HAZI A. K. KHAN COLLEGE

Affiliated to University of Kalyani

Session: 2020-21

Report of the Academic & Administrative Audit

◆	**Academic Audit Committee**	**Dr. Bimalendu Biswas** Controller of Examinations, University of Kalyani **Dr. Soma Mukhopadhyay** Principal, Panchthupi Haripada Gouribala College, Panchthupi & Member, Governing Body, Hazi A. K. Khan College

◆	**Steering Committee for Academic Audit**	**Dr. Goutam Kumar Ghosh** Principal, Hazi A. K. Khan College & Chairman, IQAC, Hazi A. K. Khan College **Dr Krishnendu Munsi** Assistant Professor, Department of Education & IQAC Coordinator, Hazi A. K. Khan College **Dr. Munmun Dutta** Assistant Professor, Department of Philosophy, Hazi A. K. Khan College, Secretary of Teacher's Council & Member of IQAC **Dr. Pulokes Mandal** Assistant Professor, Department of Bengali, Hazi A. K. Khan College
◆	**Academic Years for which Academic Audit Conducted**	2020-2021
◆	**Submission of document from department and office for the Academic & Administrative Audit**	The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2020-2021. The report contains • Institutional Data • Profile of the Departments • Profile of activities of different Associations and Committees • Library • Financial support from different funding agencies

◆	**Date of Visit**	03.02.2022
◆	**Time Spent**	11 a.m to 5.00 p.m.
◆	**Proceedings of the Academic Audit**	The process of Academic Audit & Administrative Audit was systematically planned and scheduled with- • TIC's Presentations • Departmental Presentations • Presentations of committees and associations • Verification of documents • Interactions with faculty • Visits to Library, Laboratories and other activity Centres. • Interaction with office and non-teaching staff

PART: A
PROFILE OF THE COLLEGE

1. **Name and Address of the institution**: Hazi A. K. Khan College,

   Hariharpara, Murshidabad, West Bengal, 742166

2. **Name of the Head of the Institution:** Dr. Chandrani Pal

3. **Designation:** Teacher in Charge (TIC)

4. **Email: haziakkhancollege@gmail.com, haziakkhancollege@yahoo.com**

5. **Website: https://haziakkhancollege.in/**

6. **Status of the institution:** Affiliated to University of Kalyani

7. **Type of the institution:**

   a) **By Shift:** Day

   b) **By Gender:** Co-education

8. **Sources of funding:** Grant-in-aid

9. **Date of establishment of the college:** 30.07.2008

10. 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	Bengali Honours	36 months	Higher Secondary and equivalent	Bengali & English	53	45
2	Education Honours	36 months	Higher Secondary and equivalent	Bengali & English	40	27
3	English Honours	36 months	Higher Secondary and equivalent	Bengali & English	25	17
4	History Honours	36 months	Higher Secondary and equivalent	English & Bengali	70	46
5	Geography Honours	36 months	Higher Secondary and equivalent	Bengali & English	20	15
6	Philosophy Honours	36 months	Higher Secondary and equivalent	Bengali & English	15	10
7	Political Science Honours	36 months	Higher Secondary and equivalent	Bengali & English	20	18
8	B.A. Programme Course	36 months	Higher Secondary and equivalent	Bengali & English	600	451

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

Position	Teaching faculty		Non-teaching faculty	
	Male	Female	Male	Female
Assistant Professor	05	05	07	01
SACT/Guest Lecturer	21	01		

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 institution has clearly defined its aims and objectives, ensuring a systematic approach to communicating with all stakeholders transparently.
- The College adheres to the Choice Based Credit System (CBCS).
- The college offers a diverse array of programs, including 07 Undergraduate Honours Courses and 12 Undergraduate Programme Courses.
- At the commencement of each academic year, the college formulates and publishes the academic calendar on its website.
- Classes adhere to the schedule outlined in the Timetable and Academic Plan.
- The college independently funds and organizes a course on Defense Mechanism Skills exclusively for female students.
- College organizes several seminars and awareness programme on crosscutting issues relevant to Gender, Human Values, Environment and Sustainability in transacting the Curriculum.
- Add On Courses are offered by the college
- Multiple departments, such as Geography and Environmental Studies, arrange field surveys and project work activities.

2. Teaching-Learning and Evaluation:

- The college demonstrated a swift and effective transition to online classes during the lockdown period, utilizing the Google Meet platform as the primary mode of virtual instruction.
- The teaching-learning interaction on the Google Meet platform was observed to be engaging and interactive, with faculty members employing a variety of tools and features to enhance virtual instruction.

