



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
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Website: <https://maulanaazadcollegekolkata.ac.in>

Academic and Administrative Audit (A & AA)
Report
(With detailed analysis)
2023-24

Conducted by
Expert Committee Members of
External Academic and
Administrative Audit Team



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Memo No.-

Date -

Report on Academic Audit for 2023-24
Observations/Recommendations by the Audit Team

The following report has been prepared by the Audit Committee comprising of the members mentioned below on the basis of physical verification and analysis of documents submitted by the institution. On satisfactory verification the committee submitted their report for consideration.

Mission-Driven Impact: The mission of the College to empower student success, nurture talent, and fuel economic growth is a powerful vision. The recent audit analysis bridges the gap between aspiration and achievement by identifying strengths to leverage and areas for improvement.

Affordability- A Strategic Advantage: The college's affordability, exceptional educational value, competitive tuition rates, and debt-free student outcomes are clear strengths. By prioritizing affordability, the college empowers students from low-income backgrounds and first-generation families to pursue higher education and achieve career growth. This approach not only promotes educational equity but also supports broader career advancement opportunities for its graduates.

Diverse and Flexible Academic Offerings: The college offers a wide variety of certificates, courses, and degree programs, combined with flexible learning modalities, demonstrating the college's commitment to adaptability. These offerings equipped students with the skills necessary to navigate and excel in an evolving job market to a significant extent.

IQAC: A Catalyst for Excellence: The IQAC plays a vital role in driving academic enhancement, governance, equity, and accessibility initiatives. The IQAC demonstrated a commitment to continuous improvements for the institution including all stakeholders. The IQAC should hold meetings at regular intervals.

Areas for Improvement: Based on our observations we would like to note the following:

Centralized Placement Cell:

Current Status: Lack of a dedicated placement cell

Recommendation: Establish a centralized placement cell to:

- Connect students with potential employers
- Offer career development workshops
- Track graduate employment outcomes

Job Prospects for Graduates:

Current Status: Limited job prospects for graduates

Recommendation: Implement data-driven program alignment

- Analyze job market trends
- Tailor program offerings to address specific industry/social needs
- Partner with local businesses for internship opportunities

Principal
Maulana Azad College, Kolkata
Govt. of West Bengal

Adjunct Professor

Dept. of Applied Chemistry
MAKAUT, W.B.

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e-governance for Efficiency:

Current Status: Potential for improved efficiency in campus operations

Recommendation: Implement comprehensive e-governance to:

- Enhance operational efficiency
- Improve transparency
- Streamline processes for students, faculty, and staff

Best Practice (s) / Innovations of the Institute:

- **Personalized Learning:** Implemented mentoring programs to support slow and advanced learners.
- **Engaging Instruction:** Enhance teaching and learning activities by incorporating innovative teaching methods that promote active learning and cater to diverse learning styles
- **Multilingual Proficiency:** Provide opportunities to gain knowledge in multiple languages within the campus, expanding career and educational prospects.
- **Advanced Research:** Well-equipped research laboratories of the college support a culture of research, and innovation. The faculty members must explore provisions for research grants from various funding agencies for both minor/ major research project. The advanced equipment of different science laboratories are to be opened for use of researchers from various departments. The college authority is requested to devise a mechanism for the same.
- **Career-Ready Skills:** The college offers practical, job-oriented courses like GST, Tally, Foreign languages, and computer skills to prepare students for the workforce.
- **Sustainable Campus:** The college has implemented eco-friendly initiatives like solar panels to reduce environmental impact and operational costs.
- **Tech-Enabled Learning:** Revamped ICT facilities in classrooms and seminar rooms
- **Filling up the vacant post:** The college authority is requested to take necessary steps for filling up of the vacant posts, particularly in the Post Graduate (P.G.) departments in the academic interests of the students.
- **Publication of the departmental journal:** The P.G. dept. of English is requested to publish the departmental journal which has been discontinued recently, in consultation with the Principal.
- **The department of Urdu** has significant publications and the members of the dept also acted as experts in various academic fields. The department must take necessary steps to apply for research fields and publish research papers. Collaborative academic programs are to be initiated.
- **The commerce dept** should increase research activities. The members of the dept. must explore all avenues for research grants. They are to organize various awareness programs of current interests for the students.
- **Faculty members of Microbiology and Sociology** depts. must apply for research projects.

Conclusion: The College demonstrates a strong foundation with its affordability, diverse academic offerings, and commitment to innovation. By addressing the identified areas for improvement and capitalizing on new opportunities, the institution can further enhance its impact on student success and economic growth. Regular follow-ups and implementation of the recommended actions will be crucial in realizing the College's full potential.



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Report on Academic Audit for 2023-24

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26/9/24

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4. Prof. Chhatrapati Datta.

26/09/2024

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CPE (1st Cycle) ♦ NAAC Accredited 'A' Grade (2nd Cycle) ♦ DBT STAR College

ISO Certified - 14001: 2015, 50001 : 2018, 9001 : 2015

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- 1. Classrooms, Laboratories and Animal House:** The college has adequate classrooms as per university requirements. Most of them are ICT-enabled, and equipped with LCD projectors and Wi-Fi. Additionally, both UG, PG, and research laboratories are equipped with some advanced equipment. The dept. of Zoology has an animal house for research purposes which needs to be revived as per norms.
- 2. Hostel Facilities:** The college has both a Boy's Hostel (accommodation of over 400 boarders) and a modern Hostel with a capacity of 72 boarders for Girls
- 3. Internet, Wi-Fi & LAN Facility:** The college has two 300 Mbps BSNL ISP lines and another 200 Mbps Airtel broadband internet service with necessary LAN connections across the campus. Additionally, the boarders of college hostels (Boy's & Girl's) enjoy free high-speed internet connectivity. WiFi routers strategically placed throughout the campus ensure full WiFi coverage.
- 4. Computer Infrastructure:** The college has four computer labs, which are exclusively designated for students' use. There exists continuous monitoring for the upgradation of PCs as and when required.
- 5. Security Measures:** CCTV cameras, including those at the Boy's & Girl's Hostel, are carefully placed throughout the campus. Security personnel also maintain visitor data to ensure safety and security.
- 6. Basic Amenities and Power Backup:** For both male and female employees and students, the college provides restrooms and adequate drinking water facilities (both normal and cold) on each floor. Additionally, a 125 kVA silent power backup system is installed.
- 7. Energy-Saving Measures:** The college has implemented energy-saving measures, and the installation of solar power panels has significantly enhanced these initiatives.
- 8. Contracts for annual maintenance:** CCTV systems, LANs, PCs, Xerox machines, printers, air conditioners, and drinking water facilities are all included in the AMC coverage.
- 9. Gym and Common Rooms:** Separate gym and common room facilities are available for both male and female students.

