
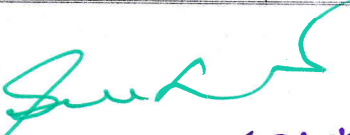


**Programme Schedule For
Academic Audit (2020-21)**

Date	Time	Schedule	Venue
24.06.2021	11.00a.m.	Introductory Meeting	Principal's Chamber
	12.00Noon	Meeting with internal members of IQAC	Principal's Chamber
	1.00p.m.–2.00 p.m.	Review of documents pertaining to Institutional policies and procedures	
	2.00p.m.to2.30p.m.	Launch Break	
	2.30p.m.–4.00 p.m.	Review of accounting records, financial statements, library resources & services, Teaching-Learning Processes, environmental sustenance and basic amenities	Smart classroom
	4.00p.m.–4.30 p.m.	Review on Administrative Processes and Procedures, Best Practices	Smart classroom
	4.30p.m.–4.45 p.m.	Tea Break	
	4.45p.m.–5.30 p.m.	Meeting with all statutory committee members	Smart classroom


Dr. Prabir Kumar Das
Ex-Member Secretary
West Bengal State Council
of Higher Education

Date : 24/06/21
Dr. Prabir Kumar Das, WBSES
Member Secretary
W. B. State Council of Higher Education
Kolkata - 700 029


Dr. Santanu Chakrabarti
Principal
Govt. General Degree College, Singur
Govt. General Degree College, Singur

Date : 24/06/21

GOVERNMENT GENERAL DEGREE COLLEGE, NAKASHIPARA

REPORT OF THE ACADEMIC AUDIT COMMITTEE

Year of Audit: June 2020 to May 2021

The COLLEGE / RECOGNISED INSTITUTION UNDER THE UNIVERSITY OF KALYANI

1. **Name of the College:** GOVERNMENT GENERAL DEGREE COLLEGE NAKASHIPARA

Address: Dist: Nadia, PS:, Nakashipara, Muragachha, West Bengal 741154

Year of Establishment: 2014

Telephone: STD Code : 03474 No. 268 008

E Mail ID: mgnadia2015@gmail.com

Website : <https://muragachhagoytcollege.in/>

Type of Institute / College: Co-Education

Location: Rural

Status of University affiliation: ~~Permanent/One Year/Two Year/Three Year~~

UGC 2f Approval: Not Applicable

12b Approval: Not Applicable

NAAC Accreditation Year & Grade: Not Applicable

NIRF Year and Ranking: Not Applicable

Name of departments that received UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions-
No.

Is there any registered and functional Alumni Association of the college? – No

2. **Member who interacted with the committee:**

Sr. No.	Member	Name	Remarks
1.	Principal/Teacher in Charge	DR. TAPAS CHANDRA SAHA	
2.	IQAC Coordinator	DR. RAUDRA TAPAS DE	
3.	NAAC Coordinator	DR. BISWAJIT MUKHERJEE	
4.	HoD of Physics	DR. SOURAV KARAR	
5.	HoD of Chemistry	DR. RAUDRA TAPAS DEY	
6.	HoD of Mathematics	DR. BISWAJIT SAHA	
7.	HoD of Education	UJJAL DEBNATH	
8.	HoD of Bengali	DR. CHANDANA CHAKRABORTY	
9.	HoD of English	DR. BISWAJIT MUKHERJEE	
10.	HoD of History	DR. SAMIR MANDAL	
11.	HoD of Pol. Science	SMT. NATASHA LAMA	

3. **Input (100 Marks)**

Students' Information:

SCORE - 67

1. **Details of programs offered by the college (Give data for current academic year)**

Sl. No.	Program Level	Name of the Program/ Course	Sanctioned/ approved Intake capacity	Demand ratio	Actual Student strength	Male: Female:
1	UG	BA (HONS.)	150	2:1	108	Male:33 Female:75

2	UG	B.SC. (HONS.)	75	1:1	40	Male: 32 Female:08
3.	UG	BA (PROG.)	50	3:1	33	Male: 21 Female:12
4.	UG	B.SC. (PROG.)	25	1:1	18	Male: 12 Female: 06

4. Does the college offer self-financed Programs? Yes No

If yes, how many? NA

5. New programs introduced in the college during the last 3 years, if any?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Numbers	N.A
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6. List the Academic departments:

Faculty /Branches	Name of the Department (Year of establishment)	UG
Humanities	BENGALI, ENGLISH, HISTORY, EDUCATION, POLITICAL SCIENCE (2015)	UG
Commerce	N.A	
Science	PHYSICS, CHEMISTRY, MATHEMATICS (2015)	UG
Skilled Oriented	N.A	
Any Other	N.A	

7. Details on students' enrollment in the college during the current academic year:

Type of students	UG (Sc.)	UG (Hum.)	UG (Com.)
Students from the same state where the college is located	58	141	NA
Students from other states of India	NIL	NIL	NA
Students from other countries	NIL	NIL	NA
Total	58	141	NA

8. Faculty/Teacher Information -

Course-wise Faculty Information

Sl. No.	Name	Designation	Qualification	Subject	Date of First Appointment
1	Dr. Chandana Chakraborty	Asst. Professor	Ph.D./MA	Bengali	18/11/2015
2	Gargee Sarkar	Asst. Professor	Ph.D./MA	Bengali	06/08/2014
3	Sri. Biman Das	Asst. Professor	MA /B.Ed	Bengali	26/11/2015

4	Dr. Biswajit Mukherjee	Asst. Professor	Ph.D./MA	English	15/01/2016
5	Sri. Subhadip Das	Asst. Professor	M.Phil /MA	English	16/01/2016
6	Dr. Samir Mandal	Asst. Professor	Ph.D./MA /B.Ed	History	08/08/2014
7	Sri. Bivas Biswas	Asst. Professor	MA /B.Ed	History	16/12/2015
8	Sri. Joydeep Mondal	Asst. Professor	MA /B.Ed	History	19/08/2019
9	Dr. Binayak Chanda	Asst. Professor	Ph.D./MA /B.Ed	Education	10/12/2015
10	Dr. Ujjal Debnath	Asst. Professor	Ph.D./MA/B.Ed	Education	25/05/2015
11	Smt. Parbati Mondal	Asst. Professor	MA /B.Ed	Education	31/12/2020
12	Smt. Natasha Lama	Asst. Professor	M.Phil /MA	Pol.Sc.	9/8/2018
13	Mr. Samiul Sk.	Asst. Professor	MA	Pol.Sc.	10/06/2019
14	Dr. Raudra Tapash Dey	Asst. Professor	M.Sc./Ph.D.	Chemistry	03/09/2010
15	Dr. Rajib Sarkar	Asst. Professor	M.Sc./Ph.D.	Chemistry	12/06/2015
16	Mr. Rajib Mondal	Asst. Professor	M.Sc.	Chemistry	27/05/2015
17	Dr. Sudipta Kr. Kundu	Asst. Professor	M.Sc./Ph.D.	Chemistry	01/10/2020
18	Dr. Biswajit Saha	Asst. Professor	M.Sc./Ph.D.	Mathematics	25/02/2015
19	Prabir Chakraborty	Asst. Professor	M.Sc./Ph.D.	Mathematics	16/01/2016
20	Mr. Nashiruddin Ahammed	Asst. Professor	M.Tech/ M.Sc.	Physics	18/02/2015
21	Dr. Sourav Karar	Asst. Professor	M.Sc./Ph.D.	Physics	09/11/2015
22	Dr. Sayan Das	Asst. Professor	M.Sc./Ph.D.	Physics	29/10/2018

(Note: Attach separate Sheet. If necessary)

9. Research Information:

1.	No. of M. Phil and Ph. D. Faculty Member	M. Phil.: 3 Ph. D. :14
2.	Information Regarding Research Papers Presented/ Published on University/State/National/International Level (in last one Academic Year)	National: 8 International: 5
3.	No. of Major Research Projects; No. of Minor Research Projects: (in last one Academic Year)	In Progress : NIL Completed: NIL
4	No. of M.Phil./ Ph.D. supervised	NIL

(Note : Attach separate Sheet, if necessary)

10. Infrastructure Information – (100)

Sl. No	Criteria	Marks Allotted	Observation	Marks obtained	Remarks
Class rooms					
1.	Adequate well furnished class rooms as per University norms ● Required No. :24 ● Available No. : 23 Adequate – 10 Marks Less than Adequate- 05 Marks Not Adequate – 0 Marks	10		10	
2.	Number of classrooms with ICT Facilities Above 50% facilities-05 Marks More than 25% facilities-03 Marks More than 10 % - 02 Marks	5		02	

3.	Number of Seminar rooms with ICT Facilities Above 2-05 Marks	5		02	
Laboratories					
1.	No. and Size of Laboratories as per University Norms/Apex body <ul style="list-style-type: none"> ● Required No:-----8-- ● Available No:----7-- Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate – 00 Marks	5		05	
2.	Laboratory equipment available as per University norms Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate-00 Marks	5		05	
3.	Computers available as per University Norms. Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate-00 Marks	5		05	
Library					
1.	Books in the library (1:5 Students : Books) A) Reference Text Books – 3 Marks B) Periodicals -1 Marks C) News papers -1 Marks)	5		05	
2.	Journals i. International (Two each):2 Marks ii. National : (Two each): 2 Marks iii. E journals (Two each): 1 Mark	5		03	
3.	Digital Library Facilities: (E Journals /CD's/DVD's etc.) <ul style="list-style-type: none"> ● Adequate – 5 Marks ● Sufficient- 3 Marks ● Insufficient – 00 Marks 	05		03	
	E-Content developed for: 1) E-Pathshala 2) CEC (UG) 3) SWAYAM 4) Other MOOCs platform 5) NPTEL/NMEICT 6) Any other (02 marks for each)	10		0	
4.	Internet Facility provided to staff & utilization- 02 Marks	2		02	
5.	Internet Facility for student with time table & utilization- 02 Marks	2		0	
6.	Book Bank Facility- 02 Marks	2		0	
8.	Reading Room A) Student - 03 Marks B) Faculty - 01Mark	3		03	

9.	Budget allocated for purchase of books and journals during the year A) 2% or more than 2% of total budget excluding salary-03 marks B) Up to 2% of total budget excluding salary - 01 marks	3		01	
Faculty					
1.	No. of required Teaching Faculty – A. 100% Appointment- 14 Marks B. 76% to 99% Appointment-10 Marks C. 51% to 75% Appointment- 8 Marks D. Below 50% Appointment- 00 Marks	14		10	
2.	Faculties deputed / sponsored for the improvement of academic qualification during last year.- 02 Marks	NIL		NIL	
Sports					
1.	Gymkhana (with All Facilities) A) Separate Room – (02 Marks) B) Indoor - (02 Marks) C) Outdoor - (02 Marks)	4		0	
2.	Well Equipped Playground A) Own - (04Marks) B) Rented - (02Marks) C) On contract basis- (01Marks)	4		01	
Curricular and extracurricular activities					
1.	1. Separate room for N.S.S.- 02 Marks 2. Separate room for N.C.C..- 02 Marks	4		02	
2.	Facilities for extracurricular & Cultural Activities- 03Marks Adequate-2 Marks Sufficient- 1 Marks	3		03	

