



## Academic & Administrative Audit Report

Session:2023-2024

### **RAIDIGHI COLLEGE**

*(Affiliated to university of Calcutta)*

2<sup>nd</sup> Cycle NAAC Accredited & ISO 9001:2015 Certified  
Raidighi, South 24 Parganas, Pin-743383, West Bengal

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## RAIDIGHI COLLEGE

Affiliated to University of Calcutta

Accredited by NAAC Grade B\*( As on November 2024)

Session: 2023-24

### Report of the Academic & Administrative Audit

	Academic Audit Committee	<ol style="list-style-type: none"><li>1. Dr. Anita Chattopadhyay Gupta Deshbandhu College for Girls', Kolkata</li><li>2. Dr. Aparna De Soth Calcutta Girls' College, Kolkata</li><li>3. Dr. Indrila Guha Basanti Devi College, Kolkata</li><li>4. Dr. Sasabindu Jana Principal, Raidighi College</li><li>5. Dr. Sisir Chaterjee Coordinator, IQAC, Raidighi college</li><li>6. Dr. Arunima Biswas Joint Coordinator, IQAC, Raidighi college</li><li>7. Sri Uttam Roy Mondal Convenor, Academic Sub-Committee</li><li>8. Sri Bidyut Saha Joint Convenor, Academic Sub-Committee</li><li>9. Sri Sanat Kumar Purkait Bursar, Administrative Officer</li></ol>
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	Steering Committee for Academic Audit	<ul style="list-style-type: none"><li>• Dr. Sasabindu Jana Principal, Raidighi College</li><li>• Dr. Sisir Chaterjee Coordinator, IQAC</li><li>• Dr. Arunima Biswas Joint Coordinator, IQAC</li><li>• Sri Uttam Roy Mondal Convenor, Academic Sub-Committee</li><li>• Sri Sanat Kumar Purkait IQAC Member, Administrative Officer</li></ul>
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**Raidighi College Academic & Administrative Audit 2023-24**

Academic Years for which Academic Audit Conducted	2023-2024
Submission of document from department and office for the Academic & Administrative Audit	<p>The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2023-2024. The report contains</p> <ul style="list-style-type: none"> <li>• Institutional Data</li> <li>• Profile of the Departments</li> <li>• Administrative Organization</li> <li>• Profile of activities of different Statutory &amp; Non-Statutory Committees/Cell</li> <li>• Students Support System as per NEP recommendations</li> <li>• Financial Arrangements &amp; Managements</li> </ul>
Day and Date of Visit	Mon day, The 10 <sup>th</sup> day of August, 2024
Time Spent	11 a.m. to 5.00 p.m.
Proceedings of the Academic and Administrative Audit	<p>The process of Academic &amp; Administrative Audit was systematically planned and scheduled with-</p> <ul style="list-style-type: none"> <li>• Principal's Presentations</li> <li>• Interaction with Bursar</li> <li>• Departmental Presentations &amp; Interactions with students and teachers</li> <li>• Presentations of committees and cells</li> <li>• Affiliation of Students Support Services</li> <li>• Interactions with Academic Sub-Committee</li> <li>• Visit to Library, Laboratories and Other Activity Centers</li> <li>• Visit office and interactions with non-teaching staff for document verification</li> <li>• Discussion with IQAC regarding holistic policy implementation</li> </ul>

## Introduction

The **Academic and Administrative Audit (AAA)** of **Raidighi College** for the **academic session 2023-24** has been conducted to evaluate the institution's performance in key areas, including curriculum implementation, teaching-learning, research, infrastructure, student support, governance, and institutional values. The audit aims to assess the effectiveness of various initiatives, highlight best practices, and provide recommendations for further improvement.

