



**GOVERNMENT GENERAL DEGREE COLLEGE, TEHATTA
TEHATTA, NADIA- 741160**

Academic and Administrative Audit (AAA) Report

2018-19 TO 2022-23

Format for Institute Academic and Administrative Audit (AAA)


Name of the Institute: Government General Degree College, Tehatta

Date: 12.7.2023

Name, Designation and Address of Academic Audit Experts:

1. Dr. Subhasis Panda (WBSES, Ph.D., FIAT, FEHSST),
Principal, Government General Degree College, Chapra
Chapra, Nadia-741123, WB
2. Dr. Tulika Talukdar (Lahiri)
Officer-in-Charge, Government General Degree College, Kaliganj
Debagram, Nadia-741137, WB
3. Dr. Pijush Kanti Dev
Teacher-in-Charge, Dr. B.R. Ambedkar
College, BetaiBetail, Nadia-741163, WB




Dr. Sibsankar Pal
Officer-in-charge
Govt. Gen. Degree College, Tehatta
Nadia-741160

Members of Staff Present: 1. Officer-in-Charge: Dr. Sibsankar Pal

2. Faculty Members:

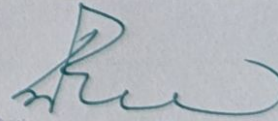
Name of the Faculty Member	Signature
Dr. Nitish Ghosh	Nitish Ghosh
Dr. Shubhadip Debnath	Shubhadip Debnath
Saidul Haque	Saidul Haque
Raghunath Roy	Raghunath Roy
Pallabi Chatterjee	Pallabi Chatterjee
Gopal Mandal	Gopal Mandal
Dr. Liza Dutta	Liza Dutta
Md Najir Hossain	Md. Najir Hossain
Priya Tudu	Priya Tudu
Pritin Dutta	Pritin Dutta
Dr. Swarup Ranjan Sahoo	Swarup Ranjan Sahoo
Dr. Jyotirmoy Maiti	Jyotirmoy Maiti
Dr. Ajoy Mandal	Ajoy Mandal
Dr. Sumit Kumar Das	Sumit Kumar Das
Dr. SK Basiruddin	SK Basiruddin
Dr. Sanjoy Satpati	Sanjoy Satpati
Dr. Ramij Raja Mondal	Ramij Raja Mondal
Susmita Chowdhury	Susmita Chowdhury
Dr. Supratim Mukherjee	Supratim Mukherjee
Dr. Haridas Biswas	Haridas Biswas
Dr. Abul Kashim Molla	Md Abul Kashim Molla
Gouranga Mondal	Gouranga Mondal



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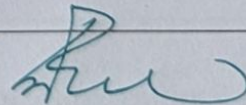
Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
1. Curriculum	Steps followed in the designing of syllabus & curriculum	Yes	Affiliated to the University of Kalyani	NA
	Contents of the Curriculum	Yes	As per the under-graduate syllabus provided by the University of Kalyani.	NA
	Validation done	Yes	Done by the IQAC and Teacher's Council of the college.	-
	IDC/ EDC	Not yet	-	-
	Credits allotted /distribution – logic	Yes	As per University of Kalyani	-




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Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & teaching aids	Yes	In addition to the conventional chalk-and-talk and hands-on experiment methods, teachers also use ICT tools (projector, ppt, usage of online mode particularly during pandemic). Different student centric methods have been followed from time to time.	-
	E-learning modules	Yes	-	
	Project work UG/PG	Yes	UG only as per University of Kalyani.	-
	Internal assessment – components–Uniqueness	Yes	Internal exams are conducted as per the academic calendar of the college. Examinations, projects, assignments, viva and attendance form an integral part. Evaluated answer scripts are shown to the students and questions-answers are discussed with the students after a particular test.	-
	Student support – remedial coaching	Yes	Beside regular classes, remedial / special classes are conducted as per the requirement of the students. Mentor-mentee meetings are also held regularly.	More such classes needed for students who are lagging behind.
	Parents meeting –evaluation of student's progress	Yes	Once in a year	Frequency may be increased and college may try to engage more parents in the meeting
	Feedback from students	Yes	-	College may take feedback via online mode.
	Steps taken on the feedback	Yes	Actions have been taken after analyzing the feedback	



