

**KABIKANKAN MUKUNDARAM MAHAVIDYALAYA
KESHABPUR, HOOGHLY**

ESTD. 2007

**CONSOLIDATED
ACADEMIC & ADMINISTRATIVE
AUDIT REPORT
[ACADEMIC YEARS: 2018-'19 TO 2022-'23]**

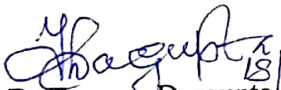
*Prepared by
The Audit Committee
The University of Burdwan
Burdwan*

Date: 18/05/2024


REPORT ON ACADEMIC & ADMINISTRATIVE AUDIT

CERTIFICATE

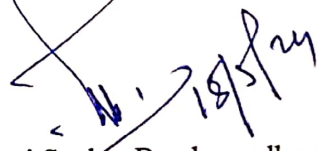
This is to certify that the Academic & Administrative Audit Report of KABIKANKAN MUKUNDARAM MAHAVIDYALAYA, KESHABPUR, HOOGHLY (AISHE Code: C-44751), is based on the original data collected during the sessions of 2018-'19 to 2022-'23. This has been independently assessed and is applicable to the service range of providing quality Education, Training and Mental Support to the students for their enriched future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell (IQAC) of KABIKANKAN MUKUNDARAM MAHAVIDYALAYA, KESHABPUR and submitted to us. The content of the baseline data of the study has been personally verified by the Expert Team constituted by the University of Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Departmental Profiles are used in the report which are taken by the Institutional Academic Audit Team during preparing their Report of the concerned academic years of 2018-'19 to 2022-'23.


Dr Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan

Dr. Tanmoy Dasgupta
Professor
Dept. Of Business Administration
The University of Burdwan
Burdwan - 713104, W.B.


Dr Apurba Ratan Ghosh
Professor & Head
Deptt. of Environmental Science
The University of Burdwan
Burdwan

Professor & Head
Deptt. Environmental Sc.
The University of Burdwan
Burdwan, W.B.


Dr Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
Shyamsundar
Purba Bardhaman
Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
P.O. Shyamsundar, Dist.-Purba Bardhaman
W.B. 713424



Date: 18/05/2024

To
Dr. Mahamaya Laha Mukherjee
Principal
Kabikankan Mukundaram Mahavidyalaya
Keshabpur, Arambag
Hooghly
West Bengal

Website: <https://kabikankanmukundarammahavidyalaya.org>
E-mail: kkmmv.keshabpur@gmail.com; lahamahamaya@gmail.com

Subject: Audit Report Submission by the University Audit Team

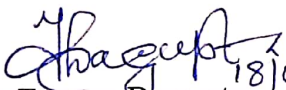
Sir

After verification of all the aspects in the College and necessary assessment of the report on "Academic & Administrative Audit" submitted by your College for the academic years 2018-'19 to 2022-'23, we are hereby submitting the Report on "Academic & Administrative Audit" of your College for the years 2018-'19 to 2022-'23 in the attached sheet for your kind perusal and further necessary action at your end.


We request you to please acknowledge and oblige.

Thanks and regards,

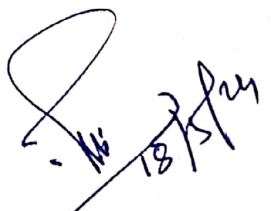
Yours sincerely,


Dr Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan

Dr. Tanmoy Dasgupta
Professor
Dept. Of Business Administration
The University of Burdwan
Burdwan - 713104, W.B.
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The University of Burdwan
Burdwan

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Deptt. Environmental Sc.
The University of Burdwan
Burdwan, W.B.

