Academic and Administrative Audit (AAA) Report

(With detailed analysis)

2022-2023

Conducted by Expert Committee Members of

External Academic and

Administrative Audit Team

Detailed Analysis (Department wise SWOC format) of Academic Audit for 2022-2023

Department	Strengths:	Weaknesses:	Opportunities:	Challenges:
Arabic	**Qualified Faculty:** The department boasts two Ph.D. holders, indicating a strong academic foundation. **Research Publications:** Two teachers have actively contributed to academic discourse with published papers in journals and participation in national faculty seminars. **Engagement in Academic Processes:** The department demonstrates engagement in teaching plans, departmental meetings, and feedback mechanisms, ensuring effective curriculum delivery. **Faculty Development:** Two teachers have participated in a refresher course, reflecting a commitment to enhancing teaching methodologies.	**Research Projects:** Lack of major or minor research projects may hinder academic growth and innovation within the department. **Limited Student Engagement:** There's a lack of student-centric ICT utilization by students in research activities may deter exploration and innovation. **Research Initiatives:** Insufficient incentives and initiatives for faculty and students in research activities may deter exploration and innovation.	**Research Collaboration:** The department can explore collaborations with other institutions or industries to initiate research projects and broaden academic. **Faculty Development Programs:** Encouraging more faculty members and students to participate in workshops and seminars on research methodologies can foster a culture of research within the department. **Student Involvement:** Initiating research competitions, seminars, and workshops can encourage the students to engage actively in research activities.	**Financial Constraints:** Limited budget allocation for research, library resources, and infrastