



☎: (0353) 2004707 (Principal)

KALIPADA GHOSH TARAI MAHAVIDYALAYA

ESTD: 1988

PO: BAGDOGRA, DIST: DARJEELING, PIN 734014

E-mail: prinkgtm@gmail.com



Date: 30/06/2023

Report on the Academic Audit Completed on 28.06.2023

The audit data collected sums up the following suggestions for action to be taken.

It was suggested by the expert under the curriculum transaction that an audio-visual room is required for providing better communication in the administrative and academic areas.

Suggestion was made for creating more e-learning modules for easy transaction of information and knowledge in teaching-learning. It was marked necessary to encourage remedial classes for the students to benefit them especially for the examination. Departments are encouraged to conduct teacher-parent meetings annually for the teaching-learning transparency. On the student feedback, suggestion was made to make feedback transparent for better the teaching-learning procedure.

Teaching faculty is encouraged to take on projects to enhance research-oriented ambience. More faculties are encouraged to participate and attend seminars, conferences and workshops and to publish articles, book chapters, and other publications. Teaching faculty is also suggested to prepare e-learning contents for the benefit of the students. Departments are suggested to participate in teacher exchange programmes to enhance the teaching-learning skills. Invited lectures, seminars, webinars are expected from every department. More placements of the students are encouraged.

Infrastructural development is suggested to facilitate smooth learning environment. Advanced equipments in the laboratories are required for smooth practical classes. More computers and technical support is required to facilitate students. Students are expected to excel in both curricular and co-curricular activities for which infrastructural development is considered of importance.

The institution through its Financial Aid Policy encourages teaching faculty to attend seminars, conferences and workshops abiding by the rules in the policy. Publications are encouraged and circulars regarding seminars, workshops, conferences, publications are shared in the official WhatsApp group for the faculty members. Attempt toward infrastructural development led to the renovation of faculty room, office, library and student washrooms. The institution has signed several MoU with other colleges to encourage teacher exchange programme scheme. Remedial classes are conducted by each department after the completion of the syllabus where previous years' questions are discussed and students are directed with writing skills. Assignments, internal exams are conducted to check and balance teaching-learning area. It is the constant effort of the college to enhance the academic atmosphere of the college for the goal of all the stakeholders.

Chakraborty
PRINCIPAL
Kalipada Ghosh Tarai
Mahavidyalaya



Academic Audit 2022 - 2023

Name of the Institute: KALIPADA GHOSH TARAI MAHAVIDYALAYA, Bagdogra.

Date : 28.06.2023

Name, Designation and Address of Academic Audit Experts:

1. Dr. Debasish Dutta, Inspector of College, NBU
2. Dr. Dillip Kumar Das, Principal, Munshi Premchand Mahavidyalaya

Members of Staff Present:

1. Dr. Minakshi Chakraborty, Principal, Kalipada Ghosh Tarai Mahavidyalaya
2. Dr. John Breakmas Tirkey, Associate Professor, Dept. of Sociology
3. Dr. Abir Baran Majumdar, Assistant Professor, Dept. of Chemistry
4. Dr. Pintu Prasad Jaiswal, Assistant Professor, Dept. of Commerce
5. Dr. Basudeo Thapa, Assistant Professor, Dept. of Nepali
6. Sri. Rakesh Kumar Singh, Associate Professor, Dept. of History



Criterion	Items	Verification	Comments	Suggestions for improvement
		Yes / No		
I. Curriculum	Steps followed in the designing of syllabus & curriculum	YES	Faculties from various departments are the members of Board of Studies, University of North Bengal and participate in the framing of the syllabus.	Curriculum can be framed to help rural background students for easy and better learning experience.
	Contents of the Curriculum		The Institution follows the Syllabus under the University of North Bengal.	
	Validation done	YES	Validation is done by the University of North Bengal.	
	IDC / EDC	YES	<p>IDC: The core course and the programme course are interdisciplinary courses to enrich the students with the knowledge and skills.</p> <p>EDC: The institution through Mentor-Mentee system takes care of the academic courses. Career counselling is organized to provide access to skill-based practices and to open avenues of job opportunities for the students.</p>	
	Credits allotted / distribution – logic	YES	Under CBCS Core Course is of 4 credits and Program Course is of 4 credits.	