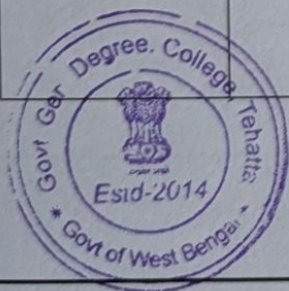

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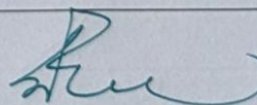
Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
Faculty Profile	Projects completed /ongoing	No	-	IQAC may take initiative to influence teachers to procure some projects
	Seminars / conferences attended	Yes	Teachers have attended seminars /webinars and conferences throughout.	-
	Papers/articles/books published outstanding five publications from Social Science/ Science/ Commerce/ and others	Yes	Articles published by the faculties in peer reviewed journals, UGC care listed journals and also in books.	-
	FDP / RC / OC / Training Program/Workshop	Yes	Faculties attend OP/RC and other workshops for their development	
	Preparation of E-learning materials/ Content	Yes	E-learning materials/content of various kind have been made and provided to the students. One faculty member from English Department contributed modules in e-PG Pathsala	IQAC may take initiative to introduce LMS system
	Acted as resource persons	Yes	Some of the teachers were invited as resource persons in seminars / lecture sessions.	
	M.Phil & Ph.D awarded	Yes	PhD: Humanities: 4, Science: 4 MPhil: Humanities: 2	



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Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	1743:190 [2018-19] 1228:190 [2019-20] 1805:190 [2020-21] 2375:190 [2021-22] 2229:190 [2022-23] 9.87: 1 [Average during assessment period]	-
	Students' involvement in extra-curricular & Co-curricular activities	Yes	Students participate in cultural events, sports and activities conducted by the NSS unit.	
	Study tour / industrial visits /exhibitions / Internship /Training	Yes	History Department organized a study tour to Plassey monument	More departments may try to conduct study tour / industrial visits etc.
	Achievements	Yes	Some of our students got rank in university exams. In addition, a satisfactory number of students progressed to higher studies, qualified for different competitive exams and placed	The number of career counselling sessions may be increased.




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Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
Infrastructure in the Institute	No. of classrooms	Yes	15	More rooms are needed for smooth arrangement of all the classes.
	No. of laboratories	Yes	Total- 06 [Physics-02, Chemistry-03, Maths-01]	-
	No. of computers – for teachers	Yes	08	-
	No. of computers – for students	Yes	14	College may procure few more computers to fulfill students' necessity.
	No. of computers – research scholars	No	-	-
	No. of instruments	Yes	68	

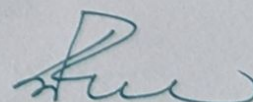


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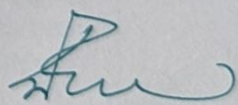
Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
Activities of the Institute	MoUs signed	No	-	College have to sign MoU with other institutions and ensure proper functions of these MoU.
	Consultancy	Yes	Career counselling sessions and mentor-mentee meetings are organized.	
	Collaborations	Yes	-	-
	Association Meetings	yes	Meetings of the Alumni Association (registered after the assessment period) have been conducted to share their valuable suggestions for the development of the college.	-
	Guest lectures	No	Being a Government College, we don't have the scope to recruit guest lecturers without Government's permission.	
	Conference / Seminar /Workshop conducted	Yes	National Seminar-01 (2019) Workshop: 01 (2023) State Level Seminar: 01 (2023) Additionally, seminars are also organized by different departments.	-




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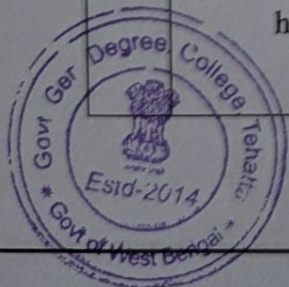
	Extension Activity	Yes	The college have conducted various extension activities and outreach programs through NSS unit and others.
	Interaction with Industry /Research Centres /Educational Institutions	Yes	Some of the faculty members of this college do research work in collaboration with other Research centers / Educational Institutions
	Newsletters/Magazine	Yes	Annual College Magazine, <i>Dhonodhanyo</i> is published annually. No Academic / Scholarly journals are published/ subscribed. However, some departments publish their wall magazines every year.
	Placement	Yes	Satisfactory percentage of pass out students are placed in various sectors