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10. **Athletic Events:** The college hosts yearly athletic events in its playground where all staff and students actively participate.
11. **Services offered by the Canteen:** There is a canteen in the college for Staff and students. A canteen is also available in the Girl's Hostel. It is recommended that cafeteria services be introduced in the Boy's Hostel. The quality of food in the canteen should be improved in all the canteens.
12. **Medical Care:** On campus, there are medical amenities available, including wheelchairs, sick beds, first-aid kits, lady attendants, and on-call physicians.
13. **Char-Bagh Garden and Flora-Fauna Register:** The college gardener maintains the char-bagh garden, which features a variety of medicinal plants. The maintenance of the garden is financially aided by the alumni association of the college. Furthermore, the Botany and Zoology Dept. keeps a stock register for plants and animals of the campus.
14. **Inventory Management:** There exists specific inventory registers for the office, departments, and laboratories, that are meticulously preserved and kept updated regularly.
15. **Service Books and Leave Records:** As per extant rules, service books and leave records are updated and kept regularly.
16. **Workshops and Seminars:** The initiative to conduct workshops and seminars on Cybersecurity, Women's empowerment, the Stock market, and value education with external experts is commendable. Regular workshops and sensitization programs on utilizing ICT are requested to be organized.
17. **Staff Training:** The college arranged staff training, including computer literacy, to boost performance in basic administrative tasks.
18. **Display of the College's Mission and Vision:** The college's mission and vision are prominently displayed on both the premises and website.
19. **Committee Meetings:** Meetings of the IQAC, Teachers' Council, Purchase Committee, Management Body, Alumni Association, and other committees are efficiently scheduled and minutes are recorded.
20. **Academic Collaborations:** Despite already signing MoUs with several institutions/organizations, the college is urged to ensure students reap the benefits from these agreements. Moreover, joint/mutual activities should be held regularly involving the students.
21. **Accessible Environment:** There is a dedicated restroom and accessible toilets for the Divyangjan individuals. To ensure inclusivity and accessibility for all students and other stakeholders, the college administration is urged to prioritize the installation of lift facilities.
22. **Alumni:** The college's Alumni Association, registered and maintains a dedicated webpage outlining its objectives. Beginning this year, the association introduced awards for outstanding students. Alumni also extend their support in maintaining the college garden. The Alumni association may be requested to organise various soft skill development programs for the students.

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23. **Vacant Posts:** The institution should put pressure on the government for filling up of the substantive vacant positions—especially those of non-teaching immediately.
24. **Feedback:** Regular feedback is collected from various stakeholders, including parents, alumni, peers, staff, and students. The college has established both offline and online systems for gathering and analyzing this feedback.
25. **Student Welfare:** The college offers student support services such as career counseling and access to government and private scholarships. It maintains up-to-date records. Implementing initiatives to encourage more students to utilize these resources is recommended.
26. **Statutory cells:** The college has established essential cells including the Anti-Ragging Committee, Grievance Redressal Committee, ST/SC/OBC Cell, and Internal Complaints Committee, all of which are operational. Functions of these cells/committees are detailed on the college website.
27. **Audits:** The college has carried out numerous audits, including government, gender, environment, energy, green, disposal management of both solid and e-waste as well as internal audits. The college authority also considers the recommendations of each of them while implementing various action plans.
28. **Welfare measures:** Teachers and support staff are motivated to participate in career advancement programs like OP, RC, FDP and other promotional avenues. Besides eligible teachers also get necessary assistance towards presenting their research findings in India and abroad. The college provides paid leave, ensures timely salary disbursement, reimburses health bills through WBHS, and offers opportunities for career advancement through CAS.
29. **NSS activities:** This unit organised various awareness initiatives addressing critical social issues including AIDS, Cancer, and Dengue. Additionally, they conducted seminars focusing on safe driving and gender sensitization in collaboration with the Kolkata Police. Moreover, the unit actively engages in campus and surrounding area cleaning drives as part of the Swachh Bharat Abhiyan. They also participated in the Kolkata Police Half Marathon and the National Integration Camp and Yuva Sambad. For World Environment Day, World Biodiversity Day, the NSS unit hosts a Tree Plantation Program and a speech competition centered on Ecosystem Restoration. Awareness Programme on Problems of single use of plastic in collaboration with Indian Oil Corporation was conducted. Cleaning Drive of Mallick Ghat to instill a sense of civic responsibility was undertaken.
30. **Official Coordination:** The college maintains good liaison with the affiliating university, Directorate of KMC, CESC, PWD, and representatives of other local bodies.
31. **Best Practices:** I) Online Remote Learning and Green Digital Initiatives and II) Student Profile Mapping


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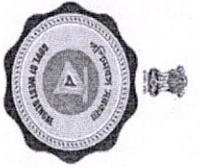
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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Arabic	Qualified Faculty: The faculty members of the Department are enriched with knowledge and reasearch indicating a strong academic environment.	Research Projects: The absence of significant research projects, both major and minor, could impede academic growth and innovation within the department.	Research Collaboration: The department can explore collaborations with other institutions or industries to initiate research projects and broaden academic	Financial Constraints: Insufficient budget allocation for research, library resources, and infrastructure upgrades may hinder the department's growth.
	Research Publications: Three national level publication and one paper presentation in national level seminar.	Limited Student Engagement: There's a lack of student-centric learning methods and ICT utilization by faculty members.	Faculty Development Programs: Encouraging more faculty members to participate in workshops and seminars on research methodologies can foster a culture of research within the department.	Lack of Research Culture: Overcoming a lack of research culture among faculty and students may require significant efforts in training and motivation.
	Engagement in Academic Processes: The department demonstrates engagement in teaching plans, and feedback mechanisms, ensuring effective curriculum delivery.	Research Initiatives: Insufficient incentives and initiatives for faculty and students in research activities may deter exploration and innovation.	Student Involvement: Initiating research competitions, seminars, and workshops can encourage students to engage actively in research activities.	Resource Management: Effectively managing available resources to meet the diverse needs of teaching, research, and student engagement remains a challenge.
	Faculty Development: Two teachers have participated in a refresher course, reflecting a commitment to enhancing teaching methodologies.			
Bengali	Faculty Expertise: The department boasts three Ph.D. holders, indicating a good academic foundation and potential for quality research output.	Research Output: There is a lack of significant research output in terms of publications and projects, indicating a need for more focused research efforts and collaborations.	Research Collaboration: Collaborating with other departments or institutions could enhance research opportunities and facilitate access to funding and resources.	Limited Research Culture: Building a robust research culture within the department requires dedicated efforts from the department in drawing a blueprint of achieving academic excellence.

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Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Bengali	Infrastructure: The department meets the required standards in terms of classrooms, computers, and library resources, providing students and faculty with adequate facilities for learning and research.	Underutilization of Infrastructure: Despite adequate infrastructure, facilities such as internet access, book bank, and library automation are underutilized or non-existent, limiting their potential impact on academic activities.	Curriculum Diversification: Introducing more value-added courses and interdisciplinary programs could attract a wider range of students and enhance their skill sets.	Student Engagement: Encouraging greater participation in extracurricular activities and extension programs may face resistance due to competing academic demands or lack of awareness.
	Teaching Plan and Documentation: The department maintains teaching plans and records of departmental meetings, ensuring a structured and organized approach to curriculum delivery.	Limited Student Engagement: Few students are engaged in extension activities, sports events, or cultural programs, indicating a need for increased participation and extracurricular involvement.	Industry Partnerships: Establishing partnerships with academic bodies/ corporate houses/ administrative departments could provide students with practical exposure and enhance their employability.	Funding Constraints: Securing funding for research projects, and student support programs may be challenging, particularly given budgetary constraints.
	Student Support Programs: Efforts are made to support both advanced and slow learners through remedial classes and access to reference materials.	Low Student Progression to Higher Education: The percentage of students progressing to higher education is relatively low, suggesting a need for enhanced academic and career guidance.		
Botany	Faculty Expertise: The department boasts a significant number of Ph.D. faculty members, indicating a high level of expertise in their respective fields.	Research Projects: There is a lack of major and minor research projects, limiting opportunities for faculty and students to engage in research activities. The potentiality of the department to be fully utilised for publishing research articles.	Research Funding: The department can explore opportunities to secure funding for research projects, enabling faculty and students to undertake impactful research.	Limited Research Resources: The lack of major research projects and funding may pose challenges in conducting high-quality research and attracting research-oriented faculty and students.

