


SRIPAT SINGH COLLEGE

Session: 2022-23

Report of the Academic & Administrative Audit

	Academic Audit Committee	<p>Prof. Alok Kumar Ghosh, Associate professor, HOD & Chairman BOS, Department of History, University of Kalyani</p> <p>Dr. Mukut Chakraborty, Professor, Department of Chemistry West Bengal State University</p> <p>Dr. Sharmila Chakraborty, Associate Professor of Microbiology, Sammilani Mahavidyalaya, Kolkata.</p> <p>Dr. Indrani Basu, Coordinator, IQAC, Berhampore College, Berhampore, Murshidabad</p>
	Steering Committee for Academic Audit	<p>Dr. Kamal Krishna Sarkar, Principal, Sripat Singh College, College.</p> <p>Dr. Sagar Simlandy, Assistant Professor, Department of History & IQAC Coordinator, Sripat Singh College</p> <p>Dr. Prasenjit Nanda, Associate Professor, Department of Philosophy, Sripat Singh College & NAAC Coordinator.</p> <p>Dr. Amal Modak, Associate Professor, Department of Bengali, Sripat Singh College & Secretary of Teacher's Council.</p> <p>Dr. Himadri Guhatakrata, Assistant Professor, Department of Zoology, Sripat Singh College & Bursar.</p> <p>Dr. Asit Kumar Mandal, Associate Professor, Department of Physics & IQAC Member.</p> <p>Dr. Ranabir Nath, Associate Professor, Department of Bengali, Sripat Singh College, Jiaganj.</p>




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Academic Years for which Academic & Administrative Audit Conducted	2022-23
Submission of document from department and office for the Academic & Administrative Audit	<p>The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2022-2023. The report contains Institutional Data Profile of the Departments</p> <p>Profile of activities of different Associations and Committees</p> <p>Library</p> <p>Financial support from different funding agencies</p>
Date of Visit	June-21, 2024
Time Spent	<p>June-21, 2024</p> <p>11 am to 5.00 p.m.</p>
Proceedings of the Academic Audit	<p>The process of Academic Audit & Administrative Audit was systematically planned and scheduled with-</p> <ul style="list-style-type: none"> • Principal's Presentations • Departmental & Different Committees Presentations • Verification of documents • Associations & Interactions with faculty. Visits to Library, Laboratories, and other activity Centers. Interaction with office and non-teaching staff.



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PART: A PROFILE OF THE COLLEGE

1. Name and Address of the institution: Sripat Singh College, Jaganj, Murshidabad, West Bengal, 742123
2. Name of the Head of the Institution: Dr. Kamal Krishna Sarkar
3. Designation: Principal
4. Mobile No.: 9477447940
5. Email: sripatsinghcollege2009@gmail.com
6. Website: www.sripatsinghcollege.edu.in
7. Status of the institution: Affiliated to University of Kalyani
8. Type of the institution: Government Aided
 - a) By Shift: Day
 - b) By Gender: Co-education
9. Sources of funding: Grant-in-aid
10. Date of establishment of the college: 01.08.1949
11. Details of programmes offered by the college:

Sl. No.	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	BNGH	Three Years	Higher Secondary	Bengali & English and equivalent	121	82




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2	ENGH	Three Years	Higher Secondary	Bengali & English and equivalent	98	84
3	HISH	Three Years	Higher Secondary	Bengali & English and equivalent	98	85
4	PHIH	Three Years	Higher Secondary	Bengali & English and equivalent	87	48
5	PLSH	Three Years	Higher Secondary	Bengali & English and equivalent	73	67
6	ECOH	Three Years	Higher Secondary	Bengali & English and equivalent	14	6
7	SANSH	Three Years	Higher Secondary	Bengali & English and equivalent	106	64
8	MATH	Three Years	Higher Secondary	Bengali & English and equivalent	64	56
9	CHEMH	Three Years	Higher Secondary	Bengali & English and equivalent	49	39
10	PHYH	Three Years	Higher Secondary	Bengali & English and equivalent	49	34
11	BOTH	Three Years	Higher Secondary	Bengali & English and equivalent	47	30
12	MBBTH	Three Years	Higher Secondary	Bengali & English and equivalent	27	19
13	ENVSH	Three Years	Higher Secondary	Bengali & English and equivalent	35	6
14	GEOGH	Three Years	Higher Secondary	Bengali & English and equivalent	64	64



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15	ZOOH	Three Years	Higher Secondary	Bengali & English and equivalent	55	51
16	B.A. General	Three Years	Higher Secondary	Bengali & English and equivalent	2000	1927
17	B.Sc. General	Three Years	Higher Secondary	Bengali & English and equivalent	500	399
18	BENGGPG	Two Years	UG with Bengali Hons.	Bengali	150	149

12. Number of teaching and non-teaching staff in the Institution:

Position	Teaching faculty		Non-teaching faculty	
	MALE: 42	FEMALE: 10	MALE: 3	FEMALE: 3
Assistant/ Associate Professor				
SACT	MALE: 17	FEMALE: 17		

PART: B

Observations of Academic Audit Committee

After having the analysis of presentations, verification of documents and actual visit, the observations made by the committee are mentioned below:

1. Curricular Aspects

The college has defined its goals and objectives clearly and are communicated systematically to all its stakeholders.