11. Process (200 Marks)

SCORE - 89

Teaching-Learning and Evaluation –

Sl. No	Criteria	Mark Allotted	Observation	Marks obtained	Remarks
1.	The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners Advanced Learners Program :05 Marks Slow Learners Program : 05Marks	10		10	
2.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies etc. are used for enhancing learning experiences (02 Marks for each method – Maximum 30 Marks)	30		10	

3.	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 96 % to 100% Teachers - 20 Marks 76 % to 95 % Teachers - 15 Marks 51% to 75 % Teachers - 10 Marks 26% to 50% Teachers - 05Marks 25% & Less Teachers - 02 Marks	20		10	
4.	Ratio of mentor to students for academic and stress related issues (Total Teacher : Total Students) (Mentor : Mentee) Mentor: Mentee Ratio (1:50) - 05 Marks Mentor: Mentee Ratio (1:75) - 03Marks Mentor: Mentee Ratio (1:100 & Above) -02 Marks	5		0	
5.	Number of capability enhancement and development schemes A. <u>Guidance for competitive examinations</u> B. <u>Career Counseling</u> C. <u>Soft skill development</u> D. Remedial coaching E. Language lab F. Yoga and Meditation G. Personal Counseling H. Brain Storming I. Any other ● 8 or more of the above – 20 Marks ● Any 5 of the above – 15 Marks ● Any 3 of the above – 10 Marks ● Any 2/1 of the above – 04 Marks	10		04	
6.	The Institution ensures effective curriculum delivery through a well planned and documented process ☐ Teaching Plan – 02 Marks ☐ Departmental meeting record for distribution of workload, timetable etc.- 01 Mark ☐ Feedback- 02 Marks	5		05	
7.	Upgradation on Laboratory equipment during the year	5		05	
8.	Expenditure for purchase of books & Journals, CD's DVD's etc. during the year.	5		05	
9.	Expenditure for e-journals and online library during the year.	5		02	
10.	New Courses introduced of the total number of courses across all Programs offered during the year. ● Above 5 - 10 Marks ● Between 3 to 5 - 05 Marks ● Below 3 - 03 Marks	10		0	

11.	Number of functional MoUs with institutions of National, International importance, other Universities, Industries, Corporate Houses etc. during the year (2 Mark for one functional MoU) (Maximum 10 Marks)	10		00		
12.	Percentage of students undertaking field projects / internships <ul style="list-style-type: none"> ● 76% to 100% - 10 Marks ● 51% to 75% - 05 Marks ● 1% to 50% - 03 Marks 	10		00		
13.	Participation of College in different sports events of the university during last year. (Per Sport activity 1 Mark)	10		00		
14.	Organization & Participation Technical Quiz / Seminar / Paper presentation / Project competition / Cultural events during last year. (Per Event 1 Mark) (Maximum 10 Marks)	10		10		
15.	Number of extension and outreach programs conducted in collaboration with industry/ community/ and Non - Government Organizations/ Swachh Bharat/Aids Awareness /Gender Issue etc. through NSS/NCC during the year (Number of extension and outreach programs conducted) (1 Mark per activity)(Maximum 10 Marks)	10		Not Applicable Due to COVID-19 pandemic		
16.	No. of Faculty Members participated in university assessment	10		10		
	Total Answer book by each faculty member					Marks
	1. Assessed more than 50% their students admitted in college					5
	2. Assessed less than 50% their students admitted in college					3
	3. Assessed exactly admitted students in their college	2				
17.	Participation in Cultural Programme State Level- 3 & University Level - 02 Marks	5		NA		
18.	Participation of University sponsored schemes at college level (Orientation Course and Refresher Course)	5		5		
19.	Prospective Plans achieved by the College	2		0		

Research -

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
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1.	Financial Assistance provided from college to faculty for research	5		0	
2.	No. of teachers who received national/international fellowship /financial support	5		0	
3.	Organizing workshops / seminars for inculcating research habits i) Amongst teachers- 3 ii) Amongst students -2	5		4	
4.	Leave and other incentives provided to teachers for research	5		0	
5.	The teachers benefited under FIP scheme of UGC during last three year.	3		3	
7.	Research competitions, quiz etc. organized for students during the last years	5		3	
9.	Financial assistants provided to students for Innovation activities from the institution.	5		0	

Sports –

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Sports Scholarship / Financial assistance provided to students.	2		0	
2.	Extra coaching provided to sportsman for particular Sports.	3		3	
3.	Financial assistant for dietary food, travelling etc. to sports students.	3		0	
4.	Organized workshops / Seminars for sports students.	2		0	

Output (100 Marks)

SCORE - 33

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Average result of final year of last year. ● 91% to 100% Result - 10 Marks ● 81% to 90 % Result-08 Marks ● 71% to 80% Result-06 Marks ● 61% to 70% Result- 04 Marks ● 60% & Below Result- 02 marks	10		06	
2.	No. of students passed in first class and above in final year (last year) - 71% to 100% - 05 Marks - 51% to 70% - 03Marks - 26% to -50% - 02 Marks - 25% & Below - 01 Marks	5		5	
3.	No. of students in University merit list in final year (last year) (1 Mark for each student in Merit List) (Maximum 5 Marks)	5		5	

4.	<p>Percentage of student progression to higher education (previous graduating batch)</p> <p>A. UG to PG/</p> <ul style="list-style-type: none"> ● 61% to 100% - 05 Marks ● 41% to 60% - 04Marks ● 21% to 40% - 03 Marks ● 20% & Less - 02Marks 	5		3	
5.	<p>Percentage of placement of outgoing students during the last year</p> <p>Name of the employer with contact details</p> <p>Number of students placed</p> <ul style="list-style-type: none"> ● 31 % To 100% - 05 Marks ● 21 to 30% - 03 Marks ● 11 to 20% Marks 02 ● 1 to 10% - 01 Marks 	5		1	
6.	<p>Number of research papers published in the Journals notified on UGC website during the years (ISSN Only-</p> <ul style="list-style-type: none"> □ Per teacher Three Papers-10 Marks □ Per teacher Two Papers - 8 Marks □ Per teacher One Paper - 5 Marks □ Per teacher Below One Paper – 2 Marks 	10		2	
7.	<p>Books and chapters in edited volumes / books published, and papers in national / international conference-proceedings per teacher during the year (ISBN / ISSN Only) .</p> <ul style="list-style-type: none"> ● Number of papers Published in Proceeding during Year:- (1 Mark per Paper, Maximum 5 Marks) ● Number of Books Published during Year :- (1 Mark Per Book, Maximum 5 Marks) ● Chapters in books Published during Year :- (0.5 Mark Per Chapter, Maximum 5 Marks) 	10		6	
8.	<p>No. of faculty members presented papers in symposium / workshop / conference / seminar in last year.(1 Mark per Paper, Maximum 5 Marks)</p>	5		5	
9.	<p>No. of Faculties contributed as resource persons at QIP/symposium /workshop / conference / seminar in last year. (1 Mark per Resource Person, Maximum 10 Marks)</p>	5		0	
10.	<p>No. of Major/Minor Research Projects undertaken by faculty. (1 Mark per Project, Maximum 5 Marks)</p>	5		0	
12.	<p>No. of Patents done/submitted during last three years .</p>	5		0	
13.	<p>Number of awards and recognition received by faculty from Government /recognized bodies during the year (1 Mark per Award/Recognitions) Total Number of Awards & Recognitions :</p>	5		0	

14.	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level etc. (award for a team event should be counted as one) during the year ● International (Sports/ Cultural) – 03 Marks ● National (Sports/ Cultural) – 02 Marks	5		0	
15.	Revenue generated from consultancy	10		0	
16.	Revenue generated from corporate training	10		0	

Grade:-

81% and Above = A+

71% to 80 % = A

61% to 70 % = B





51% to 60 % =C

50 % & Below = D

Date of Visit: 24/06/21

We, THE Audit Team, have interacted with the following teachers and support staff and also gone through the information provided to us. Based on the inputs we have made the following observations and recommendations:

Persons interacted with the Audit Team:

Sl. No.	Name & Designation	Signature
1	Dr. Tapas Chandra Saha, Officer-in-Charge	
2	Dr. Raudra Tapas Dey Assistant Professor	
3	Dr. Binayak Chanda Assistant Professor	
4	Dr. Rajib Sarkar Assistant Professor	

Strengths:

- Adequate classrooms as per university norms
- Sufficient laboratory equipment and computers
- Sufficient library collection (reference books, periodicals, newspapers, Reading room facilities for students and faculty)
- Budget allocated for library resources

Weaknesses:

- Less than 50% of classrooms with ICT facilities
- Less than 2 seminar rooms with ICT facilities
- One laboratory less than the university norm
- Lack of e-content development initiatives
- No reported internet or book bank facility for students

Opportunities:

- To build more classrooms and another seminar room with ICT facilities.
- To develop e-content for various online platforms.
- To provide internet facilities with proper usage guidelines for students.
- To establish a book bank facility for supporting underprivileged students.

Challenges:

- Securing funding for infrastructure upgrades, including ICT equipment and additional laboratories.
- Integrating technology effectively into teaching and learning processes.
- Ensuring equitable access to internet and library resources for all students.

Recommendations:

- Prioritize the development of ICT facilities in classrooms and seminar rooms.
- Explore opportunities for collaboration with other institutions for e-content development.
- Develop a plan for implementing internet access for students with responsible usage policies.
- Investigate the feasibility of establishing a book bank facility.
- More grants for library development and maintenance.

Teaching-Learning-Evaluations:

Faculty:

- Full faculty (100% appointment) and more than 60% are having Ph. D.s
- A good number of teachers have to achieve post-MA/MSc qualifications

Teaching-Learning:

Strengths:

- Strong focus on student assessment for learning level identification
- Implementation of student-centric teaching methods
- Effective curriculum delivery process
- High faculty participation in university assessment
- Active participation in university-sponsored programs

Weaknesses:

- Low usage of ICT for teaching
- No reported mentor system for student support
- No introduction of new courses in the past year
- Lack of collaboration with external institutions
- No reported student participation in field projects, cultural events, or internships

Opportunities:

- Increase faculty use of ICT for enhanced teaching.
- Implement a mentor system to address academic and stress-related student issues.
- Expand the range of capability enhancement programs for faculty and students.
- Introduce new courses to keep the curriculum relevant.
- Establish collaborations with state/national institutions, industries, etc.
- Encourage student participation in field projects, internships, sports events, and extension and outreach programs post-pandemic.

Challenges:

- Securing resources for faculty training and ICT implementation.
- Identifying and appointing qualified mentors.
- Access to funding for new courses and program development.
- Building and maintaining strong external partnerships.
- Encouraging student participation in optional activities.

Recommendations:

- Prioritize faculty training in ICT integration for teaching.
- Develop and implement a mentor program to support student success.
- Explore opportunities for collaboration with external institutions for course development, resource sharing, and student internships.
- Organize workshops and awareness campaigns to promote student participation in various activities.
- Re-establish and expand outreach programs post-pandemic to engage with the community.