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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Botany	<p>Research Publications: Despite limited resources, the department has managed to produce research papers at both national and international levels, showcasing its commitment to academic excellence.</p> <p>Infrastructure: The department possesses adequate infrastructure, including classrooms, laboratories, and computers, meeting university norms. This facilitates an optimal learning environment for students and research activities for faculty.</p> <p>Library Resources: The library provides a good student-to-book ratio and offers internet facilities. The provision of a book bank facility ensures accessibility to necessary resources.</p> <p>Teaching-Learning Practices: The department focuses on student-centric methods and utilizes ICT for effective teaching. There is a robust mentorship system in place, addressing academic and stress-related issues effectively.</p>	<p>Output Indicators: The department lacks significant output in terms of research publications, awards, and participation in conferences, which may impact its academic reputation and recognition.</p> <p>Extension Activities: There is a notable absence of extension and outreach programs conducted in collaboration with industry, community, and non-government organizations, limiting the department's societal impact.</p>	<p>Collaborations: Establishing partnerships with national and international institutions, industries, and corporate houses can facilitate knowledge exchange, research collaborations, and student placements.</p> <p>Curriculum Enhancement: Continuous review and updating of the curriculum to incorporate hands-on training for capacity building/skill development on emerging trends or evolving demands.</p> <p>Faculty Development Programs: Encouraging faculty participation in workshops, seminars, and conferences can foster professional growth, enrich teaching practices, and stimulate research endeavours.</p> <p>Student Engagement: Implementing more value-added courses, internships, and skill development programs can enhance student employability and readiness for the job market.</p>	<p>Technological Integration: Ensuring effective utilization of ICT resources for teaching and learning may require investment in training and infrastructure upgrades.</p> <p>Adaptation to Changing Needs: Adapting to evolving educational trends, industry requirements, and technological advancements while maintaining academic standards may require proactive planning and strategic initiatives.</p>

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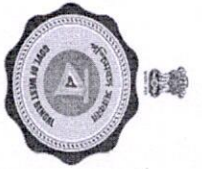
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<p>Chemistry</p> <p style="font-size: 2em; font-weight: bold;">7+1 8+1</p>	<p>Qualified Faculty: The department boasts a significant number of Ph.D. holders, indicating a strong academic background among faculty members.</p>	<p>Research Projects: There is a lack of both major and minor research projects, indicating a need for more focus on research initiatives within the department.</p>	<p>Research Collaboration: The department can explore opportunities for collaboration with other institutions, industries, and organizations to enhance research activities.</p>	<p>Limited Research Funding: Lack of financial assistance for faculty research could hinder the department's ability to undertake significant research projects.</p>
	<p>International Research Publications: Despite some shortcomings in research projects, the department has managed to publish a notable number of research papers internationally, showcasing expertise and contributions to the field.</p>		<p>Enhanced Publication Strategy: Focusing on increasing publications in national journals and conferences could help in addressing local research needs and improving visibility within the academic community.</p>	<p>Engagement in Outreach Programs: The department may face challenges in initiating and sustaining collaboration with external organizations for outreach programs due to resource constraints or lack of partnerships.</p>
	<p>Infrastructure: The department has adequate classrooms and laboratories as per university norms, providing a conducive environment for teaching and research activities.</p>	<p>Faculty Development: Limited faculty participation in academic qualification improvement programs indicates a potential gap in professional development opportunities.</p>	<p>Curriculum Enhancement: Introduction of new courses and value-added programs can enrich the academic curriculum and meet industry demands.</p>	<p>Student Placement: Despite a high percentage of student placements, sustaining and improving this rate could be challenging in a competitive job market.</p>
	<p>Library Facilities: While there are some areas to improve, the department provides essential library resources and internet facilities, supporting both faculty and student research needs.</p>	<p>Learning Management System Utilization: Despite a high percentage of teachers using ICT for teaching, there's a need for further integration of Learning Management Systems and e-learning resources.</p>	<p>Student Engagement: Encouraging student participation in field projects, internships, and extension activities can provide practical exposure and enhance employability.</p>	<p>Vocational Education: Implementing vocational education and skill training programs may require additional resources and support to ensure effectiveness and student participation.</p>
	<p>Value-added Courses: The absence of value-added courses offering transferable and life skills suggests a missed opportunity for enriching the student learning experience.</p>			

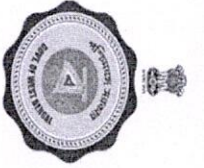
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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
<p><i>UG/ACT</i></p> <p>Commerce</p>	<p>Experienced Faculty: The department boasts faculty members with significant experience and qualifications, including Ph.D. holders and those with M.Phil. degrees.</p> <p>Infrastructure: Adequate infrastructure with well-furnished classrooms, virtual classrooms, and ICT facilities enhance the learning experience.</p>	<p>Research Funding: Lack of major research projects and financial assistance for faculty research are notable weaknesses.</p> <p>Library Resources: The library lacks sufficient books, journals, and digital resources, impacting research and learning opportunities.</p>	<p>Research Collaborations: Collaboration with other institutions or industries/commercial houses can enhance research opportunities and funding.</p> <p>Extracurricular Expansion: Increasing extracurricular activities can enrich students' experiences and develop their non-academic skills.</p>	<p>Limited Funding: Securing funding for research projects and infrastructure improvements may pose a challenge due to budget constraints.</p> <p>Staff Development: Ensuring continuous professional development for faculty members to keep up with advancements in their field may be challenging.</p>
<p>Economics</p>	<p>Teaching-Learning Methods: The department utilizes various teaching methods, including ICT integration, and has programs for both advanced and slow learners.</p> <p>Student Support: There is a strong support system for students, including mentorship programs and initiatives for skill development.</p> <p>High pass rate in the final year (95%).</p>	<p>Extracurricular Activities: Limited extracurricular and cultural and sports activities are available for students, which may affect their holistic development.</p> <p>Low Output in Research: The department has low output in terms of research publications and projects, indicating a need for improvement in this area.</p>	<p>Introduction of add-on courses: The department may exercise over introduction few value added add-on courses/skill development courses to enhance employability of students.</p> <p>Funding for Research: Seeking external funding or grants for research projects can boost the department's research output and reputation.</p> <p>Potential for faculty to engage in research activities and publish papers to enhance the department's academic reputation.</p>	<p>Adapting to Change: Keeping pace with technological advancements and pedagogical innovations requires continuous adaptation and investment.</p> <p>Lack of resources and incentives for faculty research.</p> <p>Need for structured programs to encourage student involvement in research activities.</p>

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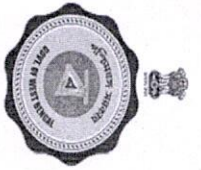


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Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Economics	Some students participated in research competitions organized by the Economics Society. A few former students progressed to higher education, including Ph.D. programs. Two students qualified in state/national/international examinations.	No research papers published in UGC-notified journals. No books/chapters in edited volumes or papers in conference proceedings published by faculty. No major or minor research projects undertaken by faculty.	Possibility to establish collaborations with other institutions for joint research projects.	
English	The department has contributed to sports and cultural activities, earning recognition at various levels.	No faculty presentations in symposiums/workshops/conferences/seminars.	Scope for faculty to attend and present papers at conferences and workshops to enhance their academic profile.	
5/21	Qualified Faculty: The department boasts a competent team with a good balance of M.Phil. and Ph.D. holders. Infrastructure: Well-furnished classrooms meeting university standards are available, including ICT facilities. Teaching-Learning: Effective student-centric methods like peer teaching and experiential learning are employed, enhancing overall learning experiences. Utilization of ICT: Nearly all teachers utilize ICT tools for teaching, enhancing the quality of education.	Research Output: Insufficient emphasis on research is evident, with no major/minor research projects completed and minimal publications. Budget Allocation: There seems to be a lack of budget allocation for important resources like books and journals.	Research Infrastructure: Encouraging faculty to engage in more research activities and facilitating workshops/seminars can boost research output. Development: Research faculty to engage in more research activities and facilitating workshops/seminars can boost research output. Enhancement: Increasing budget allocation for books and journals can enhance academic resources.	Research Culture: Cultivating a research-oriented culture among faculty may require significant effort and resources. Resource Constraints: Limited budget allocation may hinder efforts to improve infrastructure and academic resources.