The College follows Choice Based Credit System (CBCS).

The college has a wide range of programmes: UG Course: 17; PG Course: 1

College prepares academic calendar at the beginning of the academic year and uploads in the website.



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Classes are conducted as per the Timetable and Academic Plan uploaded in Learning Management System (LMS)

The College conducts course on Defense Mechanism Skill for the female students from own fund.

College organizes several seminars and awareness programme on crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum.

Add On Course, Certificate Course are offered by the college

Several Departments Geography, Environmental Studies, History and Education organize field surveys and project works.

2. Teaching-Learning and Evaluation:

Faculty members were observed to actively engage students in the learning process, demonstrating a commitment to fostering a positive and supportive educational atmosphere

The institution's teaching approach reflects a student-centric focus, ensuring that the diverse needs and learning styles of students are considered in the instructional design.

The use of technology in the teaching-learning process was noted, contributing to a modern and efficient educational experience. Faculty members leverage digital tools to enhance content delivery and student interaction.

A robust feedback mechanism for both faculty and students were observed, promoting a culture of continuous improvement. The college encourages open communication and values input from both stakeholders.

The institution has established effective remedial measures for students who may require additional support, ensuring that each student has the opportunity to succeed academically.

Online Admission of Students is done completely on the basis of merit.

Total Number of sanctioned seats during the year: 3637

Total Number of students enrolled: 3210

Number of actual students admitted from the reserved categories during the year: 1346

Total number of Full Time Teachers-86




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Percentage of full-time teachers against sanctioned posts: 82.5%

Student Full time Teacher Ratio: 5917:86

Number of Full Time Teachers with NET/SET/SLET/Ph. D. - 56

Number of Permanent Administrative Staff- 08

Number of SACT: 34

Orientation Programme was organized for B.A 1st Semester Honours & General students.

Programme Outcomes and Course Outcomes for all programmes are clearly stated and displayed on website.

Classroom teaching is supplemented with special lecture by Eminent Academicians, Group Discussion, Paper Presentation by Students, Field Projects, Departmental Quiz, Educational Tours, Industrial Visit.

Teachers regularly upload e-content and learning materials in college website to facilitate the teaching learning process.

Teaching-learning methods adopted by the college include Lecture Method, Chalk and Talk Method, Interactive Method, Assignment and Project-based Learning, ICT based Learning, Experiential Learning, Participative learning etc. to enhance learning experience.

The college employs a balanced assessment approach, combining examinations, projects, and continuous assessments, ensuring a comprehensive understanding of subjects.

Internal Assessment, Test Exam, MCQ Tests have been taken frequently for each semester to analyse the academic progress of the students.

Pass percentage of final year students:

College magazines named Sibani, Departmental e-magazine and wall magazines are published to nurture creativity, writing skills and presentation potentialities in students.

Students are regularly encouraged participate in various co-curricular and outreach programmes. Students who actively participate in cocurricular and extension activities are awarded on the foundation day of the institution i.e., 8th day of September.

3. Research, Innovation and Extension

Number of workshops/seminars/conferences: 15




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Number of research papers published in UGC CARE listed journals: 17

Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings: 28

Number of extension and outreach programs conducted by NSS & NCC: 8

Number of functional MoUs: 4

The college is actively involved in extension activities, reaching out to the community and beyond. Initiatives such as workshops, seminars, and community service projects showcase the institution's commitment to societal development.

4. Infrastructure and Learning Resources

The college possesses well-maintained and conducive physical infrastructure, providing a comfortable and safe environment for teaching and learning activities.

No. of class rooms: 56 (including ICT enabled classrooms)

No. of laboratories: 7

No. of ICT enabled classrooms: 04

No. of smart classrooms: Nil

No. of computers - for teaching & non-teaching staff: 13

No. of computers- for students: 48

Wi-Fi facility: Available

Partially Automated Library


Number of Library books: 33738

Separate study rooms for teachers and students equipped with computers are there

The library was found to be well-stocked with a diverse collection of academic

resources, including books, journals, and digital materials. The availability of electronic databases contributes to research opportunities.