Research Activities:**Strengths:**

- Active organization of workshops/seminars to promote research culture
- Faculty benefitted from FIP scheme
- Organization of research competitions for students

Weaknesses:

- The number of publications is low
- No financial assistance provided by the college for faculty research
- No faculty received national/international fellowships
- No reported leave or incentives for faculty research
- No financial assistance provided to students for innovation activities

Opportunities:

- Implement financial aid programs to support faculty and student research.
- Encourage faculty applications for national research fellowships.
- Provide research leave or incentives to faculty for focused research efforts.
- Establish a program to support student innovation through funding and mentorship.

Challenges:

- Securing budgetary resources for research initiatives.
- Encouraging faculty to actively pursue research opportunities.
- Identifying and attracting talented students for research participation.

Recommendations:

- Allocate budget specifically for faculty and student research grants.
- Organize workshops on fellowship opportunities and application processes.
- Develop a research mentorship program to guide students.
- Explore collaboration with external institutions for joint research projects.

Games & Sports:

Strengths:

- Extra coaching provided for specific sports

Weaknesses:

- No sports scholarships or financial assistance provided to students
- No reported financial aid for dietary food or travel expenses
- No organization of workshops or seminars for sports students

Opportunities:

- Establish sports scholarships and financial assistance programs for deserving students.
- Provide financial support to cover dietary and travel expenses for sports teams.
- Organize workshops or seminars on topics like sports nutrition, injury prevention, and leadership.

Challenges:

- Securing funding for sports scholarships and financial aid.
- Identifying and attracting sponsorships for sports activities.
- Encouraging student participation in workshops and seminars alongside training.

Recommendations:

- Partner with external sponsors to support student scholarships and sports programs.
- Develop a fundraising strategy to generate financial resources for sports initiatives.
- Offer workshops during flexible hours to accommodate student training schedules.

Output Analysis

Student Outcomes (S):

- High number of students on the university merit list
- Average result in the final year

Weaknesses:

- Low progression rate to higher education
- Low placement rate

Opportunities:

- Implement academic improvement initiatives to raise overall results.
- Strengthen career guidance and counselling services to increase postgraduate education enrollment.
- Enhance industry collaborations to improve placement opportunities.

Challenges:

- Identifying and addressing factors contributing to lower-than-desired academic performance.
- Encouraging students to pursue postgraduate education.
- Building strong relationships with potential employers for effective placement assistance.

Faculty Research (S):

- High faculty participation in paper presentations
- Publication of books and chapters in edited volumes

Faculty Research (W):

- Low publication rate in UGC-notified journals
- No reported faculty participation as resource persons
- No major/minor research projects undertaken
- No patents filed or submitted
- No faculty receiving awards or recognition

Opportunities (O):

- Provide faculty with research training and mentorship opportunities.
- Encourage faculty publication in UGC-notified journals.
- Promote faculty participation in conferences and workshops to share research findings.
- Facilitate faculty engagement in research projects and patenting processes.
- Recognize and celebrate faculty achievements through awards and incentives.

Challenges (C):

- Securing research funding and resources.
- Reducing faculty workload to allow for dedicated research time.
- Building a strong research culture within the institution.

Institutional Performance (W):

- No reported revenue generation from consultancy or corporate training

Opportunities (O):

- Develop and promote consultancy services to generate revenue.
- Design and offer corporate training programs to generate income.

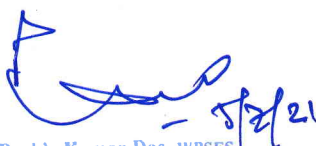
Challenges (C):

- Identifying and attracting potential clients for consultancy services.
- Developing expertise and resources for effective corporate training programs.

Recommendations:

- Implement a multi-faceted approach to improve student outcomes, including academic support, career guidance, and industry partnerships.
- Provide faculty with research training, mentorship, and funding opportunities.
- Foster a research-oriented culture through recognition and incentives.
- Develop and promote revenue-generating initiatives like consultancy and corporate training.

Signature of the members:


Dr. Prabir Kumar Das, WBSES
Member Secretary
W. B. State Council of Higher Education
Kolkata - 700 029

Date :- 05.07.2021


Principal
Govt. General Degree College, Singur

**Programme Schedule For
Academic Audit (2021-22)**

Date	Time	Schedule	Venue
22.06.2022	11.00a.m.	Introductory Meeting	Principal's Chamber
	12.00Noon	Meeting with internal members of IQAC	Principal's Chamber
	1.00p.m.–2.00 p.m.	Review of documents pertaining to Institutional policies and procedures	
	2.00p.m.to2.30p.m.	Launch Break	
	2.30p.m.–4.00 p.m.	Review of accounting records, financial statements, library resources & services, Teaching-Learning Processes, environmental sustenance and basic amenities	Smart classroom
	4.00p.m.–4.30 p.m.	Review on Administrative Processes and Procedures, Best Practices	Smart classroom
	4.30p.m.–4.45 p.m.	Tea Break	
	4.45p.m.–5.30 p.m.	Meeting with all statutory committee members	Smart classroom



Dr. Prabir Kumar Das
Ex-Member Secretary
West Bengal State Council
of Higher Education

Dr. Prabir Kumar Das, WBSES
Member Secretary
W. B. State Council of Higher Education
Kolkata - 700 029

Date : 22/06/22



Dr. Santanu Chakrabarti
Principal
Govt. General Degree College, Singur

Date : 22/06/22

GOVERNMENT GENERAL DEGREE COLLEGE, NAKASHIPARA

Period of Audit: June 2021 to May 2022

REPORT OF THE ACADEMIC AUDIT COMMITTEE

The COLLEGE / RECOGNISED INSTITUTION UNDER THE UNIVERSITY OF KALYANI

1. Name of the College: GOVERNMENT GENERAL DEGREE COLLEGE NAKASHIPARA

Address: Dist: Nadia, PS:, Nakashipara, Muragachha, West Bengal 741154

Year of Establishment: 2014

Telephone: STD Code : 03474 No. 268 008

E Mail ID: mgcnadia2015@gmail.com

Website : <https://muragachhagovtcollege.in/>

Type of Institute / College: Co-Education

Location: Rural

Status of University affiliation: ~~Permanent~~/One Year/~~Two Year~~/~~Three Year~~

UGC 2f Approval: Not Applicable

12b Approval: Not Applicable

NAAC Accreditation Year & Grade: Not Applicable

NIRF Year and Ranking: Not Applicable

Name of departments that received UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions- No.

Is there any registered and functional Alumni Association of the college? – No

2. Member who interacted with the committee:

Sr. No.	Member	Name	Remarks
1.	Principal/Teacher in Charge	DR. TAPAS CHANDRA SAHA	
2.	IQAC Coordinator	DR. RAUDRA TAPAS DE	
3.	NAAC Coordinator	DR. BISWAJIT MUKHERJEE	
4.	HoD of Physics	DR. SAURAV KARAR	
5.	HoD of Chemistry	DR. RAUDRA TAPAS DEY	
6.	HoD of Mathematics	DR. BISWAJIT SAHA	
7.	HoD of Education	DR. BINAYAK CHANDA	
8.	HoD of Bengali	DR. CHANDANA CHAKRABORTY	
9.	HoD of English	DR. BISWAJIT MUKHERJEE	
10.	HoD of History	DR. SAMIR MANDAL	
11.	HoD of Pol. Science	SMT. NATASHA LAMA	

3. Input (100

Marks) Students'

Information:

- 1. Details of programs offered by the college (Give data for current academic year)**

Sl. No.	Program Level	Name of the Program/ Course	Sanctioned/ approved Intake capacity	Demand ratio	Actual Student strength	Male: Female:
1	UG	BA (HONS.)	150	2:1	128	Male: 52 Female:76
2	UG	B.SC. (HONS.)	75	1:1	39	Male:33 Female:06
3.	UG	BA (PROG.)	50	3:1	50	Male: 28 Female:22
4.	UG	B.SC. (PROG.)	25	1:1	22	Male: 20 Female: 02

4. Does the college offer self-financed Programs? Yes No
If yes, how many? NA

5. New programs introduced in the college during the last 3 years, if any?

Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Numbers	N.A
---	--	---------	-----

6. List the Academic departments:

Faculty /Branches	Name of the Department (Year of establishment)	UG
Humanities	BENGALI, ENGLISH, HISTORY, EDUCATION, POLITICAL SCIENCE (2015)	UG
Commerce	N.A	
Science	PHYSICS, CHEMISTRY, MATHEMATICS (2015)	UG
Skilled Oriented	N.A	
Any Other	N.A	

7. Details on students' enrollment in the college during the current academic year:

Type of students	UG (Sc.)	UG (Hum.)	UG (Com.)
Students from the same state where the college is located	61	178	NA

Students from other states of India	NIL	NIL	NA
Students from other countries	NIL	NIL	NA
Total	61	178	NA

8. Faculty/Teacher Information -

Course wise Faculty Information

Sl. No.	Name	Designation	Qualification	Subject	Date of First Appointment
1	Dr. Chandana Chakraborty	Asst. Professor	Ph.D./MA	Bengali	18/11/2015
2	Dr. Gargee Sarkar	Asst. Professor	MA	Bengali	06/08/2014
3	Sri. Biman Das	Asst. Professor	MA /B.Ed	Bengali	26/11/2015
4	Dr. Biswajit Mukherjee	Asst. Professor	Ph.D./MA	English	15/01/2016
5	Sri. Subhadip Das	Asst. Professor	M.Phil /MA	English	16/01/2016
6	Dr. Samir Mandal	Asst. Professor	Ph.D./MA /B.Ed	History	08/08/2014
7	Sri. Bivas Biswas	Asst. Professor	MA /B.Ed	History	16/12/2015
8	Sri. Joydeep Mondal	Asst. Professor	MA /B.Ed	History	19/08/2019
9	Dr. Binayak Chanda	Asst. Professor	Ph.D./MA /B.Ed	Education	10/12/2015
10	Dr. Ujjal Debnath	Asst. Professor	MA/B.Ed	Education	25/05/2015
11	Smt. Parbati Mondal	Asst. Professor	MA /B.Ed	Education	31/12/2020
12	Smt. Natasha Lama	Asst. Professor	M.Phil /MA	Pol.Sc.	9/8/2018
13	Mr. Samiul Sk.	Asst. Professor	MA	Pol.Sc.	10/06/2019
14	Dr. Raudra Tapash Dey	Asst. Professor	M.Sc./Ph.D.	Chemistry	03/09/2010
15	Dr. Rajib Sarkar	Asst. Professor	M.Sc./Ph.D.	Chemistry	12/06/2015
16	Mr. Rajib Mondal	Asst. Professor	M.Sc.	Chemistry	27/05/2015
17	Dr. Sudipta Kr. Kundu	Asst. Professor	M.Sc./Ph.D.	Chemistry	01/10/2020
18	Dr. Biswajit Saha	Asst. Professor	M.Sc./Ph.D.	Mathematics	25/02/2015
19	Prabir Chakraborty	Asst. Professor	M.Sc.	Mathematics	16/01/2016
20	Mr. Nashiruddin Ahammed	Asst. Professor	M.Tech/ M.Sc.	Physics	18/02/2015
21	Dr. Sourav Karar	Asst. Professor	M.Sc.	Physics	09/11/2015
22	Dr. Sayan Das	Asst. Professor	M.Sc./Ph.D.	Physics	29/10/2018