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Administrative Procedure and Functionalities

SL No.	Item	Verification (Yes/No)	Comments	Suggestions for improvement
1	Budget for infrastructural development excluding salary component (INR in Lakhs)	Yes	39.69487 [2018-19] 17.16057 [2019-20] 0.89721 [2020-21] 0.1366 [2021-22] 4.98461 [2022-23]	
2	Total expenditure on maintenance of physical and other amenities which support academic activities (INR in Lakhs)	Yes	6.91005 [2018-19] 7.33683 [2019-20] 6.03267 [2020-21] 4.96638 [2021-22] 8.15058 [2022-23]	
3	Utilization and Maintenance of physical, academic and support facilities-laboratories, computers & other electronic devices, class rooms, playground and etc.	Yes	Being a Government college, all physical civil and electrical work are maintained by the PWD, social sector, Govt. of WB. Following the planning of IQAC, all the academic and support facilities are supervised by various college sub-committees and maintained by the Office of the Principal.	
4	Number of students directly benefitting from the Government scholarship programs	Yes	213 [2018-19] 262 [2019-20] 249 [2020-21] 329 [2021-22] 420 [2022-23]	
5	Facilities for the specially abled students	Yes	Presence of a ramp and wheel chair for the specially abled students.	-
6	Mechanism for efficient Grievance redressal related to academic and non-academic (sexual harassment, ragging, etc.) issues	Yes	Presence of Internal Complaints Cell (ICC) for grievances related to sexual abuse, an anti-ragging sub-committee for ragging issues and a separate Grievance Redressal sub-committee for other grievances.	



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7	Decentralized and participative mode of administration	Yes	There are 21 academic sub-committees associated with Teachers' Council and 8 administrative sub-committees to carry out regular academic and administrative activities.	
8	Development Programmes for the teaching /non-teaching faculties	No	Nil	-
9	Strategic planning for holistic development of students (academic and extracurricular)	Yes	The IQAC in collaboration with the Academic calendar and routine sub-committee makes sure to adhere to the curriculum prescribed by the University. Extracurricular activities especially skills like singing, dancing, drawing, photography and community activities are promoted.	
10	E-governance in different areas of administration	Yes	E-governance is implemented in different areas such as admission, examination and finance.	
11	Organizational functions of the institution including activities of administrative setup & various bodies, recruitment, service rules and promotional policies	Yes	Organizational functions are guided by Department of Higher Education, Govt. of West Bengal. Employees are recruited as per the recommendation by the WB Public Service Commission and they abide by the West Bengal Service Rules. The employees are promoted through career advancement scheme framed by Department of Higher Education following the guidelines of UGC.	
12	Welfare measures for teaching/ non-teaching staffs	Yes	GPF and West Bengal Health Scheme are available for all.	
13.	Performance Appraisal System for teaching/ non-teaching staffs	Yes	HRMS based Self-Appraisal System (SAR) is mandatory for all the permanent employees. Principal office monitors the performance of all the temporary/contractual non-teaching staffs.	
14.	Strategies for optimal utilization of funds/resources	Yes	Following the planning of IQAC, funds are properly utilized to fulfill the institutional requirement. Internal audit is done by enlisted reputed auditor.	


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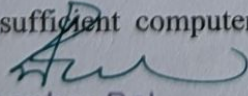
Please comment on SWOC Analysis:

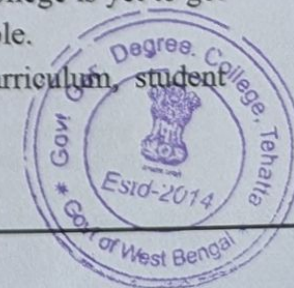
Strength:

