the month of July and the even semester in the month of January of every year, subject to change as per further government circulars.

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

The main objective of the audit is to review, assess, and evaluate the performance of the college. The review process is usually carried out by Principal, IQAC Coordinator, NAAC Coordinator and the external academicians. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on criteria specified by NAAC. The following are the criterions:

- Teaching-Learning and Evaluation
- Research, Innovations and Extensions
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management
- Institutional Values and Best Practices.

The process involves: Identifying the academicians to be placed in the AAA Committee and communicating with them for their consent- mailing the evaluation proforma to the academicians who consented- conducting of AAA on scheduled date.

REPORT OF THE AAA COMMITTEE

CATEGORY	DESCRIPTION	AVAILABLE
Approvals and Accreditation Documents	Affiliation by University (Calcutta University)	✓ Yes/No
	NAAC certificate	✓ Yes/No
	NIRF screenshot	✓ Yes/No
Governance	Governing body notification	✓ Yes/No
	Finance committee notification	✓ Yes/No
	Resolutions of Governing Body meeting	✓ Yes/No
	Resolutions of the Finance Committee meeting	✓ Yes/No
	Student/Teacher/Non-teaching staff feedback system	✓ Yes/No
	Examination section	✓ Yes/No
	IQAC and its resolutions	✓ Yes/No
	Anti-Ragging committee	✓ Yes/No
	Gender Sensitization committee	✓ Yes/No
	College Internal Complaint Committee	✓ Yes/No
	Grievance Redressal committee	✓ Yes/No
	SC/ST/OBC cell	✓ Yes/No
	Office Automation (ERP Software)	✓ Yes/No
	Teachers appraisal process	✓ Yes/No
	Budget Sanctioned and audit report	✓ Yes/No
	Student scholarship details	✓ Yes/No
	Institution website	✓ Yes/No
	Biometric Attendance system	Yes/No
	Notice Boards	✓ Yes/No
Other Facilities	CCTV surveillance	✓ Yes/No
	Projectors in Class Rooms	✓ Yes/No
	Fire Extinguisher	✓ Yes/No
	Medical Facility	✓ Yes/No
	Canteen Facility	✓ Yes/No
	Sports Facility	✓ Yes/No
	Computer Laboratory	✓ Yes/No
	Hostel	✓ Yes/No
	Vehicle Parking	✓ Yes/No
	Xerox Facility	✓ Yes/No
	Backup Electric Supply	✓ Yes/No
	Bank/ATM	Yes/No
	Sanitary Napkin Vending Machine	✓ Yes/No
	Sewage Disposal system	✓ Yes/No
	Drinking water Facility	✓ Yes/No
	Solid waste Management	✓ Yes/No
	e-waste Management	✓ Yes/No
	Rain water harvesting	Yes/No
	Green Campus Initiatives	✓ Yes/No

ASSESSMENT BASED ON INSTITUTIONAL INFORMATION

Criteria	Key Indicators	Max Marks	Marks awarded
1. Curricular Aspects	1.1 Curricular Planning, Implementation and Enrichment Feedback system	20	18
	1.2 Academic Flexibility	30	20
	1.3 Curriculum Enrichment	30	24
	1.4 Feedback system	20	18
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	40	38
	2.2 Student Teacher Ratio	40	20
	2.3 Teaching-learning Process	40	36
	2.4 Teacher Profile and Quality	40	35
	2.5 Evaluation Process and Reforms	40	37
	2.6 Student Performance and Learning	90	83
	2.7 Student Satisfaction Survey	60	53
3. Research Innovations and Extension	3.1 Resource Mobilization for Research	10	9
	3.2 Research Publication and Awards	20	15
	3.3 Extension Activities	40	35
	3.4 Collaboration	20	15
	3.5 Innovation Ecosystem	10	8
4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	26
	4.2 library as a learning Resource	20	17
	4.3 IT Infrastructure	30	27
	4.4 Maintenance of Campus Infrastructure	20	16
5. Student Support and Progression	5.1 Student Support	60	56
	5.2 Student Progression	30	24
	5.3 Student Participation and Activities	50	46
	5.4 Alumni Engagement	10	7
6. Governance, leadership and Management	6.1 Institutional Vision and Leadership	10	8
	6.2 Strategy Development and Deployment	10	7
	6.3 Faculty Empowerment Strategies	35	25
	6.4 Financial Management Mobilization And Resource	15	15
	6.5 Internal Quality Assurance System	30	25
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	44
	7.2 Best Practices	30	27
	7.3 Institutional Distinctiveness	20	18

ACADEMIC AND ADMINISTRATIVE AUDIT FOR THE ACADEMIC YEAR **2023-24**

We, the members of the Academic and Administrative Audit team have conducted the Academic and Administrative Audit for the academic year 2023-24 of Dhruba Chand Halder College, Dakshin Barasat, West Bengal on _____.