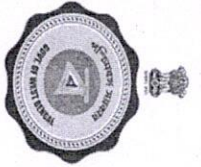
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Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
English	<p>Research Publications: Teachers have actively contributed to academic discourse with published papers in journals and paper presentation in International & national seminars as resource person.</p> <p>Student Support: The department maintains a favourable mentor-mentee ratio, providing personalized support to students, and offers various capability enhancement schemes.</p>			
History	<p>Qualified Faculty: The department boasts faculty members with M.Phil. and Ph.D. degrees, ensuring a high level of academic expertise.</p> <p>Research Publications: Two academic publication in national and international journals.</p>	<p>Infrastructure Limitations: While classrooms are adequate, there's a need for improvement in virtual classroom facilities and ICT infrastructure.</p>	<p>Research Enhancement: Increasing focus on research publications, securing research projects, and incentivizing faculty engagement in research could elevate the department's academic reputation.</p>	<p>Resource Allocation: Limited budgets for research, infrastructure, and faculty development may pose challenges in implementing necessary improvements.</p>
	<p>Assessment and Special Programs: The institution actively assesses student learning levels and conducts programs tailored for both advanced and slow learners, indicating a commitment to student success.</p>		<p>Collaborative Initiatives: Establishing partnerships with national and international institutions, and organizations could facilitate research collaborations, student exchange programs, and internships.</p>	<p>Faculty Engagement: Encouraging faculty members to actively pursue research and engage in collaborative initiatives may require incentives and institutional support.</p>

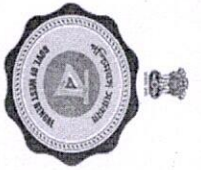
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Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
History	Faculty Utilization of ICT: The majority of faculty members use ICT tools for effective teaching, which enhances the learning experience.	Limited Collaborations: The absence of MoUs, linkages, and outreach programs with external institutions and organizations restricts opportunities for collaborative research and experiential learning.	Faculty Development: Providing more opportunities for faculty to attend workshops, seminars, and conferences related to research methodologies and subject expertise could enhance their research capabilities.	Infrastructure Upgradation: Overcoming logistical and financial constraints to upgrade infrastructure, particularly in virtual classrooms and ICT facilities, may present challenges.
Islamic History & Culture	Student Support: The department maintains a favourable mentor-to-student ratio, offering personalized support for academic and stress-related issues.	Engagement in Extension Activities: The department's involvement in extension activities with industry, community, and NGOs is minimal.	Expansion of Extension Activities: Developing outreach programs in collaboration with external stakeholders could provide students with practical experiences and foster community engagement.	Integration of Extension Activities: Integrating extension activities into the department's curriculum and academic culture may require significant institutional changes and faculty.
	Ph.D. Qualified Faculty: The department boasts two Ph.D. faculty members, indicating a potential for high-quality research output and academic guidance.	Research Projects: There's a lack of major and minor research projects, suggesting a gap in research culture and funding.	Research Collaboration: Collaboration with national and international institutions can enhance research output and access to funding opportunities.	Curriculum Adaptation: Updating curriculum to align with evolving research trends and educational standards may require significant effort and resources.
	Research Output: Despite limited faculty, there's evidence of international research contributions, with presentations at international seminars.	Infrastructure Limitations: The department lacks application of advanced teaching aids like smart classrooms and ICT facilities, hindering modern teaching methodologies.	Faculty Development Programs: Initiatives for faculty training and development can enhance teaching methodologies and research capabilities.	Internationalization Barriers: Overcoming language and cultural barriers in international collaborations and events may present obstacles.

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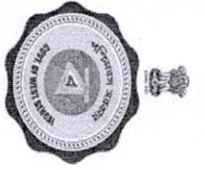
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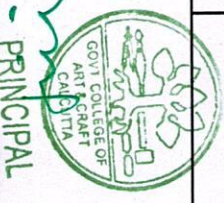
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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Islamic History & Culture	<p>Teaching and Learning Initiatives: The department engages in programs catering to advanced and slow learners, demonstrating a commitment to inclusive education.</p> <p>Student Support Services: There's a strong ratio of mentors to students, ensuring personalized attention for academic and stress-related issues. A high percentage of students participate in extension activities, indicating a proactive engagement beyond the classroom.</p>	<p>Output Metrics: While student participation in extension activities is commendable, there's a lack of significant achievements in research output, placements, and awards.</p>	<p>Curriculum Enhancement: Incorporating experiential learning, problem-solving methodologies, and ICT integration can enhance the quality of education.</p> <p>Community Engagement: Strengthening ties with local communities and organizations can provide opportunities for collaborative research and experiential learning.</p>	<p>Student Engagement: Encouraging student participation in research, internships, and extension activities may face resistance due to academic pressures or lack of awareness.</p>
Mathematics	<p>Faculty Qualification: The department boasts a good number of faculty members with M.Phil. and Ph.D. qualifications.</p> <p>Research Output: While there's room for improvement, there has been very few research output in terms of papers published at the national/international level.</p> <p>Infrastructure: The department has adequate class space, laboratory equipment, and computers as per university norms.</p>	<p>Research Projects: Lack of major and minor research projects could hinder faculty engagement in research activities.</p> <p>Infrastructure Maintenance: Issues like non-functional ICT facilities and inadequate library automation.</p> <p>Partnerships and Collaborations: Lack of functional MOUs with institutions and limited linkages for faculty and student exchanges.</p>	<p>Research Funding: The department could explore avenues for securing financial assistance for faculty research.</p> <p>Infrastructure Upgradation: There's room for improvement in laboratory equipment, library facilities, and ICT integration.</p> <p>Curriculum Enhancement: Introducing new courses and value-added programs could enrich the academic offerings.</p>	<p>Faculty Development: Ensuring leave, incentives, and workshops to encourage faculty participation in research and academic activities.</p> <p>Resource Allocation: Budget constraints hinder the purchase of books, journals, and other learning resources.</p> <p>Student Engagement: Encouraging students to participate in research, field projects, and extension activities.</p>

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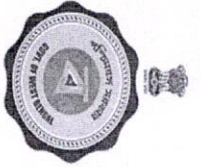
Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Mathematics Teaching-Learning Methods: Utilization of student-centric methods like individual interaction, group discussions, seminars, and problem-solving skills development. ICT Integration: A significant percentage of teachers effectively use ICT for teaching. Student Support: Various support schemes like mentorship, capability enhancement programs, and academic counselling are in place.	Collaborative Initiatives: Establishing partnerships with institutions and industries could enhance research and learning opportunities. Skill Development: Leveraging vocational education and training programs can enhance students' employability.	Competitive Environment: Adapting to changing educational landscapes and staying competitive in research and teaching.	Research Collaboration: Exploring partnerships with institutions and industries can facilitate access to resources, funding, and expertise, fostering research and innovation.	Resource Constraints: Limited funding and infrastructure pose challenges in maintaining research activities and providing quality education.
Microbiology Experienced Faculty: The department boasts a significant number of Ph.D. faculty members, indicating a strong academic background and potential for research. Research Outputs: Despite limited resources, the department has managed to publish 2 research papers from ongoing research project at national and international levels, as well as contributing to 10 book chapters, showcasing a commitment to scholarly activities.	Infrastructure Upgradation: There's minimal investment in upgrading laboratory equipment and physical infrastructure, which could hinder the department's ability to stay updated with advancements in the field.	Faculty Development: Ensuring continuous professional development opportunities for faculty members to stay updated with advancements in the field can be challenging.	Grants and Funding: Pursuing external grants and funding opportunities can alleviate financial constraints and support the initiation of research projects and infrastructure upgrades.	Adaptation to Technological Changes: Keeping pace with rapid technological advancements and incorporating them into the teaching-learning process requires continuous efforts.