(Note: Attach separate Sheet. If necessary)

9. Research Information:

1.	No. of M. Phil and Ph. D. Faculty Member	M. Phil.: 3 Ph. D.: 14
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2.	Information Regarding Research Papers Presented/ Published on University/State/National/International Level (in last one Academic Year)	National : 4 International: 5
3.	No. of Major Research Projects; No. of Minor Research Projects: (in last one Academic Year)	In Progress : NIL Completed: NIL
4	No. of M.Phil./ Ph.D. supervised	NIL

(Note : Attach separate Sheet, if necessary)

10. Infrastructure Information – (100)

Sl. No	Criteria	Marks Allotted	Observation	Marks obtained	Remarks
Class rooms					
1.	Adequate well furnished class rooms as per University norms <ul style="list-style-type: none"> ● Required No. :24 ● Available No. : 23 Adequate – 10 Marks Less than Adequate- 05 Marks Not Adequate – 0 Marks	10		10	
2.	Number of classrooms with ICT Facilities Above 50% facilities-05 Marks More than 25% facilities-03 Marks More than 10 % - 02 Marks	5		02	
3.	Number of Seminar rooms with ICT Facilities Above 2-05 Marks	5		02	
Laboratories					
1.	No. and Size of Laboratories as per University Norms/Apex body <ul style="list-style-type: none"> ● Required No:-----8-- ● Available No:-----7-- Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate – 00 Marks	5		05	
2.	Laboratory equipments available as per University norms Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate-00 Marks	5		05	

3.	Computers available as per University Norms. Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate-00 Marks	5		05	
Library					
1.	Books in the library (1:5 Students : Books) A) Reference Text Books – 3 Marks B) Periodicals -1 Marks C) News papers -1 Marks)	5		05	
2.	Journals i. International (Two each):2 Marks ii. National : (Two each): 2 Marks iii. E journals (Two each): 1 Mark	5		03	
3.	Digital Library Facilities: (E Journals /CD's/DVD's etc.) • Adequate – 5 Marks • Sufficient- 3 Marks • Insufficient – 00 Marks	05		03	
	E-Content developed for: 1) E-Pathshala 2) CEC (UG) 3) SWAYAM 4) Other MOOCs platform 5) NPTEL/NMEICT 6) Any other (02 marks for each)	10		0	
4.	Internet Facility provided to staff & utilization- 02 Marks	2		02	
5.	Internet Facility for student with time table & utilization- 02 Marks	2		0	
6.	Book Bank Facility- 02 Marks	2		0	
8.	Reading Room A) Student - 03 Marks B) Faculty - 01Mark	3		03	
9.	Budget allocated for purchase of books and journals during the year A) 2% or more than 2% of total budget excluding salary-03 marks B) Up to 2% of total budget excluding salary - 01 marks	3		01	
Faculty					
1.	No. of required Teaching Faculty – A. 100% Appointment- 14 Marks	14		10	

	B. 76% to 99% Appointment-10 Marks C. 51% to 75% Appointment- 8 Marks D. Below 50% Appointment- 00 Marks				
2.	Faculties deputed / sponsored for the improvement of academic qualification during last year.- 02 Marks	NIL		NIL	
Sports					
1.	Gymkhana (with All Facilities) A) Separate Room – (02 Marks) B) Indoor - (02 Marks) C) Outdoor - (02 Marks)	4		0	
2.	Well Equipped Playground A) Own - (04Marks) B) Rented - (02Marks) C) On contract basis- (01Marks)	4		01	
Curricular and extracurricular activities					
1.	1. Separate room for N.S.S.- 02 Marks 2. Separate room for N.C.C.- 02 Marks	4		02	
2.	Facilities for extracurricular & Cultural Activities- 03Marks Adequate-2 Marks Sufficient- 1 Marks	3		03	

11. Process (200 Marks)

Teaching-Learning and Evaluation –

Sl. No	Criteria	Mark Allotted	Observation	Marks obtained	Remarks
1.	The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners Advanced Learners Program :05 Marks Slow Learners Program : 05Marks	10		00	
2.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies etc. are used for enhancing learning experiences (02 Marks for each method – Maximum 30 Marks)	30		10	

3.	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>96 % to 100% Teachers - 20 Marks 76 % to 95 % Teachers - 15 Marks 51% to 75 % Teachers - 10 Marks 26% to 50% Teachers - 05Marks 25% & Less Teachers - 02 Marks</p>	20		10	
4.	<p>Ratio of mentor to students for academic and stress related issues (Total Teacher : Total Students) (Mentor : Mentee) Mentor: Mentee Ratio (1:50) - 05 Marks Mentor: Mentee Ratio (1:75) - 03Marks Mentor: Mentee Ratio (1:100 & Above) -02 Marks</p>	5		0	
5.	<p>Number of capability enhancement and development schemes</p> <p>A. Guidance for competitive examinations B. Career Counseling C. Soft skill development D. Remedial coaching E. Language lab F. Yoga and Meditation G. Personal Counseling H. Brain Storming I. Any other</p> <ul style="list-style-type: none"> ● 8 or more of the above – 20 Marks ● Any 5 of the above – 15 Marks ● Any 3 of the above – 10 Marks ● Any 2/1 of the above – 04 Marks 	10		04	
6.	<p>The Institution ensures effective curriculum delivery through a well planned and documented process</p> <p>☐ Teaching Plan – 02 Marks ☐ Departmental meeting record for distribution of workload, timetable etc.- 01 Mark ☐ Feedback- 02 Marks</p>	5		05	
7.	Upgradation on Laboratory equipment during the year	5		05	
8.	Expenditure for purchase of books & Journals, CD's DVD's etc. during the year.	5		05	
9.	Expenditure for e-journals and online library during the year.	5		02	

10.	New Courses introduced of the total number of courses across all Programs offered during the year. <ul style="list-style-type: none"> • Above 5 - 10 Marks • Between 3 to 5 - 05 Marks • Below 3 - 03 Marks 	10		0		
11.	Number of functional MoUs with institutions of National, International importance, other Universities, Industries, Corporate Houses etc. during the year (2 Mark for one functional MoU) (Maximum 10 Marks)	10		02		
12.	Percentage of students undertaking field projects / internships <ul style="list-style-type: none"> • 76% to 100% - 10 Marks • 51% to 75% - 05Marks • 1% to 50% - 03 Marks 	10		03		
13.	Participation of College in different sports events of the university during last year. (Per Sport activity 1 Mark)	10		4		
14.	Organization & Participation Technical Quiz / Seminar / Paper presentation /Project competition / Cultural events during last year. (Per Event 1 Mark) (Maximum 10 Marks)	10		8		
15.	Number of extension and outreach programs conducted in collaboration with industry/ community/ and Non - Government Organizations/ Swachh Bharat/Aids Awareness /Gender Issue etc. through NSS/NCC during the year (Number of extension and outreach programs conducted) (1 Mark per activity)(Maximum 10 Marks)	10		8		
16.	No. of Faculty Members participated in university assessment	10		10		
	Total Answer book by each faculty member					Marks
	1. Assessed more than 50% their students admitted in college					5
	2. Assessed less than 50% their students admitted in college					3
	3. Assessed exactly admitted students in their college					2

17.	Participation in Cultural Programme State Level- 3 & University Level - 02 Marks	5		5	
18.	Participation of University sponsored schemes at college level (Orientation Course and Refresher Course)	5		5	
19.	Prospective Plans achieved by the College	2		0	

Research -

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Financial Assistance provided from college to faculty for research	5		0	
2.	No. of teachers who received national/international fellowship /financial support	5		0	
3.	Organizing workshops / seminars for inculcating research habits i) Amongst teachers- 3 ii) Amongst students -2	5		2	
4.	Leave and other incentives provided to teachers for research	5		0	
5.	The teachers benefited under FIP scheme of UGC during last year.	3		3	
7.	Research competitions, quiz etc. organized for students during the last years	5		4	
9.	Financial assistants provided to students for Innovation activities from the institution.	5		0	

Sports –

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Sports Scholarship / Financial assistance provided to students.	2		0	
2.	Extra coaching provided to sportsman for particular Sports.	3		3	
3.	Financial assistant for dietary food, travelling etc. to sports students.	3		0	
4.	Organized workshops / Seminars for sports students.	2		0	

Output (100 Marks)

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
	a				

1.	<p>Average result of final year of last year.</p> <ul style="list-style-type: none"> ● 91% to 100% Result - 10 Marks ● 81% to 90 % Result-08 Marks ● 71% to 80% Result-06 Marks ● 61% to 70% Result- 04 Marks ● 60% & Below Result- 02 marks 	10		6	
2.	<p>No. of students passed in first class and above in final year (last year)</p> <ul style="list-style-type: none"> - 71% to 100 %- 05 Marks - 51% to 70% - 03Marks - 26% to -50% - 02 Marks - 25% & Below - 01 Marks 	5		5	
3.	<p>No. of students in University merit list in final year (last year) (1 Mark for each student in Merit List) (Maximum 5 Marks)</p>	5		2	
4.	<p>Percentage of student progression to higher education (previous graduating batch)</p> <p>A. UG to PG/</p> <ul style="list-style-type: none"> ● 61% to 100% - 05 Marks ● 41% to 60% - 04Marks ● 21% to 40% - 03 Marks ● 20% & Less - 02Marks 	5		3	
5.	<p>Percentage of placement of outgoing students during the last year Name of the employer with contact details</p> <p>Number of students placed</p> <ul style="list-style-type: none"> ● 31 % To 100% - 05 Marks ● 21 to 30% - 03 Marks ● 11 to 20% Marks 02 ● 1 to 10% - 01 Marks 	5		1	
6.	<p>Number of research papers published in the Journals notified on UGC website during the years (ISSN Only-</p> <ul style="list-style-type: none"> ☐ Per teacher Three Papers-10 Marks ☐ Per teacher Two Papers - 8 Marks ☐ Per teacher One Paper - 5 Marks ☐ Per teacher Below One Paper – 2 Marks 	10		4	
7.	<p>Books and chapters in edited volumes / books published, and papers in national / international conference-proceedings per teacher during the year (ISBN / ISSN Only)</p> <ul style="list-style-type: none"> ● Number of papers Published in Proceeding during Year:- (1 Mark per Paper, Maximum 5 Marks) ● Number of Books Published during Year :- (1 Mark Per Book, 	10		0+2+1.5=3.5	

