ACADEMIC & ADMINISTRATIVE AUDIT

REPORT FOR THE ACADEMIC SESSION

2019-20

PLASSEY COLLEGE

PLASSEY, NADIA

2019-20

GENERAL INFORMATION ABOUT THE COLLEGE

1. Name of the college: **PLASSEY COLLEGE**
2. Address: **Village – MIRABAZAR, P.O. PLASSEY, P.S. KALIGANJ, Dist: NADIA, PIN - 741156**
3. Year of Establishment: **4th October 2010**
4. College establishment G.O. No: **679(2)-Edn(CS)/4C-64/10 Dated – 25th August, 2010**
5. Whether affiliated under Sce. 2f & 12B of the UGC Act: **NA**
6. Name of the affiliating university: **The University of Kalyani**
7. Number of student Enrolled : **2151**
8. Subjects taught in Honours course: **Bengali, Education, English, History, Political Science**
9. Subjects taught in General/Program Course : **Bengali, Education, English, Geography, History, Physical Education, Political Science, Sociology**
10. Highest Policy Making Body: **Governing Body**

COMPOSITION OF THE ACADEMIC & ADMINISTRATIVE AUDIT TEAM

2019-20

Sl.No	Name	Designation
1.	Mr Nasiruddin Ahmed	President, Governing Body, Plassey College
2.	Dr Basant Kumar Pradhan	Principal, Plassey College
3.	Dr Asok Kumar Das	Principal, AMMT College
4.	Dr Swapan Kumar Roy	Principal, Nabadwip Vidyasagar College
5.	Dr Suhas Roy	Principal, S R Fatepuria College
6.	Dr Abu Siddik	Coordinator, IQAC, Plassey College
7.	Dr Dola Sarkar	Coordinator, NAAC Sub-committee, Plassey College

Audit Framework and detailed findings:

The following framework is used for conducting and Administrative Audit of Plassey College:

Sl. No.	PARTICULARS	OBSERVATION
1.1.A	Has Institution appointed a permanent principal?	Yes
1.1.B	Is She/He Ph.D ?	Yes
1.2.	Total Non-Teaching staff	11
1.3.	Number of Professional Programmes held for non-teaching staff in the last two years:	NIL
1.4.	Extent of Grant Utilization (UGC+Govt+Grant+Fees) in the last two years	Yes

1.5.	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes

1.6.	Office Automation
	1. Administration
	    a. Admission Processes: Online/Offline
	    b. Enrollment
	    c. Maintenance of Records
	    d. Declaration of Result
	2. Accounts
	    a. Fees Collection
	    b. Maintenance of account
		1. Admission Process is completely online. Records are maintained in computers/other devices as well as in hard copies. University result is published online.
		
		2. Fess are collected online.
		3. Tally software is used for maintenance of account.

1.7.	a. Is there a College website? b. Is it updated till date?	Yes Yes
1.8.	Is the College Library automated? a. Record of Books b. Issue and Return of books	Yes Yes Yes
1.9.	Does the Library Provide open access facility? a. To students b. To Teachers	Yes Yes Yes
10.	Is there Internet Facility in the Library? a. For Student b. For Teacher	Yes No Yes
11.	Is there an Anti-Ragging Cell in the College?	Yes
12.	Are there any Welfare Schemes? If Yes, List them	Yes. 1) Waiving of Examination Fees 2) Distribution of prizes to toppers of University Exam
13.	Is there Women's Development Cell/ Gender Sensitization Cell?	Yes
14.	Is there functional Alumni Association? (minimum of 1 meeting per year)	No
15.	Do you organize institution & Stakeholders Interaction Cell (ISIC) meet?	Yes

1.1.	Total Permanent Staff (Teaching)	8
1.2.	a. How many faculties have attended FIP? b. Faculties who have attended Refresher or Orientation Courses	7 5
1.3.	Participation of Faculties Capacity Building Workshops (CBCS,MMI,UDISHA,NME-ICT,KMP etc)	Yes (CBCS)
2.1.	Number of Programmes/Courses offered under CBCS	Number of Programmes-2 B.A (Honours), B.A (General) Number of Courses-8 Honours: Bengali, History, English, Political Science, Education Program Course: Geography, Physical Education, Sociology plus the above mentioned courses.
2.2	Number of students who graduated in 2019-2020	Total: (Honours Course)- 115, 69(M), 46(F) Program Course- 368, 180(M), 188(F)
	Number of Students who passed	483
	Number of Students who passed with First Class	Total-7, (F-7), 0(M)
	Number of Students who passed with 50% to 60%	Total-38, 13(M), 25(F)
2.2.3	Contribution of the faculty in Course Design Number of Faculties involved in Course Design	Only one faculty is a member of Board of Studies at Undergraduate level.

2.2.4	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty?
	