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Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Microbiology	Utilization of ICT: The utilization of ICT tools for teaching and learning, such as Google Classroom and various software applications, enhances the effectiveness of educational delivery. Student Support: Effective mentoring programs, catering to both advanced and slow learners, and various student centric methodologies enhance the learning experience and address individual needs effectively.	Limited Outreach: The department lacks collaborations with industry, institutions, and organizations, restricting opportunities for students and faculty to engage in real-world applications of their knowledge.	Curriculum Enhancement: Introducing new courses, workshops, and training programs aligned with industry demands can enrich the curriculum and prepare students for emerging trends and challenges in microbiology.	
Persian	Faculty Qualifications: The department boasts a significant number of Ph.D. faculty members, indicating a strong academic background among the teaching staff. Research Activity: There is evidence of research activity with papers presented and published five papers at both national and international levels.	Limited Research Projects: There are no major or minor research projects currently in progress or completed, suggesting a lack of ongoing research initiatives within the department. Publication Disparity: While there are research papers presented, the number of published papers, especially at the international level, is comparatively low. This indicates a gap between presentation and publication or potentially a need to enhance the quality of research for publication in international journals.	Collaborative Research: The department could explore opportunities for collaborative research projects with other institutions or departments, both nationally and internationally. Funding Opportunities: Seeking funding for research projects could enhance the department's research capabilities and output.	Resource Constraints: Limited resources may hinder the department's ability to undertake significant research projects or support faculty in enhancing their research output. Employability of the students: Though few students got employment during the year of consideration, the number needs to be enhanced. Department may consider application of technology in the specific area to increase students' opportunity for employment.

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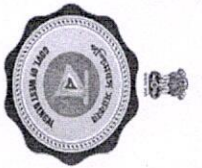


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Persian	Diverse Research Output: The department has showcased its research output not only nationally but also internationally, demonstrating a broad reach and potentially diverse perspectives.		Publication Enhancement: There is an opportunity to involve students in research oriented projects particularly in collaboration with Persian Societies/ Asiatic Society to improve the general standard of the department.	
	Value added courses: The department has inplayed introduction of value added course.			
Philosophy	Qualified Faculty: The department boasts a mix of M. Phil and Ph.D. qualified faculty, with all positions filled.	Research Output: Lack of significant research output, with no major or minor research projects undertaken and minimal papers published.	Enhanced Research Culture: There's potential to foster a stronger research culture by providing more financial support, organizing more workshops, and incentivizing research outputs.	Resource Constraints: Limited financial resources may hinder infrastructure development, faculty training, and research initiatives.
	Infrastructure: While some areas like virtual classrooms need improvement, there are adequate classrooms equipped with necessary facilities. The library is well-stocked.	Learning Management System: Absence of a Learning Management System impacts effective teaching.	Infrastructure Development: Opportunities exist to improve infrastructure, including virtual classrooms, and the digital library, to facilitate better teaching and research.	Low Research Output: Overcoming the challenge of low research productivity requires concerted efforts in faculty training, providing incentives, and fostering a research-oriented environment.
	Teaching-Learning Process: The department emphasizes student-centric methods and uses ICT for effective teaching. There's a good mentor-to-student ratio, and various capability enhancement schemes are in place.	Financial Support for Research: Insufficient financial assistance for faculty research and inadequate incentives.	Collaboration: Establishing partnerships with other institutions can provide opportunities for internships, research collaborations, and placement avenues for students.	Student Engagement: Encouraging greater participation in extracurricular and extension activities may face resistance due to academic pressures or lack of awareness.

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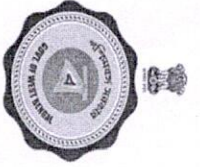
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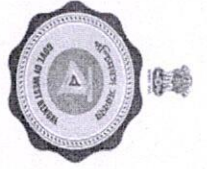
Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Physics	<p>Research Initiatives: Although lacking major projects, there's encouragement for faculty and students to engage in research through seminars, competitions, and workshops.</p> <p>Student Engagement: There's a focus on extracurricular and cultural activities, with student participation in sports, cultural events, and extension programs.</p>	<p>Placement and Progression: Lack of data on student progression to higher education and low placement rates highlight areas for improvement.</p>	<p>Skill Development: Integrating vocational education and training programs can better prepare students for the job market and address industry demands.</p>	<p>Adapting to Technological Changes: Incorporating learning management systems and adapting to technological advancements may require faculty training and resource allocation.</p>
Physics	<p>Experienced Faculty: The department boasts a team of highly qualified faculty members, with most of them holding Ph.D. degrees in Physics.</p> <p>Research Output: Despite having no ongoing major or minor research projects, the department has published two research papers at the international level in the last academic year, showcasing the faculty's research capabilities.</p> <p>Infrastructure: The department has adequate classrooms, laboratories, and library facilities as per university norms. Additionally, there are computers available for student use, meeting the technological requirements.</p>	<p>Faculty Strength: The department faces a shortage of faculty members, with one faculty member already retired and not taking classes.</p> <p>Research Projects: There are no ongoing major or minor research projects, which may hinder the research output of the department.</p> <p>Limited Digital Resources: The department lacks digital library facilities, internet facilities for both staff and students, and automated library services, affecting access to resources and research opportunities.</p>	<p>Faculty Development: There is an opportunity for faculty members to enhance their academic qualifications through sponsored programs or workshops, contributing to improved teaching and research.</p> <p>Research Funding: The department can explore avenues for securing research grants or collaborations with industries, universities, or government bodies to undertake major research projects.</p>	<p>Faculty Retention: Retaining and recruiting qualified faculty members may be challenging due to competition and resource constraints.</p> <p>Funding Constraints: Limited budget allocation for research, books, and journals may hinder the department's ability to undertake research projects and enhance academic resources.</p> <p>Technological Infrastructure: Upgrading digital and internet facilities may require significant investment and technical expertise.</p>

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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Physics	Teaching-Learning and Evaluation: The department has implemented various student-centric teaching methodologies and utilizes ICT effectively, with all teachers using ICT for teaching.	Limited Collaborations: There are no functional MoUs with institutions of national or international importance, which could limit research collaborations and student opportunities.	Institutional Collaborations: Establishing functional MoUs with institutions of national or international importance can foster research collaborations, student exchanges, and internship opportunities.	Competition for Collaborations: Establishing collaborations with reputed institutions may face competition and require strategic planning and networking.
	Student Support: The department provides support for both advanced and slow learners, organizes seminars, tutorial classes, and encourages student participation in extracurricular activities.	Limited Student Progression: While the department supports student learning, there is a need to enhance student progression to higher education and increase participation in state/national/international level examinations.	Student Progression Programs: Implementing more programs for student progression to higher education and preparing students for competitive examinations can enhance their career prospects.	Student Engagement: Encouraging active participation of students in research, extracurricular activities, and competitive examinations may require innovative approaches and sustained efforts.
Political Science	Infrastructure: The department boasts adequate, well-furnished classrooms and ICT facilities, facilitating effective teaching and learning experiences.	Faculty Shortage: The department lacks the required number of faculty members, affecting the quality of education and research output.	Faculty Development: Providing incentives and support for faculty research could enhance scholarly output and improve the department's reputation.	Resource Constraints: Limited funding and infrastructure pose challenges to expanding research activities and enhancing teaching quality.
	Teaching-Learning and Evaluation Process: The institution effectively assesses students' learning levels and employs student-centric methods, such as experiential learning, to enhance learning outcomes.	Research Output: There is a significant absence of research activities, with no major or minor research projects undertaken, and no publications in recognized journals or conferences.	Research Collaborations: Collaborating with other institutions/corporate houses can broaden research opportunities and expose students to real-world applications of political science.	Adaptation to Technological Changes: Ensuring smooth integration of technology in teaching and research amidst evolving digital landscapes may require ongoing training and support.