- The college boasts competent faculty members actively engaged in publishing Papers, Articles, Book chapters, and Books of national and international acclaim. Faculty members also present papers at various national and international seminar/conferences.
- Despite being a new college in its nascent phase, the Laboratory and Library resources are commendable. In addition to a dedicated reading space for students, the library currently offers OPAC services. New books are continuously added whenever funding from the Government allows.
- The college offers multiple scholarships to encourage enrollment in Higher Education. Scholarships such as Aikyashree, Swami Vivekananda Merit-cum-means benefit minority groups and other students in need. Students can apply for the Student Credit Card scheme. Furthermore, female students can also benefit from the Kanyashree scheme. There is an added advantage of a girls' hostel inside the campus.
- The college organizes Seminars, Conferences, and Workshops from time to time. Special lectures are held on occasions like Rabindra Jayanti and International Mother Language Day etc. Add-on Courses beyond curriculum are offered during recess.
- Special emphasis is placed on enhancing students' English communication skills through practical sessions aimed at building their confidence. Career Counseling Cell of the college guides students in choosing their career paths.
- Situated away from crowded areas, the college offers a scenic and serene atmosphere to its student community. Surrounded by lush greenery and nestled along the bank of Jalangi river, the campus is pollution-free and provides a noise-free environment.

Weakness:

- One of the primary weaknesses of the college is its dearth of communication. The college is 45 KM away from the nearest railway station, Krishnagar and 3 KM away from nearest bus stoppage, PWD More, Tehatta. Transportation options are limited. Only irregular toto service is available and the fare is quite costly that poses a challenge for students commuting to the college regularly.
- Local students have a keen interest in sports activities and some aspire for Army training. College playground is not large enough for arranging some games/sports events. A course in Physical Education would attract students from local areas. But the college is yet to get approval for such course. Additionally, there is a need for a gymnasium and a yoga center which are currently unavailable.
- The college lacks sufficient computer resources to support digital literacy among students. Under the present curriculum, student


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presentations are increasingly done using PowerPoint (ppt) mode for assessment. Most of the students are interested to present their ideas through ppt mode rather than in traditional method. But due to absence of sufficient computers to prepare their ppts, students face challenges. Similarly, they are compelled to incur expenses at cyber cafes for tasks such as scholarship applications, admissions, and competitive exam form fill-ups.

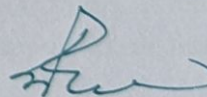
Opportunities:

- There are ample opportunities to introduce Major and Minor courses in subjects such as Physical Education, Environmental Studies, Sociology and Sanskrit taking into account the socio-cultural context of the college's location.
- Introducing ICT-enabled smart classrooms presents a significant opportunity to enhance teaching and learning experiences, keeping pace with technological advancements.
- The Science Departments have the potential to undertake major and minor research projects, supported by excellent laboratory and faculty members holding PhD degrees with extensive research experience.
- The dedicated and hardworking faculty members can play a pivotal role in coaching students for various competitive examinations outside of regular college hours.

Challenges:

- The construction of a new building is of vital importance due to insufficient classrooms in the current infrastructure.
- Acquiring additional land area is crucial for the college to operate effectively and expand its facilities.
- Government support is essential for obtaining UGC 2f and 12B certifications, which are vital for accessing grants and improving institutional status.
- Establishing a centralized computer lab equipped with Wi-Fi is essential to enhance digital learning opportunities for all students.
- Students' placements in industrial and other sectors should be prioritized to enhance their career prospects.
- The college requires staff quarters to accommodate its faculty and staff members adequately.
- For holistic development and implementation of different projects and plans the college needs adequate funding from the government.




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Best Practice(s) / Innovations of the Institute

Best Practice 1.

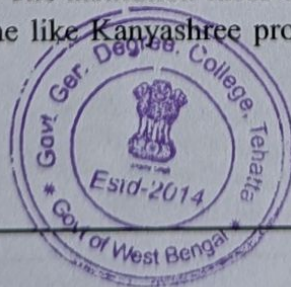
Title of the practice: Women Empowerment

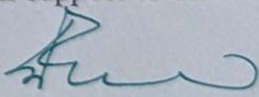
Objective and the Practice:

The objective of the practice is to increase female enrollment in higher education and support female students from socio-economically disadvantaged backgrounds in completing their education despite family pressures like early marriage. Many female students often discontinue their studies facing pressure to get married before completing their education as the families prioritize marriage over education for their daughters due to cultural or economic reasons. Our institution has recognized the challenges faced by female students regarding early marriage and educational continuity, and has actively taken initiatives to address these issues.

