

# HAZI A. K. KHAN COLLEGE

Affiliated to University of Kalyani

Session: 2022-23

## Report of the Academic & Administrative Audit

◆	<b>Academic Audit Committee</b>	<p><b>Dr. Bimalendu Biswas</b> Controller of Examinations, University of Kalyani</p> <p><b>Dr. Soma Mukhopadhyay</b> Principal, Panchthupi Haripada Gouribala College, Panchthupi &amp; Member, Governing Body, Hazi A. K. Khan College</p> <p><b>Dr. Bhabesh Pramanik</b> Principal, Dumkal College, Basantapur, Murshidabad</p>
◆	<b>Steering Committee for Academic Audit</b>	<p><b>Dr. Goutam Kumar Ghosh</b> Principal, Hazi A. K. Khan College &amp; Chairman, IQAC, Hazi A. K. Khan College</p> <p><b>Dr. Piyali Dan</b> Assistant Professor, Department of History &amp; IQAC Coordinator, Hazi A. K. Khan College</p> <p><b>Dr. Munmun Dutta</b> Assistant Professor, Department of Philosophy, Hazi A. K. Khan College, Convener of Academic Subcommittee &amp; Member of IQAC</p> <p><b>Dr. Pulokes Mandal</b> Assistant Professor, Department of Bengali, Hazi A. K. Khan College, Secretary of Teacher's Council &amp; Member of IQAC</p>
◆	<b>Academic Years for which Academic Audit Conducted</b>	2022-23
◆	<b>Submission of document from department and office for the Academic &amp; Administrative Audit</b>	<p>The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2022-2023. The report contains</p> <ul style="list-style-type: none"><li>• Institutional Data</li><li>• Profile of the Departments</li></ul>

		<ul style="list-style-type: none"> <li>• Profile of activities of different Associations and Committees</li> <li>• Library</li> <li>• Financial support from different funding agencies</li> </ul>
◆	<b>Date of Visit</b>	September 14, 2023
◆	<b>Time Spent</b>	11 a.m to 5.00 p.m.
◆	<b>Proceedings of the Academic Audit</b>	<p>The process of Academic Audit &amp; Administrative Audit was systematically planned and scheduled with-</p> <ul style="list-style-type: none"> <li>• Principal's Presentations</li> <li>• Departmental Presentations</li> <li>• Presentations of committees and associations</li> <li>• Verification of documents</li> <li>• Interactions with faculty</li> <li>• Visits to Library, Laboratories and other activity Centres.</li> <li>• Interaction with office and non-teaching staff</li> </ul>

**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. Goutam Kumar Ghosh
3. **Designation:** Principal
4. **Mobile No.:** 9907112939
5. **Email:** [haziakkhancollege@gmail.com](mailto:haziakkhancollege@gmail.com), [haziakkhancollege@yahoo.com](mailto:haziakkhancollege@yahoo.com)
6. **Website:** <https://haziakkhancollege.ac.in/>
7. **Status of the institution:** Affiliated to University of Kalyani
8. **Type of the institution:**
  - a) **By Shift:** Day
  - b) **By Gender:** Co-education
9. **Sources of funding:** Grant-in-aid
10. **Date of establishment of the college:** 30.07.2008

**11. 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
1	Bengali Honours	36 months	Higher Secondary and equivalent	Bengali & English	73	62
2	Education Honours	36 months	Higher Secondary and equivalent	Bengali & English	75	51
3	English Honours	36 months	Higher Secondary and equivalent	Bengali & English	40	19
4	History Honours	36 months	Higher Secondary and equivalent	English & Bengali	120	61
5	Geography Honours	36 months	Higher Secondary and equivalent	Bengali & English	30	20
6	Philosophy Honours	36 months	Higher Secondary and equivalent	Bengali & English	30	18
7	Political Science Honours	36 months	Higher Secondary and equivalent	Bengali & English	40	29
8	B.A. Programme Course	36 months	Higher Secondary and equivalent	Bengali & English	1100	369

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

Position	Teaching faculty		Non-teaching faculty	
	Male	Female	Male	Female
Assistant Professor	07	04	07	01
SACT	20	01		

**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 college has defined its goals and objectives clearly and are communicated systematically to all its stakeholders.
- The College follows Choice Based Credit System (CBCS).
- The college has a wide range of programmes: UG Honours Course: 07; UG Programme Course: 10
- College prepares academic calendar at the beginning of the academic year and uploads in the website.
- Classes are conducted as per the Timetable and Academic Plan uploaded in Learning Management System (LMS)
- The College conducts course on Defence Mechanism Skill for the female students from own fund.
- College organizes several seminars and awareness programme on crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum.
- Add On Course, Certificate Course are offered by the college
- Several Departments Geography, Environmental Studies, History and Education organize field surveys and project works.

