

HAZI A. K. KHAN COLLEGE

Affiliated to University of Kalyani

Session: 2018-2019

Report of the Academic & Administrative Audit

◆	Academic Audit Committee	Dr. Bimalendu Biswas Controller of Examinations, University of Kalyani Dr. Soma Mukhopadhyay Principal, Panchthupi Haripada Gouribala College, Panchthupi & Member, Governing Body, Hazi A. K. Khan College
◆	Steering Committee for Academic Audit	Dr. Goutam Kumar Ghosh Principal, Hazi A. K. Khan College & Chairman, IQAC, Hazi A. K. Khan College Dr. Krishnendu Munsu Assistant Professor, Department of Education & IQAC Coordinator, Hazi A. K. Khan College Dr. Munmun Dutta Assistant Professor, Department of Philosophy, Hazi A. K. Khan College, Secretary of Teacher's Council & Member of IQAC Dr. Pulokes Mandal Assistant Professor, Department of Bengali, Hazi A. K. Khan College
◆	Academic Years for which Academic Audit Conducted	2018-19
◆	Submission of document from department and office for the Academic & Administrative Audit	The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2018-2019. The report contains <ul style="list-style-type: none">• Institutional Data• Profile of the Departments• Profile of activities of different Associations and Committees• Library• Financial support from different funding agencies

◆	Date of Visit	03.02.2022
◆	Time Spent	11 a.m to 5.00 p.m.
◆	Proceedings of the Academic Audit	The process of Academic Audit & Administrative Audit was systematically planned and scheduled with- <ul style="list-style-type: none"> • TIC's Presentations • Departmental Presentations • Presentations of committees and associations • Verification of documents • Interactions with faculty • Visits to Library, Laboratories and other activity Centres. • Interaction with office and non-teaching staff

PART: A
PROFILE OF THE COLLEGE

1. **Name and Address of the institution:** Hazi A. K. Khan College,
Hariharpara, Murshidabad, West Bengal, 742166
2. **Name of the Head of the Institution:** Dr. Chandrani Pal
3. **Designation:** Teacher in Charge (TIC)
4. **Email:** haziakkhancollege@gmail.com, haziakkhancollege@yahoo.com
5. **Website:** <https://haziakkhancollege.in/>
6. **Status of the institution:** Affiliated to University of Kalyani
7. **Type of the institution:**
 - a) **By Shift:** Day
 - b) **By Gender:** Co-education
8. **Sources of funding:** Grant-in-aid
9. **Date of establishment of the college:** 30.07.2008
10. **Details of programmes offered by the college:**

Sl. No.	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
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1	Bengali Honours	36 months	Higher Secondary and equivalent	Bengali & English	53	42
2	Education Honours	36 months	Higher Secondary and equivalent	Bengali & English	40	23
3	English Honours	36 months	Higher Secondary and equivalent	Bengali & English	25	18
4	History Honours	36 months	Higher Secondary and equivalent	English & Bengali	53	37
5	Geography Honours	36 months	Higher Secondary and equivalent	Bengali & English	20	12
6	Philosophy Honours	36 months	Higher Secondary and equivalent	Bengali & English	15	01
7	Political Science Honours	36 months	Higher Secondary and equivalent	Bengali & English	20	01
8	B.A. Programme Course	36 months	Higher Secondary and equivalent	Bengali & English	500	357

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

Position	Teaching faculty		Non-teaching faculty	
	Male	Female	Male	Female
Assistant Professor	05	04	07	01
PTT/Guest Lecturer	21	03		

PART: B

Observations of Academic Audit Committee

After having the analysis of presentations, verification of documents and actual visit, the observations made by the committee are mentioned below:

1. Curricular Aspects

- The institution has clearly defined its aims and objectives, ensuring a systematic approach to communicating with all stakeholders transparently.
- Academic activities of the college are guided by the Choice Based Credit System (CBCS) form of education from the academic year 2018-19 onwards, following the instructions and guidelines of the University of Kalyani, with the Semester mode (6 months each) of Curriculum Division and Examination. In addition, the College adheres to the yearly examination system.
- The college offers a diverse array of programs, including 07 Undergraduate Honours Courses and 10 Undergraduate Programme Courses.
- At the commencement of each academic year, the college formulates and publishes the academic calendar on its website.
- Classes adhere to the schedule outlined in the Timetable and Academic Plan.
- College organizes several awareness programme on crosscutting issues relevant to Gender, Human Values, Environment and Sustainability in transacting the Curriculum.
- Multiple departments, such as Geography and Environmental Studies, arrange field surveys and project work activities.

2. Teaching-Learning and Evaluation:

- The institution's teaching approach reflects a student-centric focus, ensuring that the diverse needs and learning styles of students are considered in the instructional design.
- A robust feedback mechanism for both faculty and students was observed, promoting a culture of continuous improvement. The college encourages open communication and values input from both stakeholders.