The Marks obtained are = 850 out of 1000.

Observations of Auditors:

SWOC Analysis and Recommendations

1. **Name of the Stream: Science**
2. **List of departments offered Honours and General courses:** Physics, Chemistry, Mathematics, Botany, Zoology, Microbiology, Geography
3. **List of departments offered only General courses:** Computer Science

Major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the departments

A. STRENGTHS:

- A highly motivated team of well qualified and subject specialized faculty
- Well-equipped, spacious, smart classrooms and laboratories.
- Well maintained and periodically updated library
- Availability of computer lab in the Physics, Chemistry, Mathematics, Geography and Computer Science departments
- Classes oriented to help students to enhance subject-knowledge.
- Nourishing the environmental knowledge through Apiculture, Medicinal Plants, Fisheries, Botanical Garden.

B. WEAKNESSES:

- Lack of interest in pursuing higher studies due to their socio-economic condition
- Availing funded projects from UGC, DST etc.
- Research at Inter/Multi-Disciplinary level

C. OPPORTUNITIES:

- Organization of technical events like Conferences, Seminars, workshops
- Explore the presence of industrial areas in research and placements of students
- Participation of experts from industry and market in teaching and learning process
- Online access to information and development of e-content on various courses

D. CHALLENGES:

- Placement of students in their respective disciplines
- Bridging the heterogeneous academic background of the students
- Providing equally good education to the students coming from different academic and social backgrounds.

4. **RECOMMENDATIONS:**

- Procure funds for minor and major research projects through agencies like UGC, DST, DRDO etc.,
- Conduct of yearly knowledge based conference
- Certificate programmes like Value Added Courses to enhance the skill development of students
- Starting Department wise e- Journal
- MOU with industries and relevant agencies for hands on training and research
- Minor consultancy projects with financial assistance from industry

SWOC Analysis and Recommendations

1. **Name of the Stream: Commerce**
2. **Courses offered:** Honours and General Undergraduate course

Major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department

A. STRENGTHS:

- A highly motivated team of well qualified and subject specialized faculty
- Well-equipped, spacious, smart classrooms.
- Well maintained and periodically updated library
- Classes oriented to help students to enhance subject-knowledge.

B. WEAKNESSES:

- Lack of interest in pursuing higher studies due to their socio-economic condition
- Availing Funded projects from UGC etc.
- Research at Inter/Multi-Disciplinary level

C. OPPORTUNITIES:

- Organization of knowledge based events like conferences, Seminars, workshops
- Explore the presence of industrial areas in research and placements of students
- Participation of experts from industry and market in teaching and learning process
- Online access to information and development of e-content on various courses
- Commerce lab with high end systems with software such as SAP, SPSS, Tally

D. CHALLENGES:

- It is difficult to get interested candidates for pursuing higher studies
- Interest of students in research activities
- Placement of students in their respective disciplines
- Bridging the heterogeneous academic background of the students
- Providing equally good education to the students coming from different academic and social backgrounds.

E. RECOMMENDATIONS:

- Procure funds for minor and major research projects through agencies like UGC etc.,
- Conduct of yearly conference
- Certificate programmes on industry related Value Added Courses to enhance the skill development of students
- Starting Department wise e- Journal
- MOU with industries and relevant agencies for hands on training and research
- Minor consultancy projects with financial assistance from industry

SWOC Analysis and Recommendations

1. **Name of the Stream: Language and Humanities**
2. List of departments offered Honours courses: Bengali, English, Sanskrit, History, Political Science, Philosophy, Education, Economics
3. List of departments offered only general course: Physical Education, Psychology, Sociology

Major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department

A. STRENGTHS:

- A highly motivated team of well qualified and subject specialized faculty
- Well-equipped, spacious, smart classrooms
- Well maintained and periodically updated library
- Availability of computer learning facility in the computer laboratory of the college.
- Classes oriented to help students to enhance subject-knowledge.
- Training in Communicative English in college language lab

B. WEAKNESSES:

- Lack of interest in pursuing higher studies due to their socio-economic condition
- Availing Funded projects from UGC etc.
- Research at Inter/Multi-Disciplinary level

C. OPPORTUNITIES:

- Organization of knowledge based events like Conferences, Seminars, workshops
- Participation of subject experts from related discipline in teaching and learning process

- Online access to information and development of e-content on various courses

D. CHALLENGES:

- Interest of students in Research activities
- Placement of students in their respective disciplines
- Bridging the heterogeneous academic background of the students
- Providing equally good education to the students coming from different academic and social backgrounds.

E. RECOMMENDATIONS:

- Procure funds for minor and major research projects through agencies like UGC etc.
- Conduct of conference, workshop every year.
- Certificate programmes like Value Added Courses to enhance the overall development of students
- Starting discipline wise Journal.

Signature of Auditors:

NAME OF FACULTY MEMBER	DESIGNATION	SIGNATURE AND SEAL