	          81% to 100%
	
	          51% to 80%
	
	          31% to 50%
	
	          <30%
		NO

2.2.5	Is academic calendar being prepared and implemented?	Yes

2.2.6	Use of Any other Teaching Learning Tools
	     -OHP
	     -LCD
	     -Videos
	     -
	Interactive boards
		Smart Classroom with Interactive Boards

	other (Please Specify)	-Any	
2.2.7	Use of ICT in Teaching-Learning Evaluation IT enabled classrooms Online Assessments Online Assessment Submission Feedback on teaching & learning		We have one virtual classroom with ICT facility
2.2.8	Do you offer Bridge Courses/**remedial course?		NO .
2.2.9	Are projects, assignments, filed work, seminars, webinars etc. part of curriculum		Yes
2.2.10	A. Evaluation of Teachers by Students B. Is it **analysed and communicated?		Yes
2.2.11	Innovative teaching practices		Yes. Through the help of ICT tools.
2.3.1	Number of Teachers with PhD as the highest qualification Number of Teachers with MPhil as the highest qualification Number of Teachers with UGC NET or SET		Total-3 Total-3 10
2.3.2	Publication (Last 1Years) Articles in referred journals, Books and Edited volumes		Annexure Enclosed
2.3.3	Are you generating resources through consultancy?		Yes
2.3.4	Sponsorship of events and resources generated		NO
2.3.5	State/ National/ International level Webinars organized during last 1 year.		Yes (Offline & Online Mode)

2.3.6	Number of Faculties engaged in research :
	        A) Sponsored research project :
	        Completed...........................
	        Ongoing.............................
			NIL

2.4.1	Number of Outreach programme with 1) NSS 2) NCC 3) Own Funds 4) Govt. funds		8 Outreach Programs by NSS
2.4.2	Number of faculty hours for outreach programme		25
2.4.3	Number of student hours for outreach programme		105

2.5 STUDENTS SUPPORT

Sl. No.	Particulars	
2.5.1	Number of effective teaching days (Number of working days-Exam days 140 or >140 120-139 100-119 <100	172
2.5.3	Does the Institution do anything for the improvement in learning quality enhancement? If yes , List them	Project Assignments, Smart Classrooms, Class Tests etc
2.5.4	Do you conduct study Visits, field trips, Exhibitions learning quality enhancement?	Field Trip, Study Tour
2.5.5	Are any Personality development Programmes conducted?	No
2.5.6	Do you organize & document Various extracurricular activities?	Yes
2.5.7	a. Is there a students council in place? b. How often do they meet per year?	Yes Four
2.5.8	Does your college have any Feedback Mechanism (students, Faculties)	Yes
2.5.9	Do you have any Community Audit Mechanism?	No

2.5.10 Details of Programmes Offered by the College

Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No of Students Admitted
BA (General)	UG-Arts	36	HS Pass	Bengali	1900	1900
BA (English Honours)	UG-Arts	36	(Min) 45% marks in HS	Bengali	60	46
BA (History Honours)	UG-Arts	36	(Min) 45% marks in HS	Bengali	60	55
BA (Education Honours)	UG-Arts	36	(Min) 45% marks in HS	Bengali	60	49
BA (Bengali Honours)	UG-Arts	36	(Min) 45% marks in HS	Bengali	60	47

BA (Political Science Honours)	UG-Arts	36	(Min) 45% marks in HS	Bengali	60	54

2.5.11 Provide the Following Details of Students admitted to the College

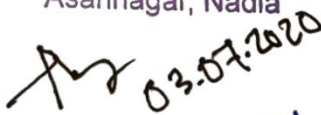| Category	No. of the Students
SC	141
ST	01
OBC(A)	393
OBC(B)	144
General	1472
TOTAL	**2151**

OBSERVATION & RECOMMENDATIONS

The observation & recommendation of this Academic & Administrative Audit are as follows:

1. The college is advised to augment intake capacity for both the programs in view of demand.

2. The college must come up with a few smart classrooms with ICT enabled tools

3. The college is advised to increase number of titles for the central library.

4. It is recommended that the NSS unit of the college should increase their number of extension activities.

SIGNATURE OF THE ACADEMIC & ADMINISTRATIVE AUDIT TEAM

2019-20

Sl.No	Name & Designation	Signature with Seal
1.	Mr Nasiruddin Ahmed President Governing Body Plassey College	President Plassey College Governing Body Mirabazar, P.O -Plassey, Dt-Nadia
2.	Dr Basant Kumar Pradhan Principal Plassey College	Principal Plassey College Mirabazar, P.O.-Plassey, Dt-Nadia
3.	Dr Asok Kumar Das Principal AMMT College	03/07/2020 Principal Dr. Asok Kumar Das Asannagar MMT College Asannagar, Nadia
4.	Dr Swapan Kummar Ray Principal Nabadwip Vidyasagar College	03.07.2020 Principal Nabadwip Vidyasagar College Nabadwip, Nadia-741302

5.	Dr Suhas Roy Principal S R Fatepuria College	*Suhas* **Principal** **S.R.F. COLLEGE** P.O.-Beldanga, Dt.-Murshidabad
6.	Dr Abu Siddik Coordinator 1QAC, Plassey College	IQAC CO-ORDINATOR PLASSEY COLLEGE -- NADIA
7.	Dr Dola Sarkar Coordinator NAAC, Sub-committee Plassey College	Co-Ordinator NAAC Plassey College Plassey, Nadia