Co-ordinator

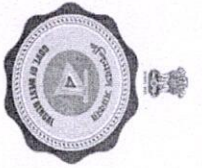
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GOVT. COLLEGE OF ART & CRAFT CALCUTTA
PRINCIPAL

Adjunct Professor
Dept. of Applied Chemistry
MAKAUT, W.B.

Teachers' Council
Maulana Azad College

Deputy Secretary
Member Secretary
Director
Member Council of Higher Education
Kolkata - 700 029



GOVERNMENT OF WEST BENGAL
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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Political Science	<p>ICT Integration: Nearly all teachers utilize ICT for teaching, ensuring continuity in education, especially during the COVID-19 pandemic.</p> <p>Faculty Support: The department offers mentorship and support for academic and stress-related issues, maintaining a favourable mentor-mentee ratio.</p>	<p>Limited Outreach: The department lacks MoUs with institutions and linkages for research, internships, and field trips, limiting students' exposure to practical experiences.</p> <p>Resource Allocation: Insufficient financial assistance for faculty research and a lack of incentives hinder faculty engagement in scholarly activities.</p>	<p>Outreach Programs: Establishing partnerships with NGOs, government agencies, and industries could facilitate internships, field trips, and research collaborations, enriching students' learning experiences.</p> <p>Curriculum Enhancement: Introducing new courses, particularly interdisciplinary ones, can cater to diverse student interests and address emerging trends in political science.</p> <p>Student Engagement: Encouraging student participation in research events, sports, cultural activities, and community outreach programs can foster holistic development and enhance the department's reputation.</p>	<p>Competition: Competing with other departments and institutions for research grants, collaborations, and student enrollment poses a challenge in enhancing the department's visibility and reputation.</p> <p>Quality Assurance: Maintaining and improving academic standards, assessment practices, and student support services require continuous monitoring and evaluation.</p>
Sanskrit	<p>Experienced Faculty: The department boasts faculty with significant experience and high qualifications, including Ph.D. holders in Sanskrit.</p> <p>Research Potential & publication: With a notable number of faculty members holding M.Phil. and Ph.D. degrees, there is potential for research activities within the department by publication of 2 international research paper.</p>	<p>Research Output: There's a lack of significant research output as evidenced by the absence of research papers published and ongoing research projects.</p> <p>Limited Innovation Ecosystem: The absence of incubation centres and initiatives for knowledge transfer and creation might hinder innovation within the department.</p>	<p>Research Funding: Pursuing external funding opportunities for research projects could enhance the department's research capabilities and output.</p> <p>Publication and Presentation Support: Providing support and incentives for faculty to publish and present their work could increase academic engagement and visibility.</p>	<p>Limited Research Culture: Building a robust research culture within the department may require significant efforts in terms of funding, training, and incentivization.</p> <p>Resource Allocation: Balancing budget allocation between infrastructure development, faculty development, and research funding could be challenging.</p>

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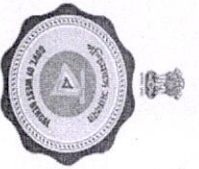
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Principals



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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Sanskrit	Teaching-Learning Process: There's an emphasis on using ICT for effective teaching, and the institution assesses learning levels of students and organizes programs for both advanced and slow learners. Student Support: The department provides various schemes and counselling services to students.	Publication and Presentation: The department lacks in terms of faculty participation in symposiums, workshops, and paper presentations, indicating limited academic engagement beyond the classroom.		Faculty Development: Encouraging faculty to actively engage in research, publications, and academic events might require additional motivation and support. Adaptation to Technological Changes: Embracing and effectively utilizing emerging technologies for teaching, research, and administration may pose challenges for faculty and staff.
Sociology	Experienced Faculty: The department boasts a team of highly qualified faculty members, all holding PhD degrees in Sociology. They have significant tenure within the department, indicating stability and expertise.	Limited Research Infrastructure: There's a lack of focus on research infrastructure, with no mention of significant investments in research facilities, workshops, or incentives for faculty.	Research Collaboration: There's an opportunity to establish partnerships with other academic institutions, industries, and research organizations to enhance research output and opportunities for faculty and students.	Industry Engagement: Building partnerships with industries and corporate houses may be challenging due to the lack of established connections or perceived value proposition.
	Research Output: The departmental faculty members published 1 research paper and presented 2 research papers in regional level seminars.	Limited Industry Collaboration: The department lacks significant partnerships with industries, national/international importance, or corporate houses, which could enhance research opportunities and practical exposure for students.	Curriculum Enhancement: Introducing new courses, value-added programs, and skill development initiatives can align the curriculum with current industry requirements and improve students' employability.	Publication Pressure: Encouraging faculty to publish in recognized journals may face challenges due to time constraints, workload, or lack of incentives.

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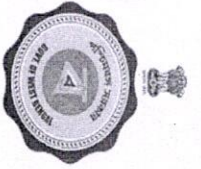


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Dr. Anup Kumar Das, Assistant Professor
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W.B. JALPAIGURI, W.B.

Secretary
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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Sociology	<p>Teaching-Learning Infrastructure: The department has adequate classrooms, equipped with ICT facilities and internet access, facilitating modern teaching methodologies. Additionally, the availability of a computer lab and a well-stocked library enhances the learning experience.</p>	<p>Low Publication Output: Despite having a considerable number of faculty members with PhD qualifications, the department's publication output in recognized journals seems to be limited.</p>	<p>Student Outreach: Strengthening outreach programs and community engagements can enhance the department's visibility and attract a diverse pool of students.</p>	<p>Adaptation to Technological Changes: Integrating new technologies into teaching methodologies may require faculty training and infrastructure upgrades, posing logistical and implementation challenges.</p>
	<p>Student Support: The institution offers various student-centric programs such as advanced and slow learners' programs, ICT-enabled teaching, and a low mentor-to-student ratio, ensuring personalized academic and stress-related support.</p>	<p>Incomplete Student Progression Data: The absence of data on students' progression to higher education, national/international examinations, and placement rates limits the department's assessment of the effectiveness in preparing students for future endeavours.</p>	<p>Technology Integration: Leveraging emerging technologies for teaching, research, and administrative purposes can modernize the department's operations and improve efficiency.</p>	
	<p>Extracurricular Activities: The department actively promotes extracurricular and cultural activities, providing students with a holistic learning experience beyond academics.</p>			