Curriculum Transaction	Teaching methods & teaching aids	YES	Class lectures along with Group Discussions, Viva-Voco, Student's Seminar, ICT based lectures, PPT and lab-based practical teaching methods are used.	Audio-visual hall would provide a better teaching aid for special lectures and PPTs.
	E-learning modules	YES	Department of Physics and Department of Commerce initiated in the preparation of e-learning modules for their respective department courses.	Other departments can take inspiration and formulate e-learning modules as a better teaching-learning tool.
	Project work UG/PG	YES	Lab-based departments such as Geography, Physics, Chemistry, Commerce along with departments like Sociology and Environment Science undertakes projects. Field survey is an integral part of the curriculum.	Proper equipment and more fund are required.
	Internal assessment – components – Uniqueness	YES	Every department conducts internal assessment in their respective ways. Class test, assignment, Group discussion, student's seminar, MCQ in Google Classroom and viva-voce are the internal assessment tools. The uniqueness lies in the intention of conducting assessments. These assessments are to help students learn in an easier and faster way and to understand the seriousness of studies in college level.	More assessment to encourage creative and critical faculty of the students can be beneficial in the learning process.
	Student support – remedial/coaching	YES	Every department takes care of the learning process especially for the slow-learners. As a remedial help, extra classes are taken (offline & online). Assignments are assessed and given back for improvement and resubmission. Due to the mentor-mentee process it is helpful to	Remedial support on the basic knowledge of the subjects in the first two weeks in the beginning of the session is beneficial and necessary. More library facilities like books, journals and Wi-Fi connectivity are required.



Faculty Profile	Projects completed / ongoing	NO		Teaching faculty is encouraged to apply and carry projects works.
	Seminars / conferences attended	YES	14 faculties presented seminar papers in both national and international seminars and conferences.	More faculties are encouraged to present papers in Seminars and Conferences.
	Papers / articles / books published	YES	3 faculties have published Book Chapters. 3 faculties have published journal papers.	More faculties should engage in publishing journal papers and book chapters.
	FDP / RC / OC / Training Program / Workshop	YES	1 faculty underwent Online Workshop on 'Research Methodology: Academic Writing and Publishing in English' organized by AIFEST & Department of English, IARE, 21 August – 20 September 2022. 1 faculty underwent Online FDP on 'ICT on Teaching and Learning', organized by Ramanujan College, University of Delhi, 30 April-06 May 2023.	Many are encouraged to opt for such courses.
	Preparation of E-learning materials / Content	YES	Department of Commerce and Department of Chemistry have prepared e-learning.	Other departments can be inspired and prepare e-learning contents for the smooth conduction of classes.
	Acted as resource persons	YES	4 faculties acted as resource persons.	
	M.Phil. & Ph. D awarded	YES	Dr. Himika Mukhopadhyay received her doctoral award in 2022.	Many faculties should apply and get research done for the quality of research-based teaching-learning process.



Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	YES	Total number of Sanctioned Strength for Semester 1: 2877 Total number of applications received Semester 1: 1957	
	Students involvement in extra-curricular & Co-curricular activities	YES	Students participate in all extra-curricular and co-curricular activities through NSS, NCC, and Sports. They participate in regional, state and national competitions. NSS, NCC and Sports departments are run by the respective coordinators. Cultural activities are conducted by the Cultural committee in the college level.	
	Study tour / industrial visits / exhibitions / Internship / Training	YES	Department of Chemistry, History, Sociology and Geography takes students for industrial and study tour. Such exposures provide practical field reality in the learning process for the students.	Separate fund for the faculty and students can be helpful as many students are eager to learn but due to their low financial background, they remain devoid of such study tour opportunities.
	Achievements	YES	Students have excelled in academics and have cleared exams like CTET and NET. Students have also performed well in co-curricular activities and NSS & NCC.	Many numbers of students are encouraged to excel in both academics and co-curricular activities for an all-round development and to be skill-enhanced learners.