- Faculty members exhibited proficiency in using the Google Meet platform, leveraging its features for effective content delivery, real-time interaction, and collaborative activities.
- The audit team reviewed the methods of assessment and evaluation employed during online classes, ensuring alignment with academic standards and the maintenance of academic integrity.
- 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 was 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.
- Student admissions through the online platform are exclusively merit-based.
- Total Number of students enrolled: 629
- Total number of Full Time Teachers-10
- Percentage of full-time teachers against sanctioned posts: 90.90%
- Student-Full time Teacher Ratio: 1075:10
- Number of Full Time Teachers with NET/SET/SLET/ Ph. D. -10
- Number of Permanent Administrative Staff-08
- Number of SACT: 20
- Programme Outcomes and Course Outcomes for all programmes are clearly stated and displayed on website.
- Enhancing traditional classroom teaching, the educational approach incorporates special lectures by distinguished academicians, group discussions, student paper presentations, field projects, departmental quizzes, educational tours, and industrial visits.
- 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 and Test Exam 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.

3. Research, Innovation and Extension

- Number of workshops/seminars/conferences: 02
- Number of research papers published in UGC CARE listed journals: 02
- Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings: 06
- Number of extension and outreach programs conducted by NSS: 03
- 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

- ❖ No. of class rooms: 13 (including ICT enabled classrooms)
- ❖ No. of laboratories: 01
- ❖ No. of ICT enabled class rooms: 01
- ❖ No. of smart classrooms: Nil
- ❖ No. of computers – for teaching & non-teaching staff:
- ❖ No. of computers- for students: 07
- ❖ Wi-Fi facility: Available
- Institution frequently updates its IT facilities
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- ❖ No. of computers- for students: 05
- ❖ Wi-Fi facility: Available
- Institution frequently updates its IT facilities
  - ❖ No. of Desktop: 10
  - ❖ No. of Printer/ Scanner: 04
  - ❖ No. of Projector: 01
  - ❖ No. of Bar Code Scanner: 01
  - ❖ No. of Smart Board: Nil
  - ❖ Newly installed/ upgrade Software: Nil
- Canteen with healthy foods, Water purifiers, clean washrooms, common rooms for boys and girls, facilities for sports and cultural programmes are available.
- 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.
- Maintenance protocols for all infrastructure elements were observed, ensuring a clean and well-functioning campus. Adequate safety measures.

5. Student Support and Progression

- Several number of students are benefitted by scholarships.
- The institution has taken quite satisfactory initiatives for capacity building and skill enhancement.
- 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.
- 37.66% 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 TIC 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.

• Various Committees and Sub committees are there for monitoring activities

• 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.

• 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

• The college regularly holds cultural competitions on music, dance, recitation and quiz.

• 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.

- 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.

• 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 as an integral part of its best practices.
- Institution has adopted motto to save Indian tradition by promoting local industries.

Overall Observations:

Strength:

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

Weakness:

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

Opportunities:

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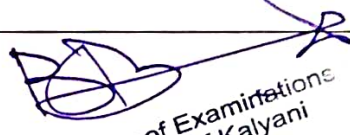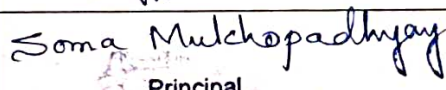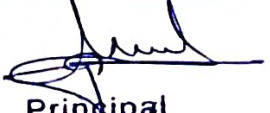- NSS Unit is active.

Challenges:

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

- Based on the audit findings, we recommend periodic reviews of program offerings to ensure relevance and alignment with emerging industry trends.
- Explore additional professional development opportunities for faculty to stay abreast of evolving teaching methodologies and technological advancements.
- Consider expanding the use of innovative pedagogical techniques to further enhance student engagement.
- College needs to establish a language lab.
- Research culture needs improvement.
- Explore opportunities to expand library resources and enhance collaborative learning spaces.
- Activities of placement cell need to be geared up.
- Coaching classes for competitive examinations can be arranged.
- Short term courses like food preservation, media studies, event management, Tourism management can be introduced.
- Students may be guided to take up the free online courses like SWAYAM, MOOC etc.
- Student teacher ratio needs to be increased.

Signature of the Academic and Administrative Audit team:

SL No.	Name with Designation	Signature with Date
1.	Dr. Bimalendu Biswas Controller of Examinations, University of Kalyani	Controller of Examinations University of Kalyani West Bengal
2.	Dr. Soma Mukhopadhyay Principal, Panchthupi Haripda Gouribala College, Panchthupi, Murshidabad	Soma Mukhopadhyay Principal Panchthupi Haripada Gouribala College Panchthupi, Murshidabad
3.	Dr. Goutam Kumar Ghosh Principal, Hazi A. K. Khan College & Chairman, IQAC, Hazi A. K. Khan College	Principal Hazi A.K Khan College Hariharpara, Murshidabad
4.	Dr Krishnendu Munsi Assistant Professor, Department of Education & IQAC Coordinator, Hazi A. K. Khan College, Murshidabad	Coordinator, IQAC Hazi A.K. Khan College Hariharpara, Murshidabad