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Am



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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Statistics	Experienced faculty: The department has faculty members with a significant amount of experience, with several holding Ph.D. degrees and having been with the department for many years.	Limited research output: The department lacks significant research output, with no major research projects undertaken and minimal publications in journals or conferences.	Research enhancement: The department can focus on increasing research activities, encouraging faculty to undertake research projects, publish papers, and participate in workshops/seminars.	Resource constraints: Limited budget allocation for research, infrastructure, and student support services poses a challenge to implementing improvement initiatives.
	Utilization of ICT facilities: The department has above 50% facilities for ICT in classrooms, indicating a commitment to modern teaching methods.	Inadequate infrastructure: The department faces challenges with infrastructure, including a shortage of classrooms and lack of automation in the library.	Infrastructure improvement: There is an opportunity to invest in upgrading infrastructure, including adding more classrooms, automating the library, and providing better internet facilities for students.	Faculty development: Encouraging faculty members to enhance their qualifications and engage in research activities may require additional support and incentives.
	Student-centric learning: Various methods such as experiential learning, participative learning, and problem-solving methodologies are employed to enhance student learning experiences.	Low participation in extension activities: There is minimal engagement in extension activities with industry, community, and NGOs, indicating a lack of outreach and collaboration.	Student support services: Implementing student support services such as a book bank, career counselling can enhance the overall student experience and academic performance.	Student engagement: Motivating students to participate in research, extension activities, and extracurricular events could be challenging due to varying interests and priorities.
	Mentorship ratio: The department maintains a favourable mentor-to-student ratio, providing personalized attention to students for academic and stress-related issues.	Limited extracurricular activities: The department's involvement in sports, cultural events, and other extracurricular activities is minimal, potentially impacting students' holistic development.	Collaboration and outreach: Strengthening partnerships with industries, community organizations, and other academic institutions can lead to collaborative research projects, internships, and extension activities.	Competition and benchmarking: Keeping pace with advancements in the field of statistics and meeting benchmarks set by accrediting bodies may require continuous improvement efforts.

Co-ordinator
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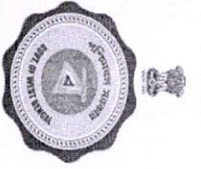
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PRINCIPAL



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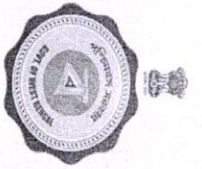
Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Urdu Statistics to Filling up Teaching post.	Well-documented curriculum delivery: The institution ensures effective curriculum delivery through well-planned processes, including teaching plans, departmental meetings, and feedback mechanisms. Experienced Faculty: The department boasts a team of highly qualified faculty members, with several holding Ph.D. degrees and long tenures within the department.	Limited Research Projects: The department lacks major and minor research projects, indicating a potential area for growth and expansion in research endeavours. Low Utilization of ICT: While ICT facilities are available, only a small percentage of teachers effectively use them for teaching, indicating a need for further training or encouragement.	Holistic development initiatives: Introducing more extracurricular activities, add-on/value-added courses, and programs for skill development can help in fostering students' overall growth and employability. Enhanced Research Culture: There's an opportunity to strengthen the research culture by encouraging faculty to undertake more research projects, organizing workshops, and providing incentives.	Resource Constraints: Limited financial resources may hinder the implementation of new initiatives and the enhancement of infrastructure. Promoting Research: Encouraging faculty members to engage in research activities and publish papers may face resistance due to workload or other priorities.
	Infrastructure: The department has adequate classrooms and ICT facilities, including virtual classrooms, which enhance teaching and learning experiences.	Limited Extension Activities: There's minimal engagement in extension activities with industries, community, and NGOs, reflecting a gap in connecting academia with the real world.	Innovation Initiatives: Establishing incubation centres and promoting innovation can foster a culture of entrepreneurship and practical application of knowledge.	Student Guidance: Addressing the low progression rate to higher education may involve identifying and addressing factors such as academic support, career counselling, and industry connections.

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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Urdu	Teaching-Learning Process: Efforts are made to provide support for students with initiatives such as guidance for competitive examinations, career counselling, and language labs.	Low Student Progression to Higher Education: The percentage of students progressing to higher education or advanced degrees is relatively low, suggesting potential issues in academic and career guidance.	Extension Activities: Collaborating with industries, NGOs, and community organizations can provide valuable real-world experience to students and faculty, enriching the academic environment.	
Zoology	Experienced faculty: Strong and experienced faculty with Ph.D. qualifications. Research Initiatives: Although no ongoing research project is currently active, the faculty members regularly publish books, book chapters, research papers and presentation of papers in seminars and conference workshops/seminars for faculty and students.	Limited financial assistance provided for faculty research. Low participation and success rates in state/national/international level examinations.	Career Development Programs: Introducing more career development programs and value-added courses can better equip students for employment and further studies. Increasing collaboration with industry and community for research and outreach programs. Enhancement of research funding through grants and sponsorships.	Competition for research funding and grants. Keeping up with technological advancements in teaching and research.

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IOA
Principal



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Detailed Analysis (Department wise SWOC format) of Academic Audit for 2023-2024

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
	<p>Research & Publication: The faculty members published two text books, book chapters (based on NP 2020 syllabus) and ten research papers in national & international research journals.</p> <p>Linkage & collaboration: Linkages with other universities and institutions for collaboration.</p>		<p>Introduction of new add-on courses and value-added programs to enhance student skills.</p> <p>Encouragement of faculty and student participation in state/national level conferences and competitions.</p>	

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(Academic Audit Team)

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Department of Zoology
University of Calcutta

Prabir Kumar Das
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ADMINISTRATIVE AUDIT

PART-A: Report -2023-2024

Sl. No.	Description	Report	
Facility: Quality/Service in the College			
1	Area of the College:- (sq. Meters)	Campus area 5,143.62 Built up area 2,449	
2	Office Space: (sq. Meters)	374	
3	Number of Class Rooms	54	
4	Number of Class rooms with ICT facility	34	
5	Laboratories: No. of rooms:- Physics: 11 Zoology: 09 Botany:04 Chemistry:04 Microbiology:02	30	
6	Number of Computer Labs	6	
7	Girl's Hostel facility available with Number of Boarders	YES <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>72</td></tr></table>	72
72			
8	Boy's Hostel facility available with Number of Boarders	YES <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>400</td></tr></table>	400
400			
9	Security: Ø How many security guards are there? - Ø Whether any separate rooms for security? - Ø Whether CCTV facility available? - How many CCTV installed -	10 YES YES <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Total: 64 (Campus: 24 Boy's Hostel 32; Girl's Hostel:8)</td></tr></table>	Total: 64 (Campus: 24 Boy's Hostel 32; Girl's Hostel:8)
Total: 64 (Campus: 24 Boy's Hostel 32; Girl's Hostel:8)			
	Whether AMC done for CCTV -	YES	
	Ø Records of the visitors kept by the gate keepers? -	YES	
10	Drinking Water facility:- Ø Total no. of Water Coolers: Ø Whether AMC done for the Water Coolers:	8 YES	
11	Power backup facility:-	YES 125kVA	
12	Solar Power	YES 20 kWp	
13	Rain Water Harvesting System (College campus & Boy's Hostel)	YES	
14	Energy Savings Measures taken	YES	
15	Washroom facilities:- Ø Male faculties - Ø Female faculties - Gender neutral Ø Male Office Staffs - Ø Female Office Staffs - Ø Students - For physically challenged students (Male 1, Female 1)	Numbers YES 8 YES 7 YES 2 YES 2 YES 2 YES 2 YES 7 YES 2	
16	Common Room for Girls (mention the no.):	YES 1	
17	Medical care facility available (Sickbed, Wheelchair, Firstaid, Lady attendant):-	YES	
18	a) Canteen Facilities available- b) How many canteens available? -	YES 3	
19	Gardener available- a) Medicinal gardener- b) Kitchen gardener- c) Whether stock register is maintained for flora and fauna present in the college campus-	YES YES YES YES	



