

## Internal Academic Audit Report – 2018

The IQAC team of Brahmananda Keshab Chandra College visited all the departments (both UG and PG) and the library during 16.8.18-25.8.18 as a part of the internal academic audit of the college. As the college office was busy with the ongoing process of 1<sup>st</sup> year registration it was decided that the IQAC will visit the office at some later date.

### Departments

The IQAC decided some checkpoints to be verified at the time of the visit and accordingly each department was checked by a team comprising of IQAC members. The following points were taken into consideration:

- Student attendance registers were checked with emphasis on the attendance of the first year students as per CBCS curriculum. IQAC found that one general 1<sup>st</sup> year laboratory class of Zoology department was not allotted due to shortage of teacher and the allotment of 1<sup>st</sup> year honours class in Philosophy department was not according to the syllabus. IQAC suggested to allot all the 1<sup>st</sup> year classes according to the CBCS curriculum. Botany department was advised to keep the attendance records for each course separately which will help in awarding the internal assessment marks for attendance.
- Asset registers of the departments were checked. Among the laboratory based subjects Physics and Statistics was told to maintain it properly. It is desirable to prepare a separate Purchase Register and Asset Register. Some of the arts department were told to prepare Asset Register.
- Most of the departments have records of departmental meetings, syllabus distribution, and routine. Coordinators of the departments of JMM, Education should call meetings occasionally and proper documentation should be done.
- Departments have notice file but recently most of the college notices are not served in the departments so they keep mainly departmental notices in the notice file.
- Almost all departments have records of class tests taken. According to last year's data some departments took periodic tests while others had taken only the midterm test organised centrally. **IQAC observes that periodic evaluation is necessary.**
- Some of the departments have facebook pages; IQAC suggested other departments to create facebook pages so that it becomes easier to keep track of students' progression.

- All the honours departments are advised to update the alumni list prepared at the time of NAAC visit. The general departments are advised to maintain alumni records.
- All the departments are advised to hold extension lectures utilising contingency fund. They are also advised to organize students' seminar to encourage more participatory learning.
- The departments gave plans for the current academic year which includes science camp involving nearby schools student seminars, wall magazine, student projects, field survey by students, student visit to nearby research institutes, student volunteers of external organisation.
- Most of the departments have seminar libraries. IQAC suggested to encourage students to use the resources available.
- IQAC gave special importance to the PG departments, Botany and Mathematics. In spite of limited resources the two departments are successively running the courses for one and a half years. IQAC members met the 2<sup>nd</sup> year PG students and enquired about the difficulties faced by them.
  - The postgraduate students of the Botany department reported the delay in publication of the results. They also requested if they be informed about the midterm marks before the end semester examination. The IQAC members promised to take up the matter with the concerned authority. The students want special papers as mentioned earlier. They also complained about limited laboratory space and insufficient number of classrooms.
  - The postgraduate students of the Mathematics department complained that the central library does not have books based on their syllabus. The computers are backdated and are also insufficient. There is no drinking water facility in the new building.

### **Challenges faced by the departments**

- Many departments need to buy books in the central library based on the CBCS syllabus. **IQAC observed that the process has started.**
- Almost all laboratory based departments need to buy instruments, chemicals as per the new CBCS syllabus.

- Unavailability of Internet facility is hampering work of all departments
- The departments housed in the main staff room needs more space. Some of the departments like **Bengali needs an almirah** but there is no space in the staffroom.

The new departments of Education and JMM have no departmental almirahs.

- Dwindling number of students in many departments
- The toilets are not clean which is creating problems for the departments and classrooms just beside them.

Apart from the above mentioned problems which are common to many departments we are highlighting some department specific problems which were shared during IQAC visit.

- **Botany** :Needs laptop and projector for PG teaching, Shortage of staff for doing clerical work for PG, PG I lab has no water connection
- **Chemistry**: Table tops of Inorganic laboratory (Room No 205)need to be renovated. Urgently needed fume chambers.
- **Physics** : The head of the department Dr Pinaki Patra had tendered his resignation at the end of July but no action has been taken. As a result day to day activities of the department is getting hampered. Needs computers as it is included in each year.
- **Zoology** : Acute shortage of teaching staff; There is no separate space for the nonteaching staff; Allotment of contingency is insufficient considering large number of students in the department .
- **IFF**: Acute space problem, no Non Teaching staff, the roof top of the department needs immediate repair
- **Computer Science**: Computers with net connection needed.
- **JMM**: Laboratory is not equipped with computers. Many students in 2<sup>nd</sup> year who need to do practical classes. Camera needed for photography practical class.
- **Statistics**: No Non Teaching staff, computer needed, lack of infrastructure
- **Molecular Biology**: The department, at present, is running with a casual Non-Teaching staff who is also busy with several other works of the college. This creates a problem for the smooth functioning of the department.

## **Library**

- Library clearance done during form fill-up of each year but library is kept in the dark regarding the fate of the defaulters.
- No new books purchased during last two years but accession is done for the books purchased under MRP scheme
- Present library service : Issue of books – 2 days for each year; Reading service- Wednesday to Saturday; Current Journal subscription ended.
- Computer cataloging of 9719 books have been completed by library staff as on 23.8.18.
- Books for Zoology general syllabus (Bengali version) and IFF are in demand but not available in the library
- The decisions taken in the library committee meeting held on 26.02.18 and notified on 6.3.18 regarding the maximum number of books the teaching and non-teaching staff may keep at a time are not followed.

## **Challenges**

- There is shortage of space in the library and no room for any more almirahs.
- The xerox machine is inoperative for a long time and needs to be repaired .
- No internet facility although it is mentioned in the prospectus and website that the students can avail such facility at the library
- LAN connection is not available for long stretches of time
- Proper maintenance of computers and its accessories and xerox machine

## **Suggestions**

- Library may extend reading services to students on Monday & Tuesday as well.
- Need to speed up the process of computer cataloguing of the books and to set a goal to complete this within the next one and half years.
- Initiative should be taken for new Journal subscription
- The library personnel may be sent to attend course on KOHA.
- IQAC urges the authority to immediately restore the internet connection at the library.