

Date: 22/07/2024

AUDIT REPORT ON ACADEMIC & ADMINISTRATIVE AUDIT

CERTIFICATE

This is to certify that the Academic & Administrative Audit Report followed at MUC Women's College, Burdwan, Purba Bardhaman (AISHE Code: C-44657) is based on the original data collected during the academic sessions 2018-'19 to 2022-'23. This has been assessed and is applicable to provide Quality education, Training and Mental health to the students for their smart future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell of the College team members of MUC Women's College, Burdwan and submitted to us. The contents of the baseline data containing data mentioned in the Departmental Profile have been personally verified by the Expert Team constituted by the University of Burdwan, Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Data & Photographs used in the report are taken by the respective departments & IQAC team members during preparing their Reports of the concerned year from 2018-'19 to 2022-'23.


22/07/24

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MUC WOMEN'S COLLEGE
Burdwan, Purba Bardhaman
ESTD. 1955

CONSOLIDATED
ACADEMIC AUDIT REPORT
[ACADEMIC YEAR: 2018-'19 to 2022-'23]


Prepared by
The Audit Committee
The University of Burdwan
Burdwan

Schedule for Academic Audit

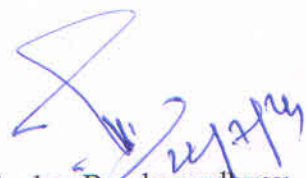
July 22, 2024 Time	Schedule	Venue
11:00 AM	Introductory Meeting	Principal's Office
11:30 AM	Meeting with IQAC	Principal's Office
12:00 NOON – 01:30 PM Presentation by Coordinator IQAC Visit to Academic & Administrative Buildings		
02:15 PM	Lunch	
02:45 PM – 05.00 PM Presentation by Different Departments		
02:45 PM	IQAC	
03.15 – 05.00 PM	Presentation by different departments	
05:00 PM	Exit Meeting	


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1. Introduction

Maharajadhiraj Uday Chand Women's College situated on the eastern part of the palace of the Burdwan Raj and western part of the Burdwan Town started in 1955 initially for disseminating higher education for the women in the local area with a motto of "gospel of education for women". Primarily, it introduced five humanities subjects, namely Sanskrit, Bengali, English, History and Philosophy; science courses were started in 1957; and honours was awarded in 1968 in five subjects like Sanskrit, Bengali, English, History and Philosophy. It was the first women's college in Burdwan district under the University of Burdwan, Burdwan. Since inception it is affiliated to the University of Burdwan. Now, the College is maintaining its academic and administrative excellence and has been continuously upgrading the curricula and infrastructure in order to improve the quality of women education. Through its distinctiveness as an academic institution over a long period of time, the authorities of the College believes in continuous improvement. The establishment of MUC Women's College, Burdwan, Purba Bardhaman stands as a testament to the commitment to educational accessibility, addressing the needs of the girl students and fostering a conducive environment for higher learning. Now, College offers 16 UG Hons. courses, 4 General one PG Course in English. Presently, there are 3 Girls' Hostels accommodating more than 300 students.

The College was first accredited by NAAC in 2004 with B+ Grade, during Second cycle it scored B+ in 2012 with CGPA of 2.72 followed by Third cycle on 2018 with 2.64 and Graded as B+.

MUC Women's College with more than 70 years of dedicated service in the field of women education is successfully rewarded, therefore, the authorities in line with one of its mission of improvement by raising the realm of good to great to greater, through continuous quality assessment. College believes in continuous improvement through continuous quality assessment. This is the first academic audit report prepared by IQAC for the period of 2018-'19 to 2022-'23.

Audit Committee

The University of Burdwan has constituted a three members committee to conduct an Academic & Administrative Audit of the MUC Women's College, Burdwan. The members of the Audit Committee are as follows:

- ❖ Dr Tanmoy Dasgupta, Professor & Head, Deptt. of Business Administration, The University of Burdwan, Burdwan
- ❖ Dr Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan
- ❖ Dr Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, Shyamsundar, Purba Bardhaman

2. Objective & Scope of the Audit

Members along with the Teacher-in-Charge, Dr Mallika Chakraborty in presence of IQAC Coordinator and members at a preliminary meeting, held on 22-07-2024 at 11.30 am outlines the broad objectives of the academic audit as an assessment of the College. Accordingly, the audit team members decided to look into the prevailing situation at the College along the following aspects in course of the audit.

Scope

- Methodology of teaching and learning adopted for the different courses run by the College
- Functioning of the Laboratories and Computer Facilities and Language Lab.
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Central Library and Sport facility, Gymnasium, etc.
- Outreach Programmes by NCC/NSS as well as regular students.
- Opportunities and Scope of improvements in the major functional areas

The team is empowered and expected to express their views and give suggestions for the improvement of the systems being followed by the College.

3. Methodology

At the meeting with the Teacher-in-Charge, the Coordinator-IQAC, and other faculty members, officials, a discussion was made with the Teacher-in-Charge which gave a general and broad profile of the facilities and activities of the College. The new facilities added are also noted by the audit team.