**2. Teaching-Learning and Evaluation:**

- Faculty members were observed to actively engage students in the learning process, demonstrating a commitment to fostering a positive and supportive educational atmosphere
- 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.

- The use of technology in the teaching-learning process was noted, contributing to a modern and efficient educational experience. Faculty members leverage digital tools to enhance content delivery and student interaction.
- 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.
- Online Admission of Students is done completely on the basis of merit.
- Total Number of students enrolled: 629
- Total number of Full Time Teachers-11
- Percentage of full-time teachers against sanctioned posts: 100%
- Student – Full time Teacher Ratio: 1467:11
- Number of Full Time Teachers with NET/SET/SLET/ Ph. D. -11
- Number of Permanent Administrative Staff-08
- Number of SACT: 21
- Orientation Programme was organized for B.A 1<sup>st</sup> Semester Honours & General students.
- Programme Outcomes and Course Outcomes for all programmes are clearly stated and displayed on website.
- Classroom teaching is supplemented with special lecture by Eminent Academicians, Group Discussion, Paper Presentation by Students, Field Projects, Departmental Quiz, Educational Tours, Industrial Visit.
- Teachers regularly upload e-content and learning materials in college website to facilitate the teaching learning process.
- 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, Test Exam, MCQ Tests have been taken frequently for each semester to analyse the academic progress of the students.
- Pass percentage of final year students:
- College magazines named *Sibani*, Departmental e-magazine and wall magazines are published to nurture creativity, writing skills and presentation potentialities in students.
- Students are regularly encouraged participate in various co-curricular and outreach programmes. Students who actively participate in cocurricular and extension activities are awarded on the foundation day of the institution i.e., 8<sup>th</sup> day of September.

### **3. Research, Innovation and Extension**

- Number of workshops/seminars/conferences: 30
- Number of research papers published in UGC CARE listed journals: 08
- Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings: 42
- Number of extension and outreach programs conducted by NSS: 14
- Number of functional MoUs: 35
- The college is actively involved in extension activities, reaching out to the community and beyond. Initiatives such as workshops, seminars, and community service projects showcase the institution's commitment to societal development.

### **4. Infrastructure and Learning Resources**

- ❖ The college possesses well-maintained and conducive physical infrastructure, providing a comfortable and safe environment for teaching and learning activities.
- ❖ No. of class rooms: 29 (including ICT enabled classrooms)
- ❖ No. of laboratories: 02
- ❖ No. of ICT enabled class rooms: 05
- ❖ No. of smart classrooms: Nil
- ❖ No. of computers – for teaching & non-teaching staff: 13
- ❖ No. of computers- for students: 12
- ❖ Wi-Fi facility: Available

- Fully Automated library
- Number of Library books: 8659
- Separate study rooms for teachers and students equipped with computers are there
- The library was found to be well-stocked with a diverse collection of academic resources, including books, journals, and digital materials. The availability of electronic databases contributes to research opportunities.
- Departmental Library formed at Departmental Cubicles made for each Department
- Institution frequently updates its IT facilities
  - ❖ No. of Laptop: 06
  - ❖ No. of Desktop: 25
  - ❖ No. of Printer/ Scanner: 09
  - ❖ No. of Projector: 05
  - ❖ No. of Bar Code Scanner: 02
  - ❖ No. of Smart Board: Nil
  - ❖ Newly installed/ upgrade Software: 05
- Canteen with healthy foods, Arsenic free drinking water, Water purifiers, clean washrooms, common rooms for boys and girls, separate reading rooms in library with computers, facilities for sports and cultural programmes are available.
- The college has invested in robust information technology infrastructure, providing students and faculty with access to digital resources, online learning platforms, and a reliable network.
- The availability of sports and recreational facilities was noted, contributing to the holistic development of students. These facilities support physical well-being and extracurricular engagement.
- The college effectively utilizes a Learning Management System (LMS) to enhance the delivery of educational content, facilitate communication, and streamline administrative processes.
- Maintenance protocols for all infrastructure elements were observed, ensuring a clean and well-functioning campus. Adequate safety measures, including fire safety and emergency response plans, were in place.