- **Mentorship and Counseling:** Mentor-Mentee sessions are conducted frequently and mentors, i.e. faculty members try to counsel such students with extreme care and help them to take informed decisions. We are also considering to engage successful alumni, particularly female graduates, as role models and mentors to inspire current students and provide practical career advice.
- **Engagement with Guardians:** In Parent-Teachers Meeting, guardians are apprised of the said problems and they are suggested not to force students for early marriage. In few instances, teachers visited families of female students and had productive conversation with guardians. In several cases, the problems were resolved and guardians agreed to the continuation of their daughter's studies. The college authority seeks intervention of local administration, when necessary to mitigate familial pressures.
- **Gender Sensitization and Inclusive Environment:** Gender based inequality and discrimination is completely discouraged among students. The institution Conducts gender sensitization programs during each academic session. The female students are encouraged to share their problems freely with ICC and Grievance Redressal Cell of the institution. The college provides safe and inclusive environment for all students, irrespective of their gender and sexual-orientation.
- **Celebration and Cultural Awareness:** International Women's Day is celebrated with special focus on women's rights and gender equality. Other cultural programs such as *Prak-Saradiya* to highlight women's issues through various forms of art and expression. A gender survey has been conducted recently.

Limitations and Resource Required: The institution faces difficulty in convincing guardians due to the poor economic background of female students. However, government scheme like Kanyashree provided by State Government is utilized to provide financial support to all female students.




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Best Practice 2.


Title of the practice: Comprehensive Support for needy students

Objective and the Practice:

The objective of this practice is to provide comprehensive support to financially and emotionally needy students within the institution. This includes implementing government scholarship schemes, offering personalized mentorship, providing material assistance such as books and study aids, and extending support to students facing personal crisis like accidents or critical illnesses.

- **Scholarship Support and Assistance:** The institution actively implements government scholarship schemes and has a dedicated scholarship sub-committee to assist students with queries and applications.
- **Mentorship and Psychological Support:** Mentor-mentee sessions are conducted by each department at regular interval to identify and support students in need of financial and psychological assistance. Stress management tips are provided to students.
- **Financial Aid and Fee Waivers:** The institution ensures that no student discontinues their studies due to financial constraint. The institution waives off admission and tuition fees for needy students wherever possible and provides financial assistance through various means. Teachers frequently provide books and other study materials to students in need, and they also offer personal support and attention to these students.
- **Emergency Support:** There are instances of supporting students in critical situations, such as accidents or critical illnesses. Such occasion demonstrates the institution's commitment to students' welfare. In one instance, one of our students from Political Science Department met with a severe accident while returning from the college. He was hit by a truck. The college raised a substantial fund from various sources and covered expenses for his treatment until he recovered. There is an instance of assisting a fellow student from another college in West Bengal who is suffering from a serious illness.
- **Charity as Value:** We aim not only to provide material support through charity but also to cultivate and embed this value in our students.

Limitations and Resource Required: As a Government College, the institution relies entirely on Government funding, which makes it challenging to provide sufficient financial assistance to students within the constraints of our allocated budget. However, we take pride in the sensitivity and kindness of our teachers, particularly when it comes to supporting students' interests and needs.


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Best Practice 3.

Title of the practice: Green Campus

Objective and the Practice:

The objective of the Green Campus initiative is to maintain an eco-friendly and clean environment within and around the college premises. The College is situated beside the bank of Jalangi River and it is surrounded by farmlands, bushes and trees. Being aware of the sanctity of the environment, the college NSS Unit plays a pivotal role in organizing activities aimed at promoting environmental awareness and conservation. We strongly believe that our efforts will enhance the ecological footprint of the college. Key practices include:

- **Campus Cleanliness:** Regular activities by NSS Unit to keep the campus and its surroundings clean.
- **Community Outreach:** Organizing outreach programs in neighbourhood communities to spread awareness about environmental protection.
- **Field Work and Research:** Students, guided by teachers, engage in fieldwork such as analyzing Iron and Arsenic content in the Jalangi River. The fieldwork was conducted in 2023.
- **Initiatives for sensitization:** Teachers take extra care in sensitizing students about climate change, soil erosion, desertification, drought resilience, etc. during the regular curriculum as well as in occasions like world environment day, earth day, world water day etc.
- **Sapling Distribution:** Each sapling symbolizes a commitment to a greener and healthier planet. In different cultural programmes of our college, guests are welcomed with token gift of saplings embodying the college's enduring dedication to the Save Earth Project. Some saplings are planted outside the campus to contribute to greening efforts beyond college boundaries.
- **Awareness Posters:** Placement of posters across the campus to educate students and staff about environmental issues.