Maulana Azad College

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ADMINISTRATIVE AUDIT

PART-A: Report - 2023-2024

<u>Sl. No.</u>	<u>Description</u>	<u>Report</u>	
20	Stock register is maintained for– a) Laboratory Departments– b) Office–	YES YES	
21	College Central Library is automated (ILMS-KOHA, OPAC KIOSK, Self check-in & check-out kiosk, Book drop box, RFID Anti-theft Gate, Bar code scanner, Library foot fall software) and Delnet and Infilbnet supported. Institutional memberships of British council library and American Centre library.	YES	
22	College regularly organizes cultural activities and encourages students to participate in national/international events?	YES	
23	NSS/NCC unit of the College is functional?	YES	
Facility: Quality/Service in the College			
24	Maintenance of leave records (whether maintained in the college office) a) Casual Leave- b) Earned leave- c) Maternity Leave- d) Extra ordinary leave e) Medical Leave-	YES YES YES YES YES	
25	Updation and maintenance of Service Book for faculty members and office staffs– a) Service Books for Faculty Members- b) Service Books for office staffs-	YES YES YES	Numbers 87 39
26	Facilities of physically Challenged Students/Staffs-	YES	
27	a) Whether seminars on value education are conducted regularly- b) No. of seminars conducted in this session-	YES 3	
28	a) Whether seminars on women empowerment are held in the college campus- b) No. of seminars conducted in this session- c) Any External Resource Person(s) -	YES 1 YES	
29	Whether ICC and Gender Equity Cell exists in the campus:-	YES	
30	Do the college maintain AMC for the Computers, Air Conditioners, CCTV, Water Coolers in the Campus:-	YES	
Sports, Games (indoor, outdoor)			
31	a) Whether the college has sports facilities for the students:- b) Whether playground is present: - c) Whether Annual Sports is conducted every year? d) Types of events conducted for sports: - e) Can all male & female staffs join in the annual sports events?-	YES YES ALL YES	
Other Important Issues			
32	How many computers do you have in the college?	208	
33	Does the college have good internet facilities /Wi-Fi connections?	YES	200/ 300 Mbps, 3 ISP, 2 BSNL & 1 Airtel
34	Did your college arrange for training of faculty members?-	YES	



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ADMINISTRATIVE AUDIT

- 35 How many faculty members/administrative staffs can operate MS-Word/MS-Power Point/MS-Excel for teaching or administrative purpose? ALL

Basic Administrative Information

- 36 Mission and vision of the college displayed in the premises and college website-Yes /No YES
- 37 IQAC meetings regularly held- YES
- 38 Purchase committee meetings regularly held- YES
- 39 Teacher's Council meetings regularly held- YES
- 40 Academic Committee meetings regularly held- YES
- 41 a) MoU with other Institutions?- YES
- b) How many institutions: - 24
- 42 Linkage with other Institutions maintained:- YES

Basic Administrative Information

- 43 No of vacant post in the college-
- a) Teaching staff: - 18
- b) Non-Teaching staff: - 27
- 44 Doctors-oncall facility available - YES
- Are there any awareness seminars/workshops held in the college for cyber-crime security?- NO
- a) Is there any alumni cell in the college?- YES
- 45 b) Is it registered ?- YES
- Do the college collect feedbacks regularly froms take holders regarding campus environment,teaching-learning etc?-
- a) From Students - YES
- 46 b) From Faculties- YES
- c) From Non-teaching Staffs- YES
- d) From Parents- YES
- 47 e) From Alumni- YES
- f) Feedback analysis and sharing of the result YES
- Function of Students' welfare Sub committee in an Academic Session- YES
- 48 Whether audit conducted:-
- a) Internal audit - YES
- b) Green audit - YES
- 49 c) Environment audit YES
- d) Energy audit - YES
- e) Gender audit - YES
- 50 f) Government audit - YES
- g) Water audit YES
- h) IT & networking audit YES



Maulana Azad College

8, RAFI AHMED KIDWAI ROAD, KOLKATA - 700013, WEST BENGAL, INDIA
 Phone : 033 2249-3737 / 2226-7814 Web : https://maulanaazadcollegekolkata.ac.in
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CPE (1st Cycle) ♦ NAAC Accredited 'A' Grade (2nd Cycle) ♦ DBT STAR College

ISO Certified - 14001: 2015, 50001 : 2018, 9001 : 2015

ADMINISTRATIVE AUDIT

PART-A: Report -2023-2024

<u>Sl. No.</u>	<u>Description</u>	<u>Report</u>
51	Whether maintenance of grants are received and utilization certificates submitted? Whether the college has mandatory cells like-	YES
	a) Anti Ragging -	YES
52	b) Internal Complaints Cell (with gender crime cell)-	YES
	c) General Grievance Redressal Cell -	YES
	d) Minority Cell -	YES
53	Whether scholarship/grant records are maintained by the college office?-	YES
	How many types of scholarships/freeships are provided to students?-	19

Basic Administrative Information

54	Percentage of students benefitted from scholarships in the current academic sessions?-	67%
	Number of students benefitted by scholarships and freeships provided by the institution, Govt. and non-Govt. bodies, industries, individuals, philanthropists during the year	
	a) Kanyashree-	60
	b) SVMCM Minority Scholarship (Aikyashree) -	589
	c) SVMCM General	334
	d) Post matric for Minority (Aikyashree)	302
	e) TSP for Minority (Aikyashree)	46
	f) Oasis -	8
	g) Student Freeship (sent for approval)	95
	h) Inspire	22
	i) Nabanna CMRF	12
	l) Scholarship for certificate course	72
	m) Scholarship for Boy's Hostel boarders	6
	n) Scholarship for Girl's Hostel boarders	10
	o) Student Credit Card Facilities -	0
	p) Urdu Academy Stipend -	0
	q) Waqf board Scholarship -	0
	r) Private scholarship	0
55	Other than the Government, is there any other source of funding in the college?-	YES
	If yes mention in detailed -	MPLAD, CSR, Alumni fund, College Fund



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ADMINISTRATIVE AUDIT

PART-A: Report -2023-2024

Sl. No.	Description	Report
56	Whether notices are circulated by college authority	
	a) Income tax	YES
	b) HRA declaration	YES
	c) Career Advancement (CAS)	YES
	d) Self Appraisal Declaration (SAR)	YES
	e) WB Health Scheme benefits	YES
	f) College Annual Sports	YES
	g) academic activities including exam, seminars, central class routine, library	YES
	h) Cultural activities	YES
	i) Scholarship, free studentship, endowment fund, hostel, add-on courses, value-added courses	YES
57	Teachers' council, Governing Body, Alumni Association, Infrastructure cell, Purchase committee, Green environment and energy monitoring committee, Students support cell, and other academic and administrative committees remained functional?	YES
58	The institution has effective welfare measures for teaching and non-teaching staff	YES
59	Departments conduct industry visit, education tours, etc	YES
60	Initiative taken by the College during the year	
	Executed long-term perspective plan for organization's development, growth, campus expansion to increase PG programs and introduced CVAC including IKS. Implemented career-focused certificate programs like Financial Auditing with GST (with WBEIDC), foreign language like Spanish, French etc., basic computing, and office and library automation. Established R&D cell and incubation cell. Implemented green auditing, water auditing, environmental auditing, energy audit, waste management and auditing, gender audit, IT & networking audit. College authority supported for awards to top-performing students. College alumni association support to confer Maulana Abul Kalam Azad Award (Arts), A.K. Fazlul Huq Award (Science), Bishnu Dey Award (Commerce), Reza Ali Wahshat Award (M.A. Urdu), Begum Rokeya Award (M.A. English), and A.J.C. Bose Award (M.Sc. Zoology) to CU rank holders.	

Co-ordinator
IQAC

Maulana Azad College
Govt. of West Bengal

8, R.A. Kidwai Road, Kol-13

Adjunct Professor
Dept. of Applied Chemistry
MAKAUT, W.B.

26/9/24

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

Secretary
Teachers' Council
Maulana Azad College

Principal
Maulana Azad College, Kolkata
Govt. of West Bengal



PRINCIPAL