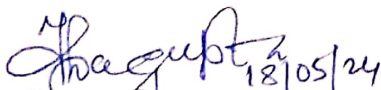

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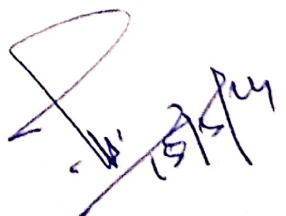
Schedule for Academic & Administrative Audit

(May 18, 2024)

Time	Schedule	Venue
11:30 AM	Introductory Meeting with the Principal	Office Chamber of the Principal
12:00 NOON	Meeting with the Coordinator of IQAC Coordinator & Faculty Members	Office Chamber of the Principal
12:30 PM – 2.30 PM	Presentation of IQAC Coordinator Presentations by Different Departments Visit to Academic & Administrative departments	
02:45 PM	Lunch	
03:15 PM – 05.30 PM	Presentation by Coordinator of Environment & Disaster Management Committee & Members Presentations by Different Departments Visit to Campus & different facilities	
05:45 PM	Tea	


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I. Introduction

Prelude

Kabikankan Mukundaram Mahavidyalaya, Keshabpur, Hooghly, the Arts Degree College is affiliated to the University of Burdwan and was established on 28th May, 2007. College was established by the generous and enthusiastic people, politicians, industrialists and educationists of the local area. It is named to commemorate the birth place (Daminya) of the Poet of the Medieval Era, Kabikankan Mukundaram Chakraborty and its contribution on social-reformation. Now, this College stands as a testament to the commitment to educational accessibility, addressing the needs of the local students and fostering a conducive environment for higher learning. Currently, the college functions from its own campus building constructed on land donated by the generous villagers (constructed on land given on 99 years lease by a local high school, Keshabpur Mahendra Institution). Presently, the College offers 5 UG Honours Programmes and 9 General Programmes. Curriculum and Credit Framework under NEP 2020 has been implemented in the College as per the University norms since 2023.

The College possesses a congenial ambience. During these decades College has developed an infrastructure accommodating different subjects; now it stands as a testament to the commitment to educational accessibility, addressing the needs of the local students and fostering a conducive environment for higher learning. College possesses a green ambience. College provides academic facilities like learning atmosphere.

Now, the College voluntarily has started the academic & administrative audit for the last five years from 2018-'19 to 2022-'23 to look into its strengths and weaknesses and identify the scope of further improvement and is preparing for First Cycle of accreditation by NAAC.

II. Audit Committee

The authority of the University of Burdwan has constituted a three-member committee to conduct Academic & Administrative Audit of the Kabikankan Mukundaram Mahavidyalaya, Keshabpur, Hooghly. The Audit Committee is comprised the following members:

- (i) Dr Tanmoy Dasgupta, Professor & Ex-Head, Deptt. of Business Administration, The University of Burdwan, Burdwan.
- (ii) Dr Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan.
- (iii) Dr Gouri Sankar Bandyopadhyay, Principal, Shyamsundar College, Shyamsundar, PurbaBardhaman

III. Objective & Scope of the Audit

Preliminary meeting was held in presence of Dr Mahamaya Laha Mukherjee, Principal and IQAC Coordinator & other faculty members on 18-05-2024 at 11.30 am. Dr Laha Mukherjee has outlined 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 to assess 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 IQAC towards institutionalization and internalization of quality enhancement in the institution
- Functioning of the administrative committees including Finance section
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Central Library and the sports facilities
- Outreach Programmes conducted by NSS
- Alumni/ae and their contributions to the College
- 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.

IV. Methodology

At the meeting with Dr Mahamaya Laha Mukherjee, Principal, the Coordinator-IQAC and other faculty members, officials, a discussion was made; Principal gave a general and broad profile of the facilities and activities of the College. The new facilities added are in the process of being developed were also noted by the audit team.

The Audit team visited the various departments and facilities, Office, physical facilities and had brief interactions with the faculty of each department, and the support staffs. Visits to the laboratories, computer facilities, the Library, canteen, gymnasium room and some of the other facilities of the College were 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 presented by the Head/Coordinator, 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.

V. Goals of the College

- i. Provide an inclusive educational environment; enhance the strength and capabilities of the students coming from rural/diverse socio-economic backgrounds.
- ii. 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.
- iii. Encourage students to realize their own potential.
- iv. Prepare students to become analytical and responsible citizens.
- v. Build an empowered young generation who can act as an essential component for the sustainable development of the society.
- vi. Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence.