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## Analysis of Criteria-wise Performance

### Criterion 1: Curricular Aspects

#### Observations:

- The college offers **16** programs, covering diverse disciplines in undergraduate Science & Humanities/
- The departments follow an **Academic Calendar**, ensuring structured planning.
- **80%** of departments maintain an **academic planner**, ensuring course execution.
- The institution follows **CBCS** for **3rd & 5th semesters**, while **1st semester follows CCF (as per NEP guidelines)**.
- No new courses were introduced during the session.
- **7 Add-on/Certificate/Value-Added Courses** were offered.
- **198 students enrolled in MOOC/Online Courses**, indicating positive engagement in digital learning.
- **172 students participated in internships/projects**.
- A **structured feedback system** is in place, and **action has been taken** based on feedback.

### Recommendations:

- ✓ Introduce **new interdisciplinary programs** aligned with industry needs.
  - ✓ Strengthen **MOOC and online learning adoption** to enhance digital literacy.
  - ✓ Increase the **number of certificate/value-added courses**.
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## Criterion 2: Teaching-Learning and Evaluation

### Observations:

- Student admission rate is **60%**, indicating moderate demand.
- **56% of admitted students belong to reserved categories**, reflecting inclusivity.
- Student-Teacher Ratio: **54:1**, suggesting a need for more faculty recruitment.
- **27% of faculty members hold NET/SLET/Ph.D. qualifications**, indicating a strong academic base.
- Faculty's total teaching experience is **694 years**, showing institutional stability.
- Average attendance of students is **75%**, which is acceptable but can be improved.
- Pass percentage for Honours students is **64%**, requiring improvement.
- **20 ICT-enabled classrooms** are available, with LMS and digital tools.
- Student Satisfaction Survey (SSS): **74% female and 26% male students** participated.

### Recommendations:

- ✓ Recruit **more full-time faculty** to improve student-teacher interaction.
  - ✓ Conduct **remedial and bridge courses** to enhance student learning outcomes.
  - ✓ Implement **blended learning** strategies to boost student engagement.
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### Criterion 3: Research, Innovation, and Extension

#### Observations:

- **No research grants or funded projects** were received during the session.
- **No ongoing faculty research projects.**
- **18 workshops/seminars** were conducted, encouraging academic engagement.
- **17 research publications**, indicating faculty contributions to academia.
- The institution conducted **multiple extension activities**, including **environmental awareness, health & nutrition, sports, rural development, and entrepreneurship programs.**
- **14 MoUs** with other institutions were established in this period.
- **9 books/Chapters** in edited volumes published in national/international conference proceedings during this year.
- **21 extensional and outreach programs** conducted in collaboration with industry, community and NGO through NSS etc.

#### Recommendations:

- ✓ Encourage faculty to apply for **government and private research grants.**
- ✓ Strengthen **interdisciplinary and industry collaborations** to promote research.
- ✓ Conduct **faculty development programs (FDPs) on research methodology.**

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### Criterion 4: Infrastructure and Learning Resources

#### Observations:

- **20 classrooms are ICT-enabled**, supporting digital learning.
- **Library usage is 13 users/day**, with OPAC access.
- **Student-Computer Ratio is 30:1**, which needs improvement.
- **50 Mbps internet bandwidth** is available.
- The **IT policy is well-defined**, covering all digital aspects.

### Recommendations:

- ✓ Increase the **number of computers** to improve student access.
  - ✓ Enhance **library digital resources** and promote usage among students.
  - ✓ Upgrade **internet bandwidth** to support online learning.
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## Criterion 5: Student Support and Progression

### Observations:

- **1,898 students benefited from government scholarships**, showing strong financial support.
- **324 students participated in career counseling programs**.
- **1 student secured placement, while 35 students pursued higher education**.
- **44 students participated in cultural & sports events**.
- **The alumni association is registered**, and contributions are expected soon.