	Maximum 5 Marks) <ul style="list-style-type: none"> Chapters in books Published during Year :- (0.5 Mark Per Chapter, Maximum 5 Marks) 				
8.	No. of faculty members presented papers in symposium / workshop / conference / seminar in last year.(1 Mark per Paper, Maximum 5 Marks)	5		4	
9.	No. of Faculties contributed as resource persons at QIP/symposium /workshop / conference / seminar in last year. (1 Mark per Resource Person, Maximum 10 Marks)	5		2	
10.	No. of Major/Minor Research Projects undertaken by faculty. (1 Mark per Project, Maximum 5 Marks)	5		0	
12.	No. of Patents done/submitted during last three years	5		0	
13.	Number of awards and recognition received by faculty from Government /recognized bodies during the year (1 Mark per Award/Recognitions) Total Number of Awards & Recognitions :	5		0	
14.	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level etc. (award for a team event should be counted as one) during the year <ul style="list-style-type: none"> International (Sports/ Cultural) – 03 Marks National (Sports/ Cultural) – 02 Marks 	5		0	
15.	Revenue generated from consultancy	10		0	
16.	Revenue generated from corporate training	10		0	

Grade:-

81% and Above = A+

71% to 80 % = A



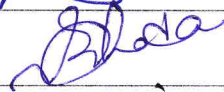
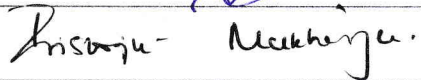
61% to 70 % = B

51% to 60 % =C

50 % &.Below = D

Date of Auditing: 22/06/2022

We have interacted with the teachers and support staff and also have gone through the information provided to us. On this basis, we have made our observations and recommendations below:
 Persons interacted with the Audit Team:

Sl. No.	Name & Designation	Signature
1	Dr. Tapas Chandra Saha, Officer-in-Charge	
2	Dr. Raudra Tapas Dey. Assistant Professor	
3	Dr. Binayak Chanda Assistant Professor	
4	Dr. Biswajit Mukherjee Assistant Professor	

The college must initiate processes to acquire permanent university affiliation, including 2f and 12b certificates from the UGC.

General Infrastructure:

Strengths

- In general, enrolments of students in various programs are good.
- High demand observed for some programs.
- Some teachers have published research papers at National and International levels.
- Good number of faculty members with M.Phil. and Ph.D. qualifications.

Weaknesses

- The college hasn't introduced new programs in the last 3 years, and. does not offer any self-financed add-on courses or skill development programs to increase the students' employability.
- Student enrollment is solely from the local state, reflecting a lack of outreach and potentially missing out on a wider talent pool.
- No major or minor research projects were completed in the last academic year.
- Facilities and accessible washrooms/restrooms for Divyangans

Opportunities

- Introduce new programs (Self-financed, Commerce stream) to ensure long-term sustainability and growth.
- Increase outreach activities to attract more students.
- Consider ways to encourage and provide grants to faculty for undertaking research projects, workshops, etc. to enhance research output.

Teaching-Learning and Evaluation:

Strengths:

- Sufficient number of well-furnished classrooms as per University norms.
- Adequate number and size of laboratories, lab equipment, and computers as per University norms.
- Well-stocked library with reference books, periodicals, and sufficient digital library facilities.
- Adequate reading room facilities for students and faculty.
- Separate rooms for NCC and NSS and facilities for extracurricular and cultural activities.
- The budget allocated for library resources meets University norms.

Weaknesses:

- Limited classrooms and Seminar room with ICT facilities.
- Limited collection of international/national journals and e-journals.
- No e-content developed for online learning platforms.
- Students lack access to internet facilities.
- No book bank facility available for students.
- Limited playground facilities

Opportunities:

- Increase the number of classrooms and seminar rooms with ICT facilities.
- Subscribe to more international/national journals and expand the e-journal collection
- Create facilities for Divyangans

Challenges

- Changing job market demands could impact the relevance of offered programs.
- Development of a Skill Centre
- Develop e-content for online learning platforms (e.g., SWAYAM, NPTEL).
- Provide internet facility with a proper utilization schedule for students
- Implement a book bank scheme to support students financially
- The availability of better infrastructure facilities in other colleges may impact student enrollment.

The college infrastructure has both strengths and weaknesses. Strategic planning and resource allocation are crucial to address the shortcomings and maintain a competitive edge. There are opportunities to improve ICT facilities, e-learning resources, student amenities (internet, book bank), and playground facilities. These improvements can help to attract and retain students.

Outputs:**Strengths:**

- Strong faculty involvement in teaching and assessment (use of ICT, feedback mechanisms).
- Well-planned curriculum delivery with documented processes.
- Regular upgradation of laboratory equipment.
- Active participation in various sports, cultural activities, workshops, and seminars.
- Faculty participation in university assessment and research activities.
- Some financial assistance is provided to students for research activities.

Weaknesses:

- No special programs for advanced or slow learners.
- Limited use of e-learning resources and online library.
- No book bank facility for students.
- Lack of well-equipped playground facilities.
- Low percentage of students progressing to higher education or placements.
- Limited research output (publications, projects, patents).
- No financial support for research from the college.
- No faculty receiving national/international fellowships.
- Limited revenue generation from consultancy or corporate training.

Opportunities:


- Specific and dedicated actions required to cater to advanced and slow learners.
- Increase the use of e-learning resources and online library subscriptions.
- A book bank scheme may be seriously considered to support students.
- Develop or acquire a well-equipped playground for sports activities.
- Improve student progression by providing career counseling and placement assistance.
- Encourage and support faculty research through financial assistance, workshops, and incentives. The best researcher may be rewarded.
- Explore opportunities for collaboration with universities and industries for research projects and consultancy services.


Threats:

- Colleges with better infrastructure and student support services may attract more students.
- Limited research output may affect the college's reputation and ranking.

The college has a dedicated faculty actively involved in teaching and various college activities. However, weaknesses in infrastructure, student support services, and research output need to be addressed to enhance the overall student experience and improve the college's reputation. Implementing strategic initiatives for e-learning resources, student progression, and faculty research will strengthen the college's position in the competitive educational landscape.

Signature of the members:


- 8/7/22
Dr. Prabir Kumar Das, WBSES
Member Secretary
W. B. State Council of Higher Education
Kolkata - 700 029


08/7/2022
Principal
Govt. General Degree College, Singur

Date :- 08.07.2022

**Programme Schedule For
Academic Audit (2022-23)**

Date	Time	Schedule	Venue
20.06.2023	11.00a.m.	Introductory Meeting	Principal's Chamber
	12.00Noon	Meeting with internal members of IQAC	Principal's Chamber
	1.00p.m.–2.00 p.m.	Review of institutional policies, Procedures and previous audit reports& follow-up actions	Principal's Chamber
	2.00p.m.to2.30p.m.	Launch Break	
	2.30p.m.–4.00 p.m.	Review of accounting records, financial statements, library resources & services, Teaching-Learning Processes, environmental sustenance and basic amenities	Smart classroom
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Dr. Prabir Kumar Das

Ex-Member Secretary

West Bengal State Council

of Higher Education

Dr. Prabir Kumar Das, WBSES
Member Secretary
W. B. State Council of Higher Education
Kolkata - 700 029

Date : 20/06/23

Dr. Santanu Chakrabarti

Principal

Govt. General Degree College, Singur

Principal
Govt. General Degree College, Singur

Date : 20/06/23

GOVERNMENT GENERAL DEGREE COLLEGE, NAKASHIPARA

Period of Audit: June 2022 to May 2023

REPORT OF THE ACADEMIC AUDIT COMMITTEE

The COLLEGE / RECOGNISED INSTITUTION UNDER THE UNIVERSITY OF KALYANI

1. Name of the College: GOVERNMENT GENERAL DEGREE COLLEGE NAKASHIPARA

Address: Dist: Nadia, PS:, Nakashipara, Muragachha, West Bengal 741154

Year of Establishment: 2014

Telephone: STD Code : 03474 No. 268 008

E Mail ID: mgcnadia2015@gmail.com

Website : <https://muragachhagovtcollege.in/>

Type of Institute / College: Co-Education

Location: Rural

Status of University affiliation: ~~Permanent/One Year/Two Year/Three Year~~

UGC 2f Approval: Not Applicable

12b Approval: Not Applicable

NAAC Accreditation Year & Grade: Not Applicable

NIRF Year and Ranking: Not Applicable

Name of departments that received UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions-
No.

Is there any registered and functional Alumni Association of the college? – No

2. Member who interacted with the committee:

Sr. No.	Member	Name	Remarks
1.	Principal/Teacher in Charge	DR. TAPAS CHANDRA SAHA	
2.	IQAC Coordinator	DR. RAUDRA TAPAS DE	
3.	NAAC Coordinator	DR. BISWAJIT MUKHERJEE	
4.	HoD of Physics	DR. SAYAN DAS	
5.	HoD of Chemistry	DR. RAUDRA TAPAS DEY	
6.	HoD of Mathematics	DR. BISWAJIT SAHA	
7.	HoD of Education	DR. BINAYAK CHANDA	
8.	HoD of Bengali	DR. CHANDANA CHAKRABORTY	
9.	HoD of English	DR. BISWAJIT MUKHERJEE	
10.	HoD of History	DR. SAMIR MANDAL	
11.	HoD of Pol. Science	SMT. NATASHA LAMA	

3. Input (100 Marks) Students' Information:

Score -

1. Details of programs offered by the college (Give data for current academic year)

Sl. No.	Program Level	Name of the Program/ Course	Sanctioned/ approved Intake capacity	Demand ratio	Actual Student strength	Male: Female:
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1	UG	BA (HONS.)	150	2:1	130	Male: 53 Female:67
2	UG	B.SC. (HONS.)	75	1:1	25	Male: 20 Female:05
3.	UG	BA (PROG.)	50	3:1	39	Male: 18 Female:21
4.	UG	B.SC. (PROG.)	25	1:1	17	Male: 14 Female: 03

2. Does the college offer self-financed Programs? Yes No

If yes, how many? NA

3. New programs introduced in the college during the last 3 years, if any?

Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Numbers	N.A
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4. List the Academic departments:

Faculty /Branches	Name of the Department (Year of establishment)	UG
Humanities	BENGALI, ENGLISH, HISTORY, EDUCATION, POLITICAL SCIENCE (2015)	UG
Commerce	N.A	
Science	PHYSICS, CHEMISTRY, MATHEMATICS (2015)	UG
Skilled Oriented	N.A	
Any Other	N.A	

5. Details on students' enrollment in the college during the current academic year:

Type of students	UG (Sc.)	UG (Hum.)	UG (Com.)
Students from the same state where the college is located	42	169	NA
Students from other states of India	NIL	NIL	NA
Students from other countries	NIL	NIL	NA
Total	42	169	NA