The Audit team visited the various departments and facilities, and had brief interactions with the faculty of each department, and the support staff. Visits to the laboratories, Computer facilities, administrative office, Library and some of the other facilities of the College are accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information.

Based on the departmental profile, information/data from the available documents and the interactions with the Head/Coordinator relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

4. Institutional Distinctiveness

- ✚ The College since inception is affiliated to the University of Burdwan in 1955.
- ✚ The College has one students' counselling cell mentored by one of the faculty members of department of Chemistry.
- ✚ College conducts meeting of Internal Grievance Redressal Cell, Anti-Ragging Cell, Sexual Harassment Cell, ICC etc., considering its need.
- ✚ College provides free Wi-Fi facility with a bandwidth of 100 Mbps.
- ✚ Library has 47,631 books on volumes maintaining catalogue with INFLIBNET/COHA/OPAC services for Library Management; number of e-journals under subscription is 32 with a renewal amount of Rs 33,700/- per year approx.
- ✚ Four minor projects are run by the departments like Chemistry, History, Zoology, Economics; and Botany department is running an Industrial Project sponsored by BIRAC, Manipur during the year of assessment.
- ✚ College has introduced ten numbers of Add-on courses for creation/generation of job opportunities and become employable.
- ✚ Overall pass percentage is satisfactory.
- ✚ Most of the teachers are well-experienced are awarded with Ph.D.
- ✚ Orientation programmes for the new entrants should be organized.

- ✚ The support staffs are very happy with the College Administration.
- ✚ The IQAC conducts its tasks efficiently.
- ✚ There are total 59 Classrooms, 27 laboratories, 6 Computer Labs, 1 Language Lab.
- ✚ Total no. of permanent teachers is 65 against 71 sanctioned posts, non-teaching 24 against sanctioned posts 36 and 32 SACT members and 34 Casual staff members.
- ✚ College follows tutorial/remedial class for the weaker students.
- ✚ College provides an amount for conducting departmental seminar.

5. College Campus & Facilities: College has the following campuses -

i. Main Campus

- a) 10 Buildings
 - b) 2 Science buildings
 - c) Library Building
 - d) Sports Complex: Physical Education & Yoga
 - e) Students' activity Building: Common room for girls, NSS Room
 - f) Administrative Building: College Office, Principal's Chamber, Teachers' Council & Auditorium, Mathematics & Canteen Cafeteria
 - g) 3 Girls' Hostel including one SC & ST Hostel
 - h) Car Parking and Cycle Stand
 - i) Ramp at Ground Floor
 - j) Green Generators
 - k) Green area including Pond, Sacred Grove, Butterfly Garden
- ii) Inside the main campus, College has six plantation areas
- iii. The College comprises the total campus area of 23,471.8 sq. m. with a built up area of 8,810 sq. m. maintaining a green area of 14,661.8 sq.m. in and around the campus.

Vision & Mission statements be prepared freshly

6. Goals of the College

- i. Provide an inclusive educational environment for girl students; enhance the strength and capabilities of the women students coming from diverse socio-economic backgrounds. In pursuit of an inclusive developmental mode, the College teaches its students to appreciate, respect and promote the perspectives, rights and dignities of each individual.
- ii. Encourage students to realize their own potential.
- iii. Prepare students to become analytical and responsible citizens; and aware about women empowerment.
- iv. Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence through field work, field visit, internship, etc.

7. Awards and Accolades

While reputation has grown over the years, formal recognition first came in 2004 from the National Assessment and Accreditation Council (NAAC) as a "B+" grade College followed by B+ in 2012, in Third Cycle scored CGPA 2.64 with B+ Grade; now preparing for the Cycle IV of NAAC accreditation.

8. Management

The College has two decision making bodies:

- Governing Body
- Internal Quality Assurance Cell

The various aspects of the Academic affairs and administration of the College are organized and looked after by the different committees constituted by the Members of the Management and Faculty. In some of these committees, representatives of the students and alumni are also present.

9. Observations

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on July 22, 2024 are recorded as follows:

10. Courses as on session 2022-23

Table 1: Departments in the College Stream	Programme	Total
Arts		11
B. A. Bengali [Hons.+Gen.]		
B. A. English[Hons.+Gen.]		
B. A. Sanskrit[Hons.+Gen.]		
B. A. Economics[Hons.+Gen.]		
B. A. Education [Gen.]		
B. A. Geography[Hons.+Gen.]		
B. A. History[Hons.+Gen.]		
B. A. Philosophy[Hons.+Gen.]		
B. A. Political Science[Hons.+Gen.]		
B. A. Mass Communication & Journalism [Gen.]		
B. A. Physical Education & Sports [Gen.]		
Science		08
B. Sc. Botany[Hons.+Gen.]		
B. Sc. Chemistry[Hons.+Gen.]		
B. Sc. Microbiology [Hons.]		
B. Sc. Mathematics[Hons.]		
B. Sc. Nutrition [Hons.+Gen.]		
B. Sc. Physics[Hons.+Gen.]		
B. Sc. Zoology[Hons.+Gen.]		
B. Sc. in Computer Science [Hons.+Gen.]		
PG Course		01
M. A. English		
TOTAL		20