VI. New Horizons

The College has one campus with fairly equipped with gadgets and amenities to house teaching-learning activities.

VII. 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.

VIII. College Vision & Mission

Emerge as an integrated institution that aims to disseminating quality higher education for socially and financially backward sections of the society irrespective of caste, religion and gender and to present themselves as well-balanced and promising citizens of our growing country

Mission of the College

- Nurturing the minds of its rural students by offering them adequate opportunities, awaring on human value system, rights, culture of knowledge
- Developing into empowered individuals capable of being humane and visionary citizens
- Monitoring the students to mature into a person of competence and compassion emphasizing the model of sustainable development
- Training to face the challenges of life and have the capacity to become the pillars of the society

IX. Observations

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on May 18, 2024 are given below.

1. College Campus & Facilities:

College campus consists of the following sections -

a. Campus & Campus facilities-

Academic-cum-Administrative Building consisted of College Office, Principal's Chamber, IQAC Room, Library Room
 Audio-visual room
 Common room for Girls
 Student Union Room
 Gymnasium room
 Modern toilet facility for Boys and Girls

Cycle Shed

One Playground

Canteen

Jalsatra

Rainwater harvesting chamber

Green area comprising some shed trees, flower and fruit plants including medicinal plants, *etc.*

The College comprises the total campus area of 12,829 sq. m with a built-up area of 1,577 sq. m maintaining a green area of 669 sq. m.

2. Distinctiveness of Institutional achievements

- The College was founded in 2007 and affiliated to the University of Burdwan.
- Since its establishment the College has made some improvement in the field of education in India based on the tenet's commitment, care and service.
- College runs one academic programme, i.e., Arts and one professional course on Physical Education.
- Departments are organizing seminar/ series of lectures/ webinars to motivate the students.
- Some of the faculty members are publishing their research articles in UGC Care listed journals, book chapters having proper ISBN, conference proceedings, *etc.*
- College has taken initiatives to install SOLAR System-on-grid
- College maintains greenery in and around the campus.
- College intends to maintain Garden, Fruit plants, *etc.*, within the campus and also motivate the students in campus cleaning programs and pollution free campus.
- All teaching and non-teaching staff members, and students are aware about cleanliness and hygiene, water conservation, *etc.*
- College has Rainwater Harvesting System sponsored by Zilla Parishad.
- College provides free Wi-Fi facility.
- Library has a total of 4,639 printed books.
- No new minor or major projects during the year of assessment.
- College has introduced some Add-on courses for creation/generation of job opportunities and become employable.
- Overall pass percentage is satisfactory.
- Most of the teachers are well-experienced; 5 teachers have been awarded PhD.
- The support staffs are very happy with the College Administration.
- College has one Two units of NSS and is undertaking community services
- Some of the best practices such as campus cleaning, maintaining tree plantation, and introducing plastic free zone, *etc.*, are followed in the campus.
- All teaching and non-teaching staff members, and students are aware about cleanliness and hygiene, water conservation, *etc.*
- The IQAC conducts its tasks efficiently.
- There are total 16 Classrooms, one Audio-Visual Room, one Lab for Geography
- Total no. of full-time teachers is 32, including 20 SACT members and there are 8 non-teaching staff members.

3. Critical Observations

Observations based on the documents provided by the college authorities and meeting with the different stakeholders of the College on May 18, 2024 are given below:

- ✓ College must be more focussed on setting its Vision and Mission statements and has to make a good linkage of missions for reaching the goals.
- ✓ College has to prepare planning and implementation strategies for quality enhancement of the institute through Enterprise Resource Planning.
- ✓ College has to prepare its own 'Ethics & Code of Conduct' for all stakeholders as per University guidelines.
- ✓ Departments are requested to be more concerned about their SWOC analysis and preparing future plans.
- ✓ Department should take more initiative to prepare progression of the students in regard to academic as well as employment.
- ✓ More number of teachers will be included in the University administration/academic part.
- ✓ More number of skill development courses be introduced for the benefit of the students and creation of job opportunities.