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Departmental Library formed at Departmental Cubicles made for each Department

Institution frequently updates its IT facilities

No. of Laptop: Nil

No. of Desktop: 48

No. of Printer/ Scanner: 09

No. of Projector: 05

No. of Bar Code Scanner: 02

No. of Smart Board: Nil

Newly installed/upgrade Software: 0

Canteen with healthy foods, Arsenic free drinking water, Water purifiers, clean washrooms, common rooms for boys and girls, separate reading rooms in library with computers, facilities for sports and cultural programmes are available.

The college has invested in robust information technology infrastructure, providing students and faculty with access to digital resources, online learning platforms, and a reliable network.

The availability of sports and recreational facilities was noted, contributing to the holistic development of students. These facilities support physical well-being and extracurricular engagement.

The college effectively utilizes a Learning Management System (LMS) to enhance the delivery of educational content, facilitate communication, and streamline administrative processes.

Maintenance protocols for all infrastructure elements were observed, ensuring a clean and well-functioning campus. Adequate safety measures, including fire safety and emergency response plans, were in place.


5. Student Support and Progression

Number of students are benefitted by scholarships: 5003

The institution has taken quite satisfactory initiatives for capacity building and skill enhancement.

Meritorious students from all the Departments and student who procures highest marks in the University Examination rewarded year wise for their academic performance. Female student with highest marks also awarded. Students who showed excellence in cultural activities are also awarded. Students awarded for remarkable contribution in sports also.




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- Several career guidance sessions conducted by the college engaging external agencies.
- Financial help provided to needy and meritorious students from Teachers' Council Fund.

SMS service subscribed for delivering urgent information to the students of the college.

A robust counseling and guidance system was observed, providing students with the necessary support for personal and academic challenges.

The college has an institutional membership of Students' Health Home, Govt. of West Bengal. Student can avail medical facilities and specialized treatment with an annual subscription of Rs. 10/- (Rupees ten) only.

25% of outgoing students got placed and progressed to higher education.

The college promotes extracurricular engagement through clubs, societies, and events, fostering holistic development and a sense of community among students.

Adequate health and wellness services, including access to medical facilities and wellness programs, contribute to the overall well-being of students.

6. Governance, Leadership and Management

The college exhibits a well-defined governance structure, outlining roles, responsibilities, and decision-making processes. The structure supports effective communication and transparency in governance.

Leadership at various levels within the institution was observed to be effective, fostering a positive organizational culture and providing strategic direction aligned with the college's mission and goals.

The college has a clearly articulated strategic plan that guides decision-making and resource allocation. The strategic goals were found to be aligned with the institution's long-term vision.

Vision, Mission & Core Values of the Institution are stated clearly.

The Management and Principal provide excellent leadership to the institution.

Decentralized transparent administration

Financial management practices were observed to be sound, with clear budgetary allocations, financial reporting, and adherence to established financial protocols.

The institution prioritizes faculty and staff development through training programs, workshops, and opportunities for professional growth, contributing to a skilled and motivated workforce.



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- # Various Committees and Sub committees are there for monitoring activities
- # Staff credit cooperative society exists and functioning properly.
- # Records of all GB Meeting properly maintained.
- # Notice/Agenda/Resolution of different meeting are circulated in time.
- # Roaster register and Service book properly maintained.
- # Finance and Purchase Committee records are well maintained.
- # Academic and administrative functioning of the college is automated. Transparency is maintained.
- # Implementation of integrated Student Management System & computerisation of Accounts section using ERP.
- # Accounting and Regular Auditing by the professional auditors in place.
- # There are fair grievance redressal mechanisms at all levels.
- # The college is effective in resource mobilization, planning and development strategies.
- # IQAC activities systematically recorded and documented.

The college has implemented robust quality assurance mechanisms, including regular reviews, audits, and assessments, to maintain and enhance the quality of academic and administrative processes.

7. Institutional Values & Best Practices

- # Solar Panel is installed for providing electricity in the college premises.
- # The college regularly holds cultural competitions on music, dance, recitation, quiz and News Paper Reading Competition.
- # The college displays sensitivity hoardings as per changing educational, social and market needs.
- # As the college situates in child marriage prone area the college emphasis on the promotion of higher education of girls of the locality through several awareness programme.
- # The institution actively promotes inclusivity and diversity, creating an environment that celebrates and respects individuals from diverse backgrounds, cultures, and perspectives.




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Community engagement practices were noted, reflecting the institution's commitment to being a responsible and contributing member of the community. Initiatives such as outreach programs and partnerships contribute to societal development.

