Ref No. IQAC/AAA/2023   *Date : 28/06/23*

Administrative and Academic Audit (AAA) Report 2022-2023

Audit Period

> This report refers to the audit of Academic and Administrative functions and facilities of the institution for the period 2018-19, 2019-20, 2020-21, 2021-22, 2022 -23 and henceforth be referred to as AAA.

TIC : Dr. Paramita Das

Members of the AAA Peer Team:

1. Prof. Debashish Biswas, IC, University of Calcutta.

2. Dr. Joydeep Sarangi, Principal of New Alipore College.

3. Dr. Himadri Bhattacharyya Chakrabarti, Principal of Bangabasi College.

Date of AAA Peer Team Visit: 28.06.23

General Information and Background of the College:

Chittaranjan College was founded in the year 1967 at the initiative of a few dedicated men led by the Late Shri Ranadeb Chowdhury and Late Shri Shyam Lal Mistry who took it upon themselves to establish this Institution of learning and named it Chittaranjan College after one of the most illustrious sons of India, Chittaranjan Das.

To the community around, such an Institution is an invaluable social resource, an inspiration for development. To every literate person, an educational institution is like the shining star, the spectrum of which is not confined within a limited area but radiates in all possible directions. Advancement of education would therefore mean progress of civilization, 57 years (1967-2024) of an educational Institution is probably an indicator of such progress.

After the retirement of Dr. Nirmalendu Nath, Senior most teacher, Prof. Nandita Banerjee took charge as Teacher-in-charge from 1st July 2006 to 22 November 2006, and efficiently ran the college. Dr. Shyamalendu Chatterjee joined our college as Principal on 23rd November, 2006. Dr. Paramita Das took over as Teacher-in-charge from June 13, 2023. Dr. Kana Mani Mukherjee joined the college as Principal on December 22, 2023. Presently the college is having 23 teachers and 1 full time librarian and 7 non -teaching staff and 3 casual staffs.

A focal point in the city's transport network, Chittaranjan College is situated on Mahatma Gandhi Road, quite close to the world premier iconic seat of learning, University of Calcutta, College Street Campus. It is situated in the heart of the city's academic area and is quite close to some feeder schools and has travelled a long way to become a renowned institution of higher education today. Behind its success story lies the munificence of the founder members, the constructive role of the trustees and the successive Governing Bodies of the college, and above all the contribution, love and sacrifice of generations of students, teachers and non-teaching members of the institution and successive heads of the institution and our esteemed Principal. It is readily accessible from both Howrah and Sealdah Stations.

Presently the college is offering five undergraduate courses of B.A. (English Hons, Bengali Hons.), B.A. General, B.COM(Hons.) and B.COM (General). The curriculum of these courses is fixed by University of Calcutta. From the academic year 2017-18 for B.COM (Hons. & General) and from 2018-19 for B.A(Hons. & General) the college has followed the CBCS Curriculum fixed by the University of Calcutta. Presently the college is following the NEP 2020(CCF, 2022) as prescribed by the said university. The college is supporting the lower middle class of the society by providing formal education over its 57 years of journey. Along with its formal education many students of this college are actively engaged in various extra and co-curricular activities. With this limited strength the college is striving to get accredited (NAAC) for the first time. Over the years, the College has consolidated its position as one of the premier institutions in the city, imparting learning in commerce, Computer Science and Humanities.

Some innovative measures were taken to provide more opportunities to students in various fields. Expansion and renovation of the college premises were undertaken and a Reading Room was constructed near the library. The Library itself was refurbished with more shelves to accommodate a large number of books, current magazines and journals. A major academic step was the introduction of B.A. with Honours in English, Bengali. Thus the college now has full fledged B.A. Honours and B.A. General courses along with B.Com Honours and B. Com General courses. In order to keep abreast with trends in Information Technology, a fully air-conditioned Computer Room was constructed for the use of students.

From the word 'go', the dynamism and energy has become apparent during the growth. The College envisaged a vision of expansion wherein new streams of study/subjects were to be made available to the students. The Placement Cell arranged for various campus interviews and several students have already been selected and placed. More faculty members for the various departments of the college were incorporated.