11. Assessment of courses

Language groups

1. M.A. &B.A.

- ❖ Vision and Mission of the departments be well articulated highlighting the objectives, goals and opportunities of the courses
- ❖ Good number of faculty members are members of BoS of the home as well as other state university.
- ❖ Pass percentage of students is good.
- ❖ Student progression should be taken care off.
- ❖ Some of the students in English have been awarded SET, NET, pursuing Ph.D., M. Phil
- ❖ Most teachers are well experienced and with Ph.D. degrees.
- ❖ 3 Faculty members of English are recognised as Research Supervisor.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Career counselling is required.
- ❖ Departments must prepared a well-designed future plans for the overall development of the subjects.
- ❖ Placement process be initiated by the departments as well as College authority.

Humanities and Social Sciences

2. B.A.

- ❖ Vision and Mission of the departments be revised mentioning the uniqueness, strength and opportunities of the departments.
- ❖ Student progression from UG to PG is satisfactory in Economics, Geography, Political Science, etc.
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure.
- ❖ Faculty members should be encouraged for more number of publications in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ Teachers should apply for getting fund from sponsoring agency to undertake their research.
- ❖ Senior faculty members will take initiative to incorporate the relevant new topics in the syllabi for the subject enrichment, skill orientation and more job opportunities and development of entrepreneurship amongst the students.
- ❖ Departments must prepare a well- articulated future plan.
- ❖ Departments must take care for placement of the students.

Science subjects

3. B.Sc.

- ❖ A good number of teachers are having PhD and posses of experiences
- ❖ A good percentage of faculty members are the members of BoS of the home University and taking active role in designing curriculum.

- ❖ Some academicians be invited for innovation in teaching-learning process/enrichment programmes for the benefit of the students.
- ❖ Initiative should be taken for more major/minor research projects;
- ❖ Publication of research papers in reputed/UGC enlisted journals are satisfactory.
- ❖ Students of some departments are engaged in in-house projects/internship/field survey for experimental learning.
- ❖ Students' placement is good in Geography, Nutrition, Physics, Zoology, etc.
- ❖ Teachers will be requested to maintain more liaisons with the students to keep their records of achievements/job etc.
- ❖ Number of equipment/instruments (more than one lakh) be maintained under AMC; Logbook for each equipment be maintained and students must be equipped with the knowledge/knowhow to handle the instruments.
- ❖ Departments of Zoology, Botany may take initiative for preservation of specimens collected during field visits/excursion.
- ❖ Students be encouraged for preparation of competitive examinations.
- ❖ Research activities be strengthened amongst the faculty members.
- ❖ Department should choose more skill-oriented courses, field-oriented studies for the students; new sustainable and effective proposals in skill enhancement papers be introduced.

12. Strengths & Opportunities for Improvements

Strengths

The audit committee is satisfied with the inherent strengths of the College and these are mentioned below:

- ✓ Forward looking and visionary leadership of the College authority
- ✓ Willingness of leadership for all round continuous quality improvement
- ✓ Enforcement of discipline in a fair and just manner
- ✓ Apolitical ambience of the College
- ✓ College must complete the process of Alumni Registration.
- ✓ Good and competent teaching faculty using updated pedagogy with supportive IT facility.
- ✓ Quality teaching intends to fulfill the needs of the students.
- ✓ Committed and supportive non-teaching staff.
- ✓ Canteen is running inside the campus.
- ✓ Two units of NSS and 1 NCC are working effectively.
- ✓ College should complete the up to date financial audits.

Opportunities for Improvement

The college can easily raise the bar of its achievement if the following points are taken care of:

- ✓ Research initiation
- ✓ Publications
- ✓ Formation of Women Club
- ✓ Innovations in teaching-learning
- ✓ Development of e-content and participation in different learning platforms.
- ✓ Reforming the Library facility
- ✓ Utilization of water bodies for fruitful use and resource mobilization.

13. General Conclusion


- The College is maintaining a congenial ambience of better teaching-learning process.
- Discipline-centric progression of students is to be taken care off.
- Financial audit be regularise
- Overall academic and administrative development be considered for institutional academic excellence.
- Emphasis on job-oriented courses

14. Declaration

I agree with all the recommendations and observations mentioned in this report.


Date: 22/07/2024


Place: MUC Women's College
Burdwan, Purba Bardhaman

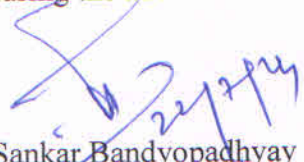

22.7.2024
Signed by
College Teacher-in-Charge
with Seal
Teacher-In-Charge
M.U.C. Women's College
Purba Bardhaman

15. Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended during the audit.


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