The college strives to promote value-based education.

Mushroom cultivation and seed bank is available.

The college follows innovative, healthy and student's friendly practices.

Sustainability initiatives were identified, showcasing the institution's awareness and commitment to environmental responsibility. These efforts contribute to a sustainable and

eco-friendly campus. Effective communication with stakeholders, including students, faculty, staff, and the community, was observed. The institution values transparent and timely communication an integral part of its best practices. Institution has adopted motto to save Indian tradition by promoting local industries.

Overall Observations:

Strength:

1. Efficient, effective and committed management
2. Qualified, skilled and sincere faculties
3. Quite satisfactory infrastructure. The infrastructure is well maintained.
4. Clean, eco-friendly and peaceful campus
5. Traditional and online methods of teaching are followed by the institution.

Weakness:

1. Weak placement activities
2. Research activities on low-key basis
3. Inadequate facilities for implementation of interdisciplinary courses.

Opportunities:

1. Availability of faculty and student exchange programme
2. Collaboration with several academic and non-government organization.
3. Encouragement for participation in extra-curricular activities
4. NSS Unit is active.

Challenges:

- Most of the students are First-generation learner
- College situates in the socially and economically backward area




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- Number of sanctioned posts for full time teacher is very low
- Encouraging students for competitive examinations and higher education
- To meet deficit of adequate teaching staff in different departments to run various programmes smoothly.
- Absence of industries in the locality for collaboration.
- Child marriage prone area.


Following are the recommendations of the Audit Team:

1. College needs to establish a language lab & Heritage Club. Research culture needs to improvement.
2. Increase number of Smart Classroom.
3. Activities of placement cell need to be geared up.
4. Coaching classes for competitive examinations can be arranged.
5. Certificate courses like food preservation, media studies, event management, Fast Aid & Local Culture can be introduced.
6. Students may be guided to take up the free online courses like SWAYAM, MOOC etc.
7. Student teacher ratio needs to be increased.

As per NEP 2020:

- a. College should aim to become multidisciplinary institution.
- b. Certificate and Diploma courses in the vocational stream may be introduced.
- c. College will have the option to run Open Distance Learning (ODL) and online programmes, provided they are accredited to do so.
- d. Institution will focus on innovation by setting up incubation centres, greater industry-academic linkages etc.
- e. High quality support centres and professional academic and career counselling will be made available to all students.




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Signature of the Academic and Administrative Audit team:

SL No.	Name with Designation	Signature with Date
1.	Prof. Alok Kumar Ghosh, Associate professor, HOD & Chairman BOS, Department of History, University of Kalyani	<i>A.K. Ghosh</i> 21/06/2024
2.	Dr. Mukut Chakraborty, Professor, Department of Chemistry West Bengal State University.	<i>M. Chakraborty</i> 21/6/24 Prof. Mukut Chakraborty Director IQAC West Bengal State University
3.	Dr. Sharmila Chakraborty, Associate Professor of Microbiology, Sammilani Mahavidyalaya, Kolkata.	<i>Sharmila Chakraborty</i> 21/6/24
4.	Dr. Indrani Basu, Coordinator, IQAC, Berhampore College, Berhampore, Murshidabad	<i>Indrani Basu</i> COORDINATOR IQAC
5.	Dr. Kamal Krishna Sarkar, Principal, Sripat Singh College, College.	<i>K.K. Sarkar</i> 21.6.24 BERHAMPORE COLLEGE, BERHAMPORE, MURSHIDABAD DR. KAMAL KRISHNA SARKAR Principal Sripat Singh College Jaganj, Murshidabad
6.	Dr. Sagar Simlandy, Assistant Professor, Department of History & IQAC Coordinator, Sripat Singh College	<i>Sagar Simlandy</i> Sripat Singh College Jaganj, Murshidabad
7.	Dr. Prasenjit Nanda, Associate Professor, Department of Philosophy, Sripat Singh College & NAAC Coordinator.	<i>Prasenjit Nanda</i>
8.	Dr. Amal Modak, Associate Professor, Department of Bengali, Sripat Singh College & Secretary of Teacher's Council.	
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10.	Dr. Himadri Guhatakrata, Assistant Professor, Department of Zoology, Sripat Singh College & Bursar.	<i>Himadri Guhatakrata</i>
11.	Dr. Asit Kumar Mandal, Associate Professor, Department of Physics & IQAC Member.	<i>Asit Kumar Mandal</i>
12.	Dr. Ranabir Nath, Associate Professor, Department of Bengali, Sripat Singh College, Jaganj.	<i>Ranabir Nath</i>



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