## **5. Student Support and Progression**

- Number of students are benefitted by scholarships: 1418
- The institution has taken quite satisfactory initiatives for capacity building and skill enhancement.
- Meritorious students from all the Departments and student who procures highest marks in the University Examination rewarded year wise for their academic performance. Female student with highest marks also awarded. Students who showed excellence in cultural activities are also awarded. Students awarded for remarkable contribution in sports also.
- Several career guidance sessions conducted by the college engaging external agencies.
- Financial help provided to needy and meritorious students from Teachers' Council Fund.
- SMS service subscribed for delivering urgent information to the students of the college.
- 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 with an annual subscription of Rs.10/- (Rupees ten) only.
- 25% of outgoing students got placed and progressed to higher education.
- The college promotes extracurricular engagement through clubs, 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 Principal 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.
  - The institution prioritizes faculty and staff development through training programs, workshops, and opportunities for professional growth, contributing to a skilled and motivated workforce.
- Various Committees and Sub committees are there for monitoring activities
- Staff credit cooperative society exists and functioning properly.
- 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.
- Academic and administrative functioning of the college is automated. Transparency is maintained.
- Implementation of integrated Student Management System & computerisation of Accounts section using ERP.
- 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 maintained organic vegetable garden and flower garden named *Gulbagicha* and two ayurvedic gardens named Ayurekha I & Ayurekha II.
- Solar Panel is installed for providing electricity in the college premises.
- The college regularly holds cultural competitions on music, dance, recitation, quiz and News Paper Reading Competition.
- 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.
  - Mushroom cultivation and seed bank is available.
- 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.
  - Institution has adopted motto to save Indian tradition by promoting local industries.

### 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 and online 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.


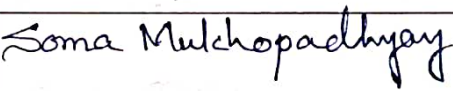

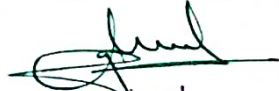
### **Challenges:**

- 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:**

- College needs to establish a language lab.
- Research culture needs improvement.
- Increase number of Library books.
- 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.
- Students may be guided to take up the free online courses like SWAYAM, MOOC etc.
- Student teacher ratio needs to be increased.
- As per NEP 2020:
  - a. college should aim to become multidisciplinary institution.
  - b. Certificate and Diploma courses in the vocational stream may be introduced.
  - c. College will have the option to run Open Distance Learning (ODL) and online programmes, provided they are accredited to do so.
  - d. Institution will focus on innovation by setting up incubation centres, greater industry-academic linkages etc.
  - e. High quality support centres and professional academic and career counselling will be made available to all students.

**Signature of the Academic and Administrative Audit team:**

SL No.	Name with Designation	Signature with Date
1.	<b>Dr. Bimalendu Biswas</b> Controller of Examinations, University of Kalyani	 Controller of Examinations, University of Kalyani West Bengal
2.	<b>Dr. Soma Mukhopadhyay</b> Principal, Panchthupi Haripada Gouribala College, Panchthupi, Murshidabad	 Principal Panchthupi Haripada Gouribala College Panchthupi, Murshidabad
3.	<b>Dr Bhabesh Pramanik</b> Principal, Dumkal College, Basantapur, Murshidabad	 Principal Dumkal College, Basantapur Murshidabad, W.B.
4.	<b>Dr. Goutam Kumar Ghosh</b> Principal, Hazi A. K. Khan College, Hariharpara, Murshidabad	 Principal Hazi A.K Khan College Hariharpara, Murshidabad
5.	<b>Dr. Piyali Dan</b> Assistant Professor, Department of History & IQAC Coordinator, Hazi A. K. Khan College, Murshidabad	 Coordinator, IQAC Hazi A.K. Khan College Hariharpara, Murshidabad