Infrastructure in the Department	No. of class rooms	YES	Total of 37 classrooms are there in the campus. Each department has been allotted two classrooms for smooth functioning.	More class rooms are required for the smooth function of teaching-learning process. ICT based more class-rooms would be of much help.
	No. of laboratories	YES	4 laboratories Department of Physics Department of Chemistry Department of Geography Computer lab	More advanced equipment is required for better functioning of the departments.
	No. of computers – for teachers	NO	Teaching faculties use their personal laptops and technical devices for teaching and research purposes.	A desktop for the faculty in both the buildings with Wi-Fi connection and printer facility would be beneficial.
	No. of computers – for students	YES	19 computers are there in the computer lab and library for the students.	More computers in the library can be beneficial for students especially for assignment and project works.
	No. of computers – research scholars	NO	Research scholars avail university facilities.	
	No. of instruments	YES	Department of Physics: 163 Department of Chemistry: 24 Department of Geography: 1061	More updated instruments required for better practical works.



VI.0 Activities of the Department	MoUs signed	YES	MoU signed with Mothabhang College, Mathabhang, Coochbehar MoU signed with Bajaj Finserv, Mumbai	More collaborations and MoU are beneficial for skilled-based teaching-learning process.
	Consultancy	YES	Department of Commerce has tied up with Bajaj Finserv that provides consultancy in banking and finance along with three months course for the participating students.	More such platforms can be explored for students on the necessity of skill-based knowledge.
	Collaborations	YES	Department of Commerce has tied up with Bajaj Finserv that provides consultancy in banking and finance along with three months course for the participating students.	More such platforms can be explored for students on the necessity of skill-based knowledge.
	Association Meetings	YES	Alumni Association meetings are held annually.	
	Guest lectures	YES	Departments conduct invited guest lectures.	More such lectures can be arranged.
	Conference / Seminar / Workshop conducted	YES	Student's seminar is conducted to encourage and develop their creative and communication skills. Department of Nepali in collaboration with the Department of English conducted ICSSR Sponsored National Seminar.	More seminars should be conducted.



Extension Activity	YES	NSS and NCC organizes different extension activities like Plantation, Cleaning of the river, awareness camps on environment, Blood Donation camps and many.	
Interaction with Industry / Research Centres / Educational Institutions	YES	Department of Chemistry has done industrial visit. The department is in collaboration with Peak Chemical Industries Ltd, Sifguri.	Many other departments are encouraged to undertake such visits making learning process beneficial for the students.



	Newsletters / Magazine	YES	College magazine 'Arani' is e-magazine. This is a platform for students and faculty to explore the area of writing skills and creativity.	Magazine can incorporate issues that are socially related at the time of its publication to make it an awareness process as well.
	Placement	YES	The institution organizes career-counselling programme frequently such as counselling on Aviation, Banking and Finance, Medical Representative and many.	More placements of the students is aimed at every session.



Please comment on SWOC Analysis:

Strength:

1. Number of students taking admission in the institution is the strength. As a rural institution it caters to the demand of learning of the challenging socio-economic background learners.
2. Number of teaching faculty, office staff and supporting staff of the institution functions coordinating with each other in a balanced order.
3. NCC, NSS and Sports are the strengths as these provide opportunities to students in social outreach programme.

Weakness:

1. Inadequate infrastructure

Opportunities:

1. Adequate infrastructure can resolve several classroom and ICT oriented room challenges.
2. The institution provides both academic and skilled-based knowledge to the economically challenged students with co-curricular activities and career counselling with more placements.
3. As a rural institution, the campus provides more opportunities leading to social awareness and social outreach programme.

Challenges:

1. Rural background students who are usually first learners in their families often face difficulties in doing fare in their exams and internal tests.
2. Not sufficient research resources and facilities in the library for both the teaching faculty and the students.



Best Practice (s) / Innovations of the institution:

I. Empowerment of Girls' Students

Objectives:

- To provide Higher Education to Girls students of the rural areas.
- To create awareness about gender equality and gender empowerment.
- To promote equal opportunity in imparting education.
- To empower Girls through education and job-oriented skills.