Limitations and Resource Required:

Funding Shortage: Limited financial resources often hinder the scale and effectiveness of our green initiatives.

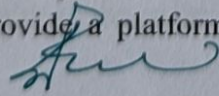
Free Sapling Distribution: Support from the forest department or other agencies to provide saplings free of cost would alleviate the financial burden and increase the number of saplings distributed.

Best Practice 4:

Title of the practice: Regularization of Parent-Teacher Meeting

Objective and the Practice:

The objective of this practice is to involve parents as key stakeholders in the teaching-learning process by conducting regular Parent-Teacher Meetings (PTMs). The institution initially conducted these meetings annually but increased the frequency later on based on positive feedback from parents. The primary aim is to provide a platform for constructive dialogue between teachers and parents, focusing on students' holistic


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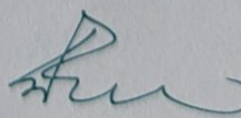


development and academic performance. Students' performance in previous examinations are discussed with parents. Special attention is given to parents of those students whose attendances are poor. Suggestions are taken from parents regarding enrichment of the institution. The principal and faculty members share their contact details with parents and they are encouraged to stay in touch with the concerned teachers. After a central meeting with all parents, parents talk with departmental teachers if they think it necessary to share individual problems and queries.

Limitations and Resource Required: Parents' participation rate in such meetings is not satisfactory. Most of the parents belong to lower socio-economic background. In order to attend the meeting, they had to take break from their usual manual works that hampers their daily wage. The institution is considering alternative modes of communication such as virtual PTMs to accommodate parents who find it difficult to attend in person due to work or other commitments.

Future Plans of Institute: (250 Words)

- To introduce ICT-enabled College Automation system to streamline processes such as Alumni data management, Digital Document Procurement, Library catalogue software, and Stock Management. This would gradually create a paperless (green) ecosystem facilitating quick access to information.
- To equip each department with ICT-enabled Smart Classrooms.
- To provide campus-wide Wi-Fi facilities for students and staffs.
- To introduce new programmes in Sanskrit, physical education, sociology, and Environmental Science.
- To sign MoU with other institutions and initiate faculty exchange programs through these MoUs.
- To offer more interdisciplinary Add-on / certificate course, Practical Workshops and Lectures on relevant and timely topics.
- To establish a Language Lab aimed at enhancing the English communication skill of our students.
- To provide better facilities for collaborative and independent research among the teachers.
- To install sanitary pad vending machine for female students.
- To build up disabled-friendly toilet facility.
- To introduce a medicinal garden in the campus.


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- To construct a rain water harvesting unit.
- To install solar panels on the rooftop as a step towards renewable and green energy solutions.
- To establish an NCC unit for students of our college.
- To introduce of Yoga center and Gymnasium facilities in the college.
- To enhance reader engagement in the College Central Library, infrastructure upgradation is essential.
- To construct a new academic building adjacent to the existing building and establish a multi-purpose auditorium there.
- To address the communication challenges faced by students due to the remote location of the college, a plan may be devised for shuttle service from the nearest bus stop to the college.

[Signature]
12/7/2023

Signature of the Principal/ Officer-in-Charge with Seal



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Signature of the Academic Audit Experts

1. *[Signature]* 12/7/2023

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(WBSES, Ph.D. FIAT)
PRINCIPAL
Government General Degree College Chapra
Vill. Shikra, P.O. Padmamala, PS. Chapra, Nadia-741123

2. *[Signature]* 12.07.2023

Officer-in-charge
Government General Degree
College, Kaliganj
Debanram, Nadia

3. *[Signature]* 12/7/2023

Teacher-in-Charge
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