The administration has a positive approach in matter relating to students and encourages students' achievements. Qualified and experienced teachers motivate students, provide counselling and assist the administration in the smooth running of academic affairs. The non-teaching staff of the college is equally supportive and helpful to students. Efforts are on the procure land, building for the further expansion of the college. With this limited strength the college is striving to get accredited (NAAC) for the first time.

We hope to reach new heights under the balanced and bold leadership of present Principal, who believes in '**Dynamism is the Spirit of Life'**.

Overall Analysis:

Strengths:

1. Highly qualified, dedicated, and motivated teaching staff as well as supportive and co-operative non-teaching staff members.

2. Provides higher education to a significant number of first- generation learners from socially and economically backward class and marginalized community.

3. Motivates students to pursue their studies by offering various study materials and up to date teaching materials and methods.

4. Providing the scope of one-to-one interaction with teachers for any kind of educational and moral support.

5. Committed to incorporating ICT in all aspects of college functioning.

Weakness:

1.Inadequate number of classrooms to conduct all Discipline Specific Elective (DSE) subjects under CBCS and various CVAC subjects under NEP curriculum.

2. Absence of play ground or play area.

3. Insufficient space for auditorium and canteen.

4. Inadequate numbers of non-teaching staff.

Opportunities:

1.To explore the possibilities of second campus to resolve the space problem by raising the issue to Higher Education Department, Government of West Bengal.

2. Apply for funds under various State and Central Government schemes to improve the infrastructure and other educational facilities.

3. To tie up with different bodies such as NGOs and other corporate s to provide training and other job opportunities.

4. Apply for introduction of other undergraduate subjects.

Challenges:

1.Apply to State Government for creation of new teaching and non-teaching post.

2.To get NAAC accreditation and give continuous effort for improvement in NAAC gradation.

3. To participate in National Institutional Ranking Framework (NIRF) subject to the decision of college authority and administration.

4. To expand outreach efforts within local community and including collaborating with other educational area within the same locality.

In summary, Chittaranjan College is a thriving higher education institution. Its greatest asset is its committed faculties and staff. For further improvement, the college needs more involvements of alumni and parents for new ideas. As the college is applying for the first time for NAAC accreditation it must address the weakness and challenges identified above and actively engaged with improvements for further upgradation. The college should incorporate these recommendations to improve its accreditation prospects.

Auditor's Certification

The present audit exercise is conducted by way of physical inspection, verification

of documents, interviews with stakeholders.

Audit Definition

AAA refers to a systematic process of designing, implementing, monitoring and reviewing the **Institutional Systems (IS)** with the objective of mapping of the current attainment/nonattainment of the IS and recommends several corrective and preventive action processes for quality improvements through successive Audit Cycles (AC).

Audit Process

The auditors visited the offices and the departments including the library.
The auditors interacted with HODs, Conveners and Coordinators, Teaching and Non-Teaching staff, students but were unable to meet parents and alumni.

The IQAC Coordinator placed all documents and data included

1] Infrastructure Report

2] Add-on Programmes Report

3] Teaching-learning Report

4] Report on Quality Initiatives

5] IQAC Minutes

6] Report on Best Practice

The TIC also submitted the

1) Financial Internal Audit Reports
2) Statutory Audit Reports
3) AISHE
4) Gender Audit Reports
5) Green Audit Reports
6) Energy Audit Reports
7) Collaboration Reports
8) Academic Calendar
9) CO PO
10) Collaboration Report
11) Electoral Literacy Report
12) Students Activities Report
13) Feedback Report

The TIC, IQAC coordinator, the HODs, the Office bearers, Committee Conveners were put to several audit queries with the objective of appreciating the achievements and nonachievements of the institution which is summed up in the several observations and recommendations.

ACADEMIC AUDIT

Audit Observations:

Audit Observation 01 : While discussions with the teachers and students in the Departments, it was observed that the Principal has the vision of institutionalizing the practice of regular teaching and for that purpose the Principal keeps close watch on the planned curriculum delivery round the year by way of meeting with the teachers and understands the extent to which courses are completed and also meeting the learners as well as understood from the students and obtain feedback about the teaching of the teachers.