6. Faculty/Teacher Information -

Course wise Faculty Information

Sl. No.	Name	Designation	Qualification	Subject	Date of First Appointment
1	Dr. Chandana Chakraborty	Asst. Professor	Ph.D./MA	Bengali	18/11/2015
2	Dr. Gargee Sarkar	Asst. Professor	Ph.D./MA	Bengali	06/08/2014
3	Sri. Biman Das	Asst. Professor	MA /B.Ed	Bengali	26/11/2015
4	Dr. Biswajit Mukherjee	Asst. Professor	Ph.D./MA	English	15/01/2016
5	Sri. Subhadip Das	Asst. Professor	M.Phil /MA	English	16/01/2016
6	Dr. Samir Mandal	Asst. Professor	Ph.D./MA /B.Ed	History	08/08/2014
7	Sri. Bivas Biswas	Asst. Professor	MA /B.Ed	History	16/12/2015
8	Sri. Joydeep Mondal	Asst. Professor	MA /B.Ed	History	19/08/2019
9	Dr. Binayak Chanda	Asst. Professor	Ph.D./MA /B.Ed	Education	10/12/2015
10	Dr. Ujjal Debnath	Asst. Professor	Ph.D./MA/B.Ed	Education	25/05/2015
11	Smt. Parbati Mondal	Asst. Professor	MA /B.Ed	Education	31/12/2020
12	Smt. Natasha Lama	Asst. Professor	M.Phil /MA	Pol.Sc.	9/8/2018
13	Mr. Samiul Sk.	Asst. Professor	MA	Pol.Sc.	10/06/2019
14	Dr. Raudra Tapash Dey	Asst. Professor	M.Sc./Ph.D.	Chemistry	03/09/2010
15	Dr. Rajib Sarkar	Asst. Professor	M.Sc./Ph.D.	Chemistry	12/06/2015
16	Mr. Rajib Mondal	Asst. Professor	M.Sc.	Chemistry	27/05/2015
17	Dr. Sudipta Kr. Kundu	Asst. Professor	M.Sc./Ph.D.	Chemistry	01/10/2020
18	Dr. Biswajit Saha	Asst. Professor	M.Sc./Ph.D.	Mathematics	25/02/2015
19	Prabir Chakraborty	Asst. Professor	M.Sc./Ph.D.	Mathematics	16/01/2016
20	Mr. Nashiruddin Ahammed	Asst. Professor	M.Tech./ M.Sc.	Physics	18/02/2015
21	Dr. Sourav Karar	Asst. Professor	M.Sc./Ph.D.	Physics	09/11/2015
22	Dr. Sayan Das	Asst. Professor	M.Sc./Ph.D.	Physics	29/10/2018

(Note: Attach separate Sheet. If necessary)

7. Research Information:

1.	No. of M. Phil and Ph. D. Faculty Member	M. Phil.: 3 Ph. D. :14
2.	Information Regarding Research Papers Presented/ Published on University/State/National/International Level (in last one Academic Year)	National : 3 International: 5
3.	No. of Major Research Projects; No. of Minor Research Projects: (in last one Academic Year)	In Progress : NIL Completed: NIL
4	No. of M.Phil./ Ph.D. supervised	NIL

(Note : Attach separate Sheet, if necessary)

8. Infrastructure Information – (100)

Score - 62

Sl. No	Criteria	Marks Allotted	Observation	Marks obtained	Remarks
	Class rooms				

1.	Adequate well furnished class rooms as per University norms <ul style="list-style-type: none"> ● Required No. :24 ● Available No. : 23 Adequate – 10 Marks Less than Adequate- 05 Marks Not Adequate – 0 Marks	10		10	
2.	Number of classrooms with ICT Facilities Above 50% facilities-05 Marks More than 25% facilities-03 Marks More than 10 % - 02 Marks	5		02	
3.	Number of Seminar rooms with ICT Facilities Above 2-05 Marks	5		02	
Laboratories					
1.	No. and Size of Laboratories as per University Norms/Apex body <ul style="list-style-type: none"> ● Required No:-----8-- ● Available No:-----7-- Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate – 00 Marks	5		05	
2.	Laboratory equipments available as per University norms Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate-00 Marks	5		05	
3.	Computers available as per University Norms. Adequate- 05 Marks Less than Adequate- 03 Marks Not Adequate-00 Marks	5		05	
Library					
1.	Books in the library (1:5 Students : Books) A) Reference Text Books – 3 Marks B) Periodicals -1 Marks C) News papers -1 Marks)	5		05	
2.	Journals i. International (Two each):2 Marks ii. National : (Two each): 2 Marks iii. E journals (Two each): 1 Mark	5		03	
3.	Digital Library Facilities: (E Journals /CD's/DVD's etc.) <ul style="list-style-type: none"> ● Adequate – 5 Marks ● Sufficient- 3 Marks ● Insufficient – 00 Marks 	05		03	

	<p>E-Content developed for:</p> <p>1) E-Pathshala</p> <p>2) CEC (UG)</p> <p>3) SWAYAM</p> <p>4) Other MOOCs platform</p> <p>5) NPTEL/NMEICT</p> <p>6) Any other</p> <p>(02 marks for each)</p>	10		0	
4.	Internet Facility provided to staff & utilization- 02 Marks	2		02	
5.	Internet Facility for student with time table & utilization- 02 Marks	2		0	
6.	Book Bank Facility- 02 Marks	2		0	
8.	Reading Room A) Student - 03 Marks B) Faculty - 01Mark	3		03	
9.	Budget allocated for purchase of books and journals during the year A) 2% or more than 2% of total budget excluding salary-03 marks B) Up to 2% of total budget excluding salary - 01 marks	3		01	
Faculty					
1.	No. of required Teaching Faculty – A. 100% Appointment- 14 Marks B. 76% to 99% Appointment-10 Marks C. 51% to 75% Appointment- 8 Marks D. Below 50% Appointment- 00 Marks	14		10	
2.	Faculties deputed / sponsored for the improvement of academic qualification during last year.- 02 Marks	NIL		NIL	
Sports					
1.	Gymkhana (with All Facilities) A) Separate Room – (02 Marks) B) Indoor - (02 Marks) C) Outdoor - (02 Marks)	4		0	
2.	Well Equipped Playground A) Own - (04Marks) B) Rented - (02Marks) C) On contract basis- (01Marks)	4		01	
Curricular and extracurricular activities					
1.	1. Separate room for N.S.S.- 02 Marks 2. Separate room for N.C.C..- 02 Marks	4		02	
2.	Facilities for extracurricular & Cultural Activities- 03Marks Adequate-2 Marks Sufficient- 1 Marks	3		03	

11. Process (200 Marks)

Score - 67

Teaching-Learning and Evaluation –

Sl. No	Criteria	Mark Allotted	Observation	Marks obtained	Remarks
1.	The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners Advanced Learners Program :05 Marks Slow Learners Program : 05Marks	10		0	
2.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies etc. are used for enhancing learning experiences (02 Marks for each method – Maximum 30 Marks)	30		10	
3.	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 96 % to 100% Teachers - 20 Marks 76 % to 95 % Teachers - 15 Marks 51% to 75 % Teachers - 10 Marks 26% to 50% Teachers - 05Marks 25% & Less Teachers - 02 Marks	20		10	
4.	Ratio of mentor to students for academic and stress related issues (Total Teacher : Total Students) (Mentor : Mentee) Mentor: Mentee Ratio (1:50) - 05 Marks Mentor: Mentee Ratio (1:75) - 03Marks Mentor: Mentee Ratio (1:100 & Above) -02 Marks	5		0	
5.	Number of capability enhancement and development schemes A. Guidance for competitive examinations B. Career Counseling C. Soft skill development D. Remedial coaching E. Language lab F. Yoga and Meditation G. Personal Counseling H. Brain Storming I. Any other ● 8 or more of the above – 20 Marks ● Any 5 of the above – 15 Marks ● Any 3 of the above – 10 Marks ● Any 2/1 of the above – 04 Marks	10		04	

6.	The Institution ensures effective curriculum delivery through a well planned and documented process <input type="checkbox"/> Teaching Plan – 02 Marks <input type="checkbox"/> Departmental meeting record for distribution of workload, timetable etc.- 01 Mark <input type="checkbox"/> Feedback- 02 Marks	5		05	
7.	Upgradation on Laboratory equipment during the year	5		05	
8.	Expenditure for purchase of books & Journals, CD's DVD's etc. during the year.	5		05	
9.	Expenditure for e-journals and online library during the year.	5		02	
10.	New Courses introduced of the total number of courses across all Programs offered during the year. <ul style="list-style-type: none"> ● Above 5 - 10 Marks ● Between 3 to 5 - 05 Marks ● Below 3 - 03 Marks 	10		0	
11.	Number of functional MoUs with institutions of National, International importance, other Universities, Industries, Corporate Houses etc. during the year (2 Mark for one functional MoU) (Maximum 10 Marks)	10		04	
12.	Percentage of students undertaking field projects / internships <ul style="list-style-type: none"> ● 76% to 100% - 10 Marks ● 51% to 75% - 05 Marks ● 1% to 50% - 03 Marks 	10		03	
13.	Participation of College in different sports events of the university during last year. (Per Sport activity 1 Mark)	10		05	
14.	Organization & Participation Technical Quiz / Seminar / Paper presentation / Project competition / Cultural events during last year. (Per Event 1 Mark) (Maximum 10 Marks)	10		10	
15.	Number of extension and outreach programs conducted in collaboration with industry/ community/ and Non - Government Organizations/ Swachh Bharat/Aids Awareness /Gender Issue etc. through NSS/NCC during the year (Number of extension and outreach programs conducted) (1 Mark per activity)(Maximum 10 Marks)	10		7	
16.	No. of Faculty Members participated in university assessment	10		10	

	Total Answer book by each faculty member	Marks			
	1. Assessed more than 50% their students admitted in college	5			
	2. Assessed less than 50% their students admitted in college	3			
	3. Assessed exactly admitted students in their college	2			
17.	Participation in Cultural Programme State Level- 3 & University Level - 02 Marks	5		5	
18.	Participation of University sponsored schemes at college level (Orientation Course and Refresher Course)	5		5	
19.	Prospective Plans achieved by the College	2		1	

Research -

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Financial Assistance provided from college to faculty for research	5		0	
2.	No. of teachers who received national/international fellowship /financial support	5		0	
3.	Organizing workshops / seminars for inculcating research habits i) Amongst teachers- 3 ii) Amongst students -2	5		4	
4.	Leave and other incentives provided to teachers for research	5		0	
5.	The teachers benefited under FIP scheme of UGC during last three year.	3		3	
7.	Research competitions, quiz etc. organized for students during the last years	5		3	
9.	Financial assistants provided to students for Innovation activities from the institution.	5		0	

Sports –

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Sports Scholarship / Financial assistance provided to students.	2		0	
2.	Extra coaching provided to sportsman for particular Sports.	3		3	
3.	Financial assistant for dietary food, travelling etc. to sports students.	3		0	

4.	Organized workshops / Seminars for sports students.	2		0	
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Output (100 Marks)