The Context: Students from the rural areas, tea gardens and mostly labour class are first generation learners. Awareness regarding the necessity of girls' education leading to good prospects in life is the main challenge. Girls take admissions in the college but due to conservative rural attitude of their families, cannot come regularly for their classes. This is also a challenge that requires constant check and balance system.

The Practice: To be able to inculcate this awareness the institution provides equal opportunity for Girls in NSS, NCC, and Academic and Cultural activities. Government schemes for Girls in Higher Education are provided. Girls' sanitation issues are addressed as well with the Sanitary Napkin Vending Machines in both the buildings of the campus. Harassment Cell is functional that addresses protection of Girls against any kind of harassment. The institution is Anti-Ragging. Orientation and awareness programmes concerning gender equality and social issues is organized to encourage them.

Evidence of Success: Number of girls attending classes irrespective of transport issues and conservative attitude of their families, remain higher. The exam performance both internal and University clearly indicate good performance by girls.

Problems Encountered and Resources Required: Students coming from the interior part of the places have no easy access to transportation and communication. Poor financial issue also causes a challenge especially for the students from the tea gardens. To help out the students, larger classes such as LCC and GE are conducted in an online mode even post-covid time. Dual mode of teaching-learning is a measure to reach out larger section of the learners, provided they attend other classes in an offline regular mode.

II. Toward Eco-Friendly Campus

Objectives:



- a. To create awareness regarding environmental issues.
- b. To support eco-friendly campaign.
- c. To promote 'Green Campus'.
- d. To contribute to society in a balanced environmental way.

The Context: Environmental issues are vital to address as it affects our life in a tremendous way. It becomes a responsibility as an educational institution to spread consciousness about the importance of conservation of environment both within the campus and in the neighboring areas. Pollution poses a great challenge to humanity; therefore, collective efforts are made to create awareness as well as to promote eco-friendly environment.

Practices:

- a. Attempts are made to make the Campus Plastic free. Usage of plastic cups and drinking glasses are replaced by paper cups and glass bottles. The institution insists on separating biodegradable and non-biodegradable wastes by having separate wastebins.
- b. During programme of all kinds, watering of the plant and planting of plants are mandatory instead of lighting the lamp. Twice a year planting is done by the NSS and NCC cadets within the campus and in the neighboring areas.
- c. Plants are also distributed in the areas nearby as an awareness campaign regarding the importance of planting and balanced environment.
- d. Campus is a smoking free zone. Smoking inside the campus is strictly prohibited.
- e. Honking of vehicles inside the campus is prohibited.
- f. NCC undertakes the project of cleaning river nearby.
- g. The department of Geography undertakes environment assessment campaigns.
- h. NSS initiated Bicycle Rally as an awareness programme regarding pollution-free campus.
- i. Rain Water Harvesting project is undertaken by the institution as a water conservation scheme.
- j. Trees and plants in the campus are numbered and named.

Evidence of Success: Campus is growing into plastic free zone. Trees and plants are planted and are thriving. Several awareness programme regarding the conservation of water, forest, climate change, waste management, pollution control and planting are organized in the campus for the staff and students and in the villages nearby.

Problems Encountered and Resources Required: Environment degradation is a huge problem. It demands sufficient resources to meet the expenses required in and around the campus. The support of the local administration for various environment projects would be beneficial in promoting and practicing eco-friendly measures. The institution manages the cost of campaigns, projects and activities from the college fund.



Future Plans of the Institution:

1. Infrastructural Development
2. Research facilities such as Software and technical tools.
3. Student friendly facilities
4. More ICT based Teaching-Learning tools
5. More Outreach programme to be conducted
6. Digitized library will benefit the students and the institution
7. Research culture to be emphasized for quality teaching-learning process
8. More placement opportunities to be explored for the students

Chakraborty 29/06/2023
Signature of the Principal with Seal
PRINCIPAL
Kalyani Ghosh Tazari
Mahavidyalaya
Bagdogra

Dr. Debasis Dutta
Signature of the Academic Audit Experts
DR DEBASIS DUTTA
29-6-2023
Inspector of Colleges (Officiating)
University of North Bengal
Dist. Dajeeing (VIA)

Munshi Premchand
29/06/2023
Principal
Munshi Premchand
Mahavidyalaya
Siliguri