Audit Observation 02 : It is further observed that the college has developed a mechanism for performance appraisal of teaching staff towards establishing an internal check on the performance of the teacher round the year in terms of the following parameters

a] Annual footfall of teachers in the college and daily duration of stay in the college in terms of arrival to the college and departure from the college.

b] Class allotted and class taken during the stay in the college.

Audit Observation 03 : However, it is noted that the method of Performance Appraisal remains a regular practice as it remains in application not only in case of the teachers who are CAS aspirants and but the others also who are not CAS aspirants.

Audit Observation 04. : Furthermore the annual performance appraisal is discussed in the IQAC and communicated to the Education Department.

Principal's Observations

The TIC explains that **the matters related to** *Annual Confidential Report and Performance Appraisal Report* in Chapter II Section 6.2 of the West Bengal Universities and Colleges Act 2017, to be read as follows

For all employees of the college there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

Audit Recommendations :

The audit team recommends several corrective and preventive action processes for quality improvements of teachers which may be conformed across successive Audit Cycles.

In the absence of rules / orders / statutes the Governing Body should resolve to implement the practice of performance appraisal in appreciable degree of thoroughness with the aim of improving the functioning of the colleges and the college management shall have to introduce different measures for ensuring outcome-based attainment by

introduction of biometric attendance of teachers and staff as well.

Recommendation 01.   Introduction of student's feedback on teaching of teachers on completion of each lesson.

Recommendation 02.   360-degree appraisal of teachers comprising of

a] Self-assessment (1st quadrant)

b] Feedback of teachers (2nd quadrant)

c] Principal's Appraisal (3rd quadrant)

d] External appraisal (4th Quadrant)

Audit Observations :

On verification of the several documents it was observed as follows :

Audit Observation 01.   Teachers make teaching plan during the commencement of each semester and the same gets communicated to the students in the very first day of each semester through an induction meeting.

Audit Observation 02.   Teachers in the departments meet periodically to decide on syllabus change, course allocation and university exams.

Audit Observation 03. Teachers in the departments have designed the CO and PO and the IQAC have displayed in the college website.

Audit Observation 04. Teachers strictly adheres to the class routine as designed by the routine committee under the tutelage of the Principal.

Audit Observation 05. The attendance record of each student are maintained in the class attendance register.

Principal's Observations

The TIC accepted those recommendations which are necessary to streamline academic activities of the teachers so as to enhance larger accountability beyond the narrow domain of mere physical presence in the college campus without emphasize on outcome based learning.

Audit Recommendations :

Recommendation 1. : The college should regularly **follow updated curriculum** provided by University and incorporate the latest developments and trends in the relevant fields and **encourage** and **support** the faculty members to participate in **professional development** programs, such as workshops, seminars, conferences, and online courses, to enhance their knowledge and skills.

Recommendation 2. : The college should also **integrate** and **utilize** ICT tools and platforms, such as e-learning, virtual labs, online quizzes, and interactive whiteboards, to enrich the teaching and learning process, and to provide **diverse** and **engaging** learning experiences for the students.

Recommendation 3. : The college should also **adopt** and **innovate** various evaluation methods, such as formative, summative and more comprehensive assessment to measure the students' learning progress and performance and to provide them with **timely** and **constructive** feedback.

Recommendation 4. : The college should also **review** and **improve** the continuous internal examination system regularly and address any issues or challenges that may arise.

Recommendation 5. : The college should also **monitor** and **track** the students' progress and outcomes and provide them with **individualized** and **holistic** feedback and counseling.

Recommendation 6. : The college should **develop** and **offer more** programs of skill development and personality development for the students, such as communication skills,

soft skills, life skills, leadership skills and entrepreneurial skills to enhance their employability and competitiveness in the global market.

Recommendation 7. : The college should also **collaborate** and **partner** with the industry, government, and non-governmental organizations, to provide the students with **exposure** and **opportunities** to apply their skills and knowledge in real-world situations, such as internships, projects, field visits, and social service.

Recommendation 8. : The college should also **evaluate** and **certify** the students' skill and personality development, and **celebrate** and **showcase** their achievements and success stories.

Audit Date : The audit exercise was conducted during June 2023

Audit Report : The audit report was submitted on 28.06.2023

Prepared by IQAC, Chittaranjan College.

Signatures of Audit Members with Seal:

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