4. Courses of learning

Table 1: Departments in the College Stream	Programme	Total
Arts		06
B. A. Bengali [Hons.& Gen.]	UG	
B. A. English [Hons.& Gen.]	do	
B. A. Sanskrit [Hons.& Gen.]	do	
B. A. History [Hons.& Gen.]	do	
B. A. Political Science [Hons.& Gen.]	do	
B. A. Geography [Gen.]	do	
B. A. Philosophy [Gen.]	do	
B.A. Education [Gen.]	do	
B.A. Physical Education [Gen.]	do	
TOTAL		

5. Assessment of Courses

Language groups

a. B.A.

- ❖ Vision and Mission of the departments be reframed
- ❖ Student progression from UG to PG is not framed properly.
- ❖ Some of the teachers are experienced and with PhD degrees.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.
- ❖ Faculty members should be encouraged to publish more research articles in the UGC care listed journals.
- ❖ New topics be proposed to be added during syllabi orientation after getting feedbacks from alumni, passed and final year students.
- ❖ More emphasis on Career counselling be given.
- ❖ Placement process be initiated by the College authority.

Humanities and Social Sciences

b. B.A.

- ❖ Vision and Mission of the departments be more focussed.
- ❖ Records of student progression from UG to PG be formulated and maintained.
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ 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.
- ❖ Placement process, counselling be initiated by the College authority.
- ❖ Sports activities be strengthened.

6. Suggestions

However, after detailed paper examinations and physical verification it is noted that, some of the academic practices are required to be followed by the College very seriously in consonance with NAAC criteria. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

- College is required to implement ERP for better functioning.
- 'Ethics & Code of Conduct' for all stakeholders be framed following the University Guidelines.
- Faculty members should take initiatives to prepare the proposals of Research Projects; there are no new minor or major projects during the year of assessment.
- More number of Add-on courses be introduced for generation of employability opportunities.
- Wall Magazines be published on regular basis.
- Composition of the IQAC be followed as per guidelines, and functioning be strengthened for effective management of the institute.
- Proper grooming and Orientation programmes for the new entrants should be organized.
- In some committees representatives of the students and alumni be introduced.

- College has to take care of disposing the wastes in and around the campus through local panchayat.
- College should take some effective measures/strategic plans to attract the students for this Institute

7. Strengths & Opportunities for Improvements

Strengths

The audit committee is satisfied with some of 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
- ✓ Apolitical ambience of the College
- ✓ Competent teaching faculty uses supportive IT facility.
- ✓ Committed and supportive non-teaching staff
- ✓ Students use to abide by the rules and code of conduct of the College.
- ✓ Proper cleanliness of the campus
- ✓ NSS units are active.

Opportunities for Improvement

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

- ✓ More research initiatives
- ✓ More publications
- ✓ Innovations in teaching-learning
- ✓ Initiation of skill-development programmes
- ✓ Framing of more number of Add-on courses focussing the employability opportunity of the students

XI. General Conclusion

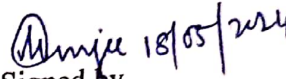
- The College has good ambience of teaching-learning process.
- Student discipline is satisfactory.
- Stands out as an institution of academic excellence
- Emphasis on skill development/job-oriented programmes

XII. Declaration

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

Date: 18/05/2024

Place: Kabikankan Mukundaram Mahavidyalaya
Keshabpur, Hooghly

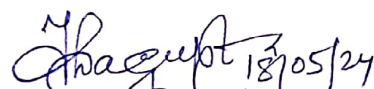

Signed by

Principal /Teacher-in-Charge with Seal

Principal
Kabikankan Mukundaram, Mahavidyalaya
Keshabpur, Hooghly
Pin - 712413

XIII. 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.


Dr. Tanmoy Dasgupta

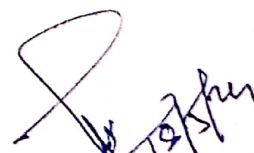
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