Score - 43

Sl. No	Criteria	Mark allotted	Observation	Marks obtained	Remarks
1.	Average result of final year of last year. <ul style="list-style-type: none"> ● 91% to 100% Result - 10 Marks ● 81% to 90 % Result-08 Marks ● 71% to 80% Result-06 Marks ● 61% to 70% Result- 04 Marks ● 60% & Below Result- 02 marks 	10		6	
2.	No. of students passed in first class and above in final year (last year) <ul style="list-style-type: none"> - 71% to 100 %- 05 Marks - 51% to 70% - 03Marks - 26% to -50% - 02 Marks - 25% & Below - 01 Marks 	5		5	
3.	No. of students in University merit list in final year (last year) (1 Mark for each student in Merit List) (Maximum 5 Marks)	5		5	
4.	Percentage of student progression to higher education (previous graduating batch) A. UG to PG/ <ul style="list-style-type: none"> ● 61% to 100% - 05 Marks ● 41% to 60% - 04Marks ● 21% to 40% - 03 Marks ● 20% & Less - 02Marks 	5		3	
5.	Percentage of placement of outgoing students during the last year Name of the employer with contact details Number of students placed <ul style="list-style-type: none"> ● 31 % To 100% - 05 Marks ● 21 to 30% - 03 Marks ● 11 to 20% Marks 02 ● 1 to 10% - 01 Marks 	5		1	
6.	Number of research papers published in the Journals notified on UGC website during the years (ISSN Only- <ul style="list-style-type: none"> ☐ Per teacher Three Papers-10 Marks ☐ Per teacher Two Papers - 8 Marks ☐ Per teacher One Paper - 5 Marks ☐ Per teacher Below One Paper – 2 Marks 	10		2	

7.	Books and chapters in edited volumes / books published, and papers in national / international conference-proceedings per teacher during the year (ISBN / ISSN Only) <ul style="list-style-type: none"> • Number of papers Published in Proceeding during Year:- (1 Mark per Paper, Maximum 5 Marks) • Number of Books Published during Year :- (1 Mark Per Book, Maximum 5 Marks) • Chapters in books Published during Year :- (0.5 Mark Per Chapter, Maximum 5 Marks) 	10		5+2+3=10	
8.	No. of faculty members presented papers in symposium/workshop / conference / seminar in last year.(1 Mark per Paper, Maximum 5 Marks)	5		5	
9.	No. of Faculties contributed as resource persons at QIP/symposium /workshop / conference / seminar in last year. (1 Mark per Resource Person, Maximum 10 Marks)	5		4	
10.	No. of Major/Minor Research Projects undertaken by faculty. (1 Mark per Project, Maximum 5 Marks)	5		0	
12.	No. of Patents done/submitted during last three years	5		0	
13.	Number of awards and recognition received by faculty from Government /recognized bodies during the year (1 Mark per Award/Recognitions) Total Number of Awards & Recognitions :	5		2	
14.	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level etc. (award for a team event should be counted as one) during the year <ul style="list-style-type: none"> • International (Sports/ Cultural) – 03 Marks • National (Sports/ Cultural) – 02 Marks 	5		0	
15.	Revenue generated from consultancy	10		0	
16.	Revenue generated from corporate training	10		0	

Grade:-

81% and Above = A+

71% to 80 % = A

61% to 70 % = B





51% to 60 % =C

50 % & Below = D

Date of visit: 20/06/2023

The Audit Team interacted with the teachers, support staff, and a section of students during the process. Based on the existing findings and the given information, we have made our observations and recommendations:

Persons interacted with the Audit Team:

Sl. No.	Name & Designation	Signature
1	Dr. Tapas Chandra Saha, Officer-in-Charge	
2	Dr. Raudra Tapas Dey Assistant Professor	
3	Dr. Binayak Chanda Assistant professor	
4	Shri Bivas Biswas Assistant Professor	

Most Important: The College must initiate sincere actions to attain UGC 2f and 12b certifications and permanent affiliation from the University.

General Infrastructure:

Strengths:

1. **Choice of Subjects:** The college offers a wide range of subjects for undergraduate Science and Humanities courses.
2. **High Demand Ratio:** Some subjects show high demands indicating strengths.
3. **Gender Issues:** The overall enrollment shows a gender balance, though BA (Hons,) draws more female students.
4. **Qualified Faculty:** With fourteen faculty members having Ph. D.s, the college is in a position to improve academic mentoring and instruction.
5. **Physical Infrastructure:** The college has sufficient classrooms and laboratories as per university norms.
6. **Library:** Despite being a new college, it has a well-stocked library with newspapers, magazines, and reference books that support students' interests.
7. **Research:** The college must take action to increase the number of research publications.

Weaknesses:

1. **Course Options:** A limited number of courses are available. The college should introduce more courses. Data shows fewer admissions than the sanctioned intake capacity in some subjects.
2. **ICT Facilities:** More classrooms should be made ICT-enabled. The college must consider the establishment of an auditorium also.
3. **Digital Resources:** The college lacks e-journals and MOOCs integration. This has to be strengthened. The creation of a book bank would be beneficial for students.
4. **Student Support Service:** The college must develop a dedicated cell for student support. The cell would help educate students for various government and private scholarships and stipends.
Self-Financed Programs: The college must consider introducing some value-added add-on courses which in turn may generate finance for the college.
5. **Research Output:** The number of published papers is small compared to the number of qualified faculty.

Opportunities:

1. **Expansion of ICT- Facilities:** More classrooms and seminar rooms need to be equipped with modern ICT- components. The availability of digital resources like NPTEL, SWAYAM, E-Pathshala, and MOOCs platforms may motivate students beyond classrooms.
2. **Introduction of new programs:** More relevant, skill-oriented, and demanding courses should be introduced. May consider self-financed courses also.
3. **Research Activities:** The authority should provide some scope and facilities to faculty for doing research works and publications.
4. **Enrollment in Science Courses:** Actions must be initiated to increase enrollment in science courses.

Challenges:

1. **Budgetary Provisions:** Limited grants are obstructing the holistic development of the college.
2. **Faculty Recruitment:** More posts of teachers and support staff would elevate the college.
3. **Adoption of Technology:** Maintenance and upgradation of ICT facilities and digital resources require continuous investment and technical support. Limited funding can be challenging.

Overall Assessment: The college has qualified faculty and good infrastructure. However, limited program options and a lack of digital resources could hinder its growth. The short term perspective plan of the college must include enhancement of infrastructure, more emphasis on research publications, students' involvement in research activities and the changing needs of education. The college can address its weaknesses and establish itself as a more competitive institution by capitalizing on opportunities like introducing new programs and improving technology integration. Focusing on student support services like a book bank and internet access can further enhance the student experience.

Teaching-Learning-Evaluation:

Strengths:

1. **Curriculum Delivery:** The teachers sincerely deliver the desired curriculum through a well-planned academic calendar.
2. **Co-Curricular Activities:** Students' participation in various activities like technical quizzes, seminars, paper presentations, project competitions, and cultural events show a vibrant academic ambiance on the campus.
3. **Involvement in University Programs:** Full participation in various academic activities of the university indicates teachers' commitment.
4. **Laboratory Upgradation:** Laboratories are good but need upgradation.

Weaknesses:

1. **Learner's Support:** The college should frame a structured plan for slow and advanced learners.
2. **Mentorship:** A structured Mentor-Mentee system should be made in practice.
3. **Limited ICT in Teaching:** Approximately 50% of the teachers use ICT facilities in teaching. This has to be increased for a more effective teaching-learning experience.
4. **Capacity Development:** For better comprehensive support for student development in areas like career counseling and soft skill development, the authority must take the necessary steps.

Opportunities:

1. **Introduction of New Courses:** There is scope for the introduction of some new relevant courses at the UG level.
2. **Institutional Collaborations:** Establishing more functional MoUs with industries/academic institutions of national and international importance can provide students and faculty with better opportunities.
3. **ICT Use:** The authority must establish and plan more ICT facilities and train teachers so that they use ICT facilities during learning activities.

4. **Field Projects and Internships:** Besides curriculum, more students need to undertake field projects and internships for practical learning and employability.

Challenges:

1. **Limited Research Support:** In the absence of UGC funding, the college may consider sanctioning a lump-sum grant to facilitate research activities.
2. **Financial Assistance to Students:** The quantum of financial support to students is small. The college should initiate schemes to support more students financially.
3. **Sports and Extra-Curricular Activities:** For the holistic development of students' personalities, stress on games and sports should be given.

OUTPUT

Strengths:

1. **Academic Performances:** About 71% students have secured first class indicating good teaching-learning activities. Few students also appeared in the merit list of the university, again showing strong academic performances.
2. **Progression to Higher Education:** A good number of students are joining PG courses indicating a successful transition from UG studies.
3. **Publications:** Some publications in conference proceedings, books, and chapters. This has to be increased.
4. **Faculty Participation in Academic Events:** The matter of presentation of papers at various symposiums/workshops/conferences, etc. indicates the involvement of teachers in research activities.
5. **Faculty Recognition:** Receiving awards from external organizations which highlight their achievements.
6. **Extra-Curricular Activities:** Some awards won at various levels by students indicate their active participation in Extra-Curricular activities.

Weaknesses (W):

1. **Placement Rate:** The activities of the Placement Cell have to be increased to place more students in jobs.
2. **Research Funding:** In the absence of Major/Minor research projects, the publication figures can not be increased. The college authority must consider the matter of lump-sum funding to motivate researchers. Innovative researchers may be motivated to file patents also.
3. **Revenue Generation:** The authority should motivate the teachers to undertake consultations in their specific areas which may generate funds and resources for the college.
4. **Overall Final Result:** The final year result though satisfactory (71-80 % pass) is not exemplary.

Opportunities (O):

1. **Progression to Higher Education:** Enhancing academic advising and support to UG students throughout the year may help to raise the figures of UG to PG transitions.
2. **Placement Programs and Collaboration:** The placement rates of students may be increased by arranging more campus interviews, and building ties with industries and business houses.
3. **Research Output:** Supporting the teachers in various ways may have a catalytic role in the institution's academic reputation and research score.
4. **Consultancy:** The College may frame protocols for consultancy services and involve the teachers in consultation activities to generate resources for the college. Some training programs can also be arranged to raise funds.

Challenges (C):

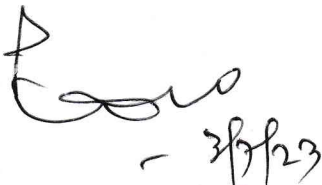
1. **Maintaining Academic Excellence:** Adequate steps should be taken to maintain good academic performance at the university level.

2. **Research and Innovation:** The College needs to discuss and sort out the matter of research funding. Securing funding and fostering a research culture is essential.
3. **Financial Sustainability:** With no revenue from corporate training and consultancy, it would be difficult to sustain financial requirements for any developmental projects.
4. **Recognition and Awards:** There is room for improving the institution's visibility and reputation by winning more awards and recognitions from recognized organisations.

Overall Assessment:

The college demonstrates strengths in producing high-achieving graduates, with multiple students making it to the university merit list and a high first-class pass rate. Faculty engagement in academic activities and contributions to conference proceedings and books are commendable. However, there are significant areas for improvement, particularly in student placement, research output, and generating revenue through consultancy and corporate training. The college may also enhance its scholarly reputation through attention to these domains and utilization of prospects to improve student advancement, augment research endeavours, and cultivate industry connections. Addressing the identified challenges will require strategic planning and investment in resources to nurture an environment conducive to academic excellence and innovation.