### Recommendations:

- ✓ Strengthen **industry-academia linkages** to improve placements.
  - ✓ Introduce **skill-based training and entrepreneurship programs**.
  - ✓ Enhance **student participation in extracurricular activities**.
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## Criterion 6: Governance, Leadership, and Management

### Observations:

- **E-Governance** is implemented in **admission, examination, finance, and administration**.
- **3 faculty development programs** were conducted.
- **IQAC initiatives** include feedback collection, documentation, and workshops. Key areas of commendable effort of IQAC include: Fostering a quality factor culture, strategic planning and implementation, coordination and documentation, data managements, and stakeholder engagement. The successful 2<sup>nd</sup> cycle accreditation is a direct testament to the IQAC's meticulous coordination commitment to institutional excellence.
- **Internal audits** are completed, but **external audit is pending**.
- **Welfare policies for staff** include **EPF, health benefits, and pension schemes**.
- No grants received from non-government bodies, individuals, and others during this year.

### Recommendations:

- ✓ Establish a **structured faculty appraisal system**.
- ✓ Implement an **external audit system** regularly.
- ✓ Improve **training programs for faculty & administrative staff**.

## Criterion 7: Institutional Values and Best Practices

### Observations:

- The college follows **energy conservation practices**, including **solar energy, LED bulbs, green audits, and plantation programs**.
- **Water conservation** is practiced through **rainwater harvesting and composting**.
- **Disabled-friendly infrastructure** includes **ramps and wheelchairs**.

- **Gender equity initiatives** were conducted, including **International Day of the Girl Child, Minority Rights Day, and Women’s Day Celebrations.**
- **Best practices include environmental awareness programs and gender sensitization programs** both in campus and community-based.

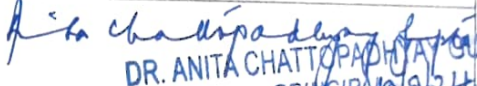

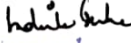
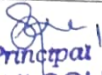
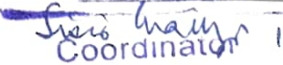


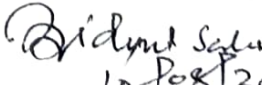
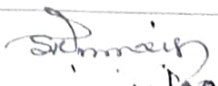
**Recommendations:**

- ✓ **Conduct more sustainability-focused initiatives.**
  - ✓ **Strengthen gender equity programs** with leadership training for women.
  - ✓ **Implement mentorship programs** for student well-being.
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## Conclusion & General Recommendations

- Utilized social media campaigns and provide interactive virtual campus tours for school students and the guardians those who cannot visit in person.
- Increase **faculty research involvement** and secure research funding.
- Strengthen **placement and career counseling programs.**
- Expand **ICT-enabled infrastructure and digital resources.**
- Improve **student engagement in extracurricular and leadership programs.**
- Ensure **regular external financial audits** for transparency.
- Highlight a strong track report by academic achievements, successful alumni outcomes. There is a need for unique employment-oriented add-on courses that address social requirements.

### Signature of the Academic and Administrative Audit Team

SL No	Name with Designation	Signature with Date
1	Dr. Anita Chattopadhyay Gupta Deshbandhu College for Girls', Kolkata	 DR. ANITA CHATTOPADHYAY GUPTA PRINCIPAL 10/8/24 Deshbandhu College for Girls
2	Dr. Aparna De South Calcutta Girls' College, Kolkata	 Principal & Secretary South Calcutta Girls' College 72, Sarat Bose Road, Kolkata-25
3	Dr. Indrila Guha Basanti Devi College, Kolkata	 Principal Basanti Devi College Kolkata-99
4	Dr. Sasabindu Jana Principal, Raidighi College	 Principal 10/08/24 RAIDIGHI COLLEGE South 24 Pgs.
5	Dr. Sisir Chatterjee Coordinator, IQAC, Raidighi college	 Coordinator 10/8/2024 IQ AC Raidighi College
6	Dr. Arunima Biswas Joint Coordinator, IQAC, Raidighi college	 10/8/24
7	Sri Uttam Roy Mondal Convenor, Academic Sub-Committee	 Convenor 10/8/2024 Academic Sub. Committee Raidighi College
8	Sri Bidyut Saha Joint Convenor, Academic Sub-Committee	 Bidyut Saha 10/08/2024
9	Sri Sanat Kumar Purkait Bursar, Administrative Officer	 10/08/2024