- The institution has established effective remedial measures for students who may require additional support, ensuring that each student has the opportunity to succeed academically.
- Student admissions through the online platform are exclusively merit-based.
- Total Number of students enrolled: 491
- Total number of Full Time Teachers-09
- Percentage of full-time teachers against sanctioned posts: 81.81%
- Student – Full time Teacher Ratio: 491:9
- Number of Full Time Teachers with NET/SET/SLET/ Ph. D. - 09
- Number of Permanent Administrative Staff-08
- Number of PTT/Guest Lecturer: 18
- Programme Outcomes and Course Outcomes for all programmes are clearly stated and displayed on website.
- Enhancing traditional classroom teaching, the educational approach incorporates special lectures by distinguished academicians, group discussions, student paper presentations, field projects and educational tours.
- Teaching-learning methods adopted by the college include Lecture Method, Chalk and Talk Method, Interactive Method, Assignment and Project-based Learning, ICT based Learning, Experiential Learning, Participative learning etc. to enhance learning experience.
- The college employs a balanced assessment approach, combining examinations, projects, and continuous assessments, ensuring a comprehensive understanding of subjects.
- Internal Assessment and Test Exam have been taken frequently for each semester to analyse the academic progress of the students.
- Pass percentage of final year students:

3. Research, Innovation and Extension

- Number of workshops/seminars/conferences: 04
- Number of research papers published in journals: 04
- Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings: 05

- Number of extension and outreach programs conducted by NSS: 09
- The college is actively involved in extension activities, reaching out to the community and beyond.
- Total Number of Library books: 6211

4. Infrastructure and Learning Resources

- ❖ No. of class rooms: 13 (including ICT enabled classrooms)
- ❖ No. of laboratories: 01
- ❖ No. of ICT enabled class rooms: 01
- ❖ No. of smart classrooms: Nil
- ❖ No. of computers – for teaching & non-teaching staff: 05
- ❖ No. of computers- for students: 05
- ❖ No. of Copier Machine: 01
- Institution frequently updates its IT facilities
 - ❖ No. of Desktop: 10
 - ❖ No. of Laptop: 00
 - ❖ No. of Printer/ Scanner: 09
 - ❖ No. of Projector: 01
 - ❖ No. of Bar Code Scanner: 01
 - ❖ Newly installed/ upgrade Software: nil
- Canteen with healthy foods, Water purifiers, clean washrooms, common rooms for boys and girls, facilities for sports and cultural programmes are available.
- Maintenance protocols for all infrastructure elements were observed, ensuring a clean and well-functioning campus. Adequate safety measures.

5. Student Support and Progression

- Number of students are benefitted by scholarships:
- The institution has taken quite satisfactory initiatives for capacity building and skill enhancement.
- A robust counseling and guidance system was observed, providing students with the necessary support for personal and academic challenges.
- The college has an institutional membership of Students' Health Home, Govt. of West Bengal. Student can avail medical facilities and specialized treatment.

- 33.68% of outgoing students got placed and progressed to higher education.
- The college promotes extracurricular engagement through societies and events, fostering holistic development and a sense of community among students.
- Adequate health and wellness services, including access to medical facilities and wellness programs, contribute to the overall well-being of students.

6. Governance, Leadership and Management

- The college exhibits a well-defined governance structure, outlining roles, responsibilities, and decision-making processes. The structure supports effective communication and transparency in governance.
- Leadership at various levels within the institution was observed to be effective, fostering a positive organizational culture and providing strategic direction aligned with the college's mission and goals.
- The college has a clearly articulated strategic plan that guides decision-making and resource allocation. The strategic goals were found to be aligned with the institution's long-term vision.
- Vision, Mission & Core Values of the Institution are stated clearly.
- The Management and TIC provide excellent leadership to the institution.
- Decentralized transparent administration.
- Financial management practices were observed to be sound, with clear budgetary allocations, financial reporting, and adherence to established financial protocols.
- Various Committees and Sub committees are there for monitoring activities
- Records of all GB Meeting properly maintained.
- Notice /Agenda / Resolution of different meeting are circulated in time.
- Roaster register and Service book properly maintained.
- Finance and Purchase Committee records are well maintained.
- Accounting and Regular Auditing by the professional auditors in place.
- There are fair grievance redressal mechanisms at all levels.
- The college is effective in resource mobilization, planning and development strategies.
- IQAC activities systematically recorded and documented.

- The college has implemented robust quality assurance mechanisms, including regular reviews, audits, and assessments, to maintain and enhance the quality of academic and administrative processes.

7. Institutional Values & Best Practices

- The college regularly holds cultural competitions on music, dance, recitation and quiz.
- The college displays sensitivity hoardings as per changing educational, social and market needs.
- As the college situates in child marriage prone area the college emphasis on the promotion of higher education of girls of the locality through several awareness programme.
- The institution actively promotes inclusivity and diversity, creating an environment that celebrates and respects individuals from diverse backgrounds, cultures, and perspectives.
- Community engagement practices were noted, reflecting the institution's commitment to being a responsible and contributing member of the community. Initiatives such as outreach programs and partnerships contribute to societal development.
- The college strives to promote value-based education.
- The college follows innovative, healthy and student's friendly practices.
- Sustainability initiatives were identified, showcasing the institution's awareness and commitment to environmental responsibility. These efforts contribute to a sustainable and eco-friendly campus.
- Effective communication with stakeholders, including students, faculty, staff, and the community, was observed. The institution values transparent and timely communication as an integral part of its best practices.

Overall Observations:

Strength:

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

Weakness:

- Weak placement activities
- Research activities on low-key basis

- Inadequate facilities for implementation of interdisciplinary courses.

Opportunities:

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

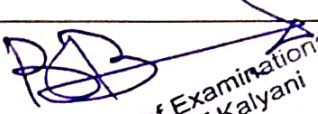
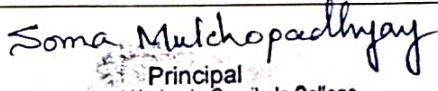


Challenges:

- Most of the students are First-generation learner
- College situates in the socially and economically backward area
- Number of sanctioned posts for full time teacher is very low
- Encouraging students for competitive examinations and higher education
- To meet deficit of adequate teaching staff in different departments to run various programmes smoothly
- Absence of industries in the locality for collaboration.
- Child marriage prone area.

Following are the recommendations of the Audit Team:

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

Signature of the Academic and Administrative Audit team:

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