Signature of the members:



- 3/7/23
Dr. Prabir Kumar Das, wbsns
Member Secretary
W. B. State Council of Higher Education
Kolkata - 700 029


03/07/2023
Principal
Govt. General Degree College, Singur


Date :- 03.07.2023

**Programme Schedule For
Administrative Audit (2022-23)**

Date	Time	Schedule	Venue
27.06.2023	11.00a.m.	Introductory Meeting	Principal's Chamber
	12.00Noon	Meeting with internal members of IQAC	Principal's Chamber
	1.00p.m.–2.00 p.m.	Review of institutional policies, Procedures and previous audit reports& follow-up actions	Principal's Chamber
	2.00p.m.to2.30p.m.	Launch Break	
	2.30p.m.–4.00 p.m.	Review of accounting records, financial statements, library resources & services, Teaching-Learning Processes, environmental sustenance and basic amenities	Smart classroom
	4.00p.m.–4.30 p.m.	Review on Administrative Processes and Procedures, Best Practices	Smart classroom
	4.30p.m.–4.45 p.m.	Tea Break	
	4.45p.m.–5.30 p.m.	Meeting with all statutory committee members	Smart classroom


Dr. Prabir Kumar Das
Ex-Member Secretary
West Bengal State Council
of Higher Education

Dr. Prabir Kumar Das, WBSES
Member Secretary
B. State Council of Higher Education
Kolkata - 700 029
Date : 27/06/23


Dr. Santanu Chakrabarti
Principal
Govt. General Degree College, Singur

Date : 27/06/23

Administrative Audit

Year – 2022-23

A. General Information:

1.	Name of the College	Government General Degree College Nakashipara, Muragachha
2.	Address	Vill & P.O- Muragachha, P.S – Nakashipara, Dist- Nadia, Pin – 741154
3.	Year of Establishment	2014
4.	Website Address	https://muragachhagovtcollege.in/
5.	E-mail ID	mgcnadia2015@gmail.com
6.	Type of Institute	Co-Education
7.	Location	Rural
8.	Status of University Affiliation	One Year
9.	UGC 2f Approval	Nil
10.	UGC 12b Approval	Nil
11.	NAAC Accreditation (Cycle, Year & Grade)	Nil
12.	NIRF Year and Ranking	Nil
13.	Alumni Association Name & Year of Establishment	Government General Degree College Nakashipara Alumni Association 2024.
14.	Alumni Association's Regn. No.	S0042066 of 2024-25

B. Infrastructure:

Details of Physical Infrastructure (Give numbers/area)					
Classrooms	22	Gallery	1	Seminar room	0
Auditorium	1	Gen. Staff room	1	Dept. Staff room	nil
Students union	1	Boys' Common Room	1	Girls' Common Room	1
IQAC	1	NT-Staff room	2	Girls' Hostel (Accom.)	Nil

NCC	Nil	NSS	1	Boys' Hostel (Accomm	Nil	
Language Lab	Nil	Placement Cell	Nil	Central Computer Lab., No. of terminals	1	
		Physical Education	Nil			
Gent's Toilet	4	Female Teachers' Toilets	1	Female Staff's Toilets	1	
Male Teachers' Toilets	1	Accessible Toilets	Nil	Male Staff's Toilets	1	
Gymnasium	Nil	Sick room & facilities (Sick bed, wheelchair, Attendant, etc.)	1	Central Instrument. Lab	Nil	
No. of (Subjectwise)	Labs.	Indoor games	Carrom - 03 Chess - 04	Outdoor Games & Sports Facilities	Nil	
Physics	3	Ramps & other facilities for physically challenged	YES	Instructor/ Instructress Facilities	Nil	
Chemistry	3					
Zoology	N.A	Area of Garden		Skill Development Centre	Nil	
Botany	N.A					
Geography	N.A	Store Room	2	Resource generated from the computer lab		
Mathematics	1					
		Biodiversity Register	No	Garden Area	Yes	
				Maintenance of Garden	Yes	
LIBRARY						
Area & Type	No. of Books	No. of Journals	No. of periodical s	e-Resources	Other Facilities	Institutional membershi p
146.43 sq.M (Partially automated)	5502	03	05	Nil	Nil	Nil

C. Security Arrangement

No. of Security Guards			Separate Rooms	CCTV installed per floor	Visitor Records	Security arrangements in hostels
Sanctioned	Existing	Contractual				
04	04	Yes	Yes	Yes	Yes	N.A

D. Drinking Water Facilities

No. of Pure water dispensing units for		No. of Water Coolers		AMC for Water Purifier	AMC for Water Cooler	Initiative for groundwater recharging
Students	Others	Gr. Floor	1 st Floor			
Yes	Yes	01	01	Yes	Yes	No

E. Power Issues & Backup Facility

Total no. of AC	Av. Units consumed per month	Installation of Solar Power Generator	Av. diff. in electric bills per month	No. of Silent Power Generator	AMC for electrical installations	Any other
35	1704.87 kWh	No	695.14 kWh	Nil	Yes	No

Facilities and Amenities

Canteen	Drinking Water	Computer and Internet Facilities	Internet/ Wi-Fi Connectivity for students	CCTV Surveillance	Scholarships & Free Studentship	
Yes	Yes	Yes	Yes	Yes	Yes	

F. Academic and Co-curricular Activities

No. of Seminars/Webinars Conducted on					Dept. with no seminar	Programme by ICC
Value Education	Women Empowerment/ Gender Equity	IPR	Cyber Crime	Stock Market		
01	Nil	01	01	Nil	Mathematics – 1 nos	01

G. Administrative Procedures

Leave	Service	Income	Staff	Frequency of Meeting
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records		Book Cell	tax Cell	Training			
CL	Yes				GB	TC	Acad. Comm.
EL	Yes	Yes	Yes	No	GB presently non functional	Once in a month	Once in three months
ML	Yes						
EOL	Yes						
CCL	Yes						

H. Compliance and Best Practices

1.	Is the Vision and Mission of the college displayed properly	Yes
2.	Is the Contact details of the Anti-Ragging Cell displayed	Yes
3.	Is the Contact details of the ICC displayed	Yes
4.	Is there any protocol for Grievance Redressal Cell	Yes
5.	Is Minority Cell functional	Yes
6.	Did IQAC implement and maintain the COVID Protocol	Yes
7.	Is a Doctor-on-Call Facility available	No
8.	Are Meetings of IQAC, and Purchase Committee held regularly	Yes
9.	Is there any MoU with other Institutions	Yes
10.	Provision for online Feedback from different stakeholders	Yes
11.	Do you analyze and act upon the feedback received	Yes
12.	Is there any structured framework for appraising the students about different scholarships	Yes

J. Additional Comments/Feedback:

Any additional comments or feedback regarding administrative functions-

Auditor's observations and recommendations:

Name of the College: Government General Degree College, Nakashipara, Muragachha, Nadia.

Period of Audit: 2022-23

Strengths

- **Infrastructure:** The College offers all the facilities needed, like classrooms, an auditorium, a gallery, common spaces for both boys and girls, and restrooms for staff members, instructors, and students. There are also the necessary number of staff rooms available. But there is a pressing need to provide accessible restrooms.
- **Basic Amenities:** There are provisions for a canteen, drinking water, and a computer lab with internet access.
- **Library:** The library has a moderate book collection and is mainly automated.
- **Academic and Extracurricular Activities:** Programs for value education and seminars/webinars are examples of academic and extracurricular activities. Common areas include areas set aside for NSS units, common rooms, and student unions.
- **Disability Support:** Access ramps for people with physical disabilities.
- **Maintenance:** Well-kept plants and operational AMC water filters.
- **Administrative Practices:** Leave records, service book cell, income tax cell, and staff training facilities are available, indicating a structured administrative process.
- **Security:** Adequate security arrangements including CCTV cameras on all floors, visitor records maintained, and security guards present.

Weaknesses

- **Infrastructure:** Only 22 classrooms might be insufficient for a large student body. The authority must consider establishing accessible toilets, seminar rooms, language lab, placement cell, and hostels in the student's academic interest.
- **Library:** The authority must consider various e-resources and institutional memberships in the library.
- **Absence of Specialized Facilities:** No central instrument lab, language lab, placement cell, or central computer lab with multiple terminals.
- **Limited Sports Facilities:** No gymnasium, indoor games facilities, or outdoor sports facilities are required for the holistic development of the students.
- **Hostel Scarcity:** The absence of hostel facilities for girls and boys is a matter of concern for rural students.
- **Limited Academic Activities:** Only one seminar was conducted recently; no programs on cybercrime, stock market, IPR, etc.
- **Administrative Gap:** Governing Body (GB) is non-functional.
- **Power Issues & Backup Facility:** The absence of solar power installation even in the outside common area.
- **Environmental commitment:** While water dispensing units and coolers are available, there's no initiative to conserve water, or groundwater recharging, which could be environmentally beneficial.

Opportunities


- **Infrastructure Expansion:** The authority must consider the matter of infrastructure expansion like more classrooms, a language lab, a central instrument unit, and outdoor sports facilities which would improve the overall quality of education and student experience.
- **Technology Integration:** Setting up a central computer lab, language lab, and e-resources for the library, and use of technology in everyday classrooms.
- **Skill Development:** Establishing a Skill Development Centre to enhance student employability.
- **Collaboration:** Partnering with other institutions for research, advanced labs, and faculty exchange. May consider visiting local industries and MSMEs in the students' interest.
- **Green Initiatives:** Installing solar power for electricity generation and groundwater recharge initiatives. The authority may explore options for solar power installation and enjoy the difference in electric bills on a long-term basis and environmental benefits.
- **Enriching Academics:** Organizing more seminars/webinars, workshops, hands-on training, and programs on diverse topics could provide more diverse learning opportunities for students.
- **Revitalizing Administration:** Restructuring the GB and conducting regular meetings for better governance.

Challenges:


- **Enrollment of Students:** Growing infrastructure facilities may be difficult due to insufficient funding and available space. The existing infrastructure might be inadequate to satisfy the demands and student population growth.
- **Funding Constraints:** Limited budget provision and resources might hinder infrastructure expansion and technology integration.
- **Green Initiatives:** The college needs to draw a perspective plan to address power issues and implement rainwater harvesting/groundwater recharging initiatives.
- **Embracing Change:** The College must practice adapting to changing educational trends and technological advancements while maintaining administrative procedures may require continuous effort and resources.

Overall Assessment: The College has some strengths, particularly in basic amenities, library resources, administrative practices, and security measures. However, there exist weaknesses in terms of classrooms, specialized facilities, hostels, games and sports, skill development, and limited academic activities. The College should press the Government to enhance budgetary provisions for implementing possible expansions, technology integration, skill development, and sustainable green practices.

With strategic planning and concerted efforts of the stakeholders, the college can make it a place for better learning.


10/07/2023
Dr. Prabir Kumar Das, IAS
Member Secretary
W. B. State Council of Higher Education

Date:- 10.07.2023


10/07/2023
Principal
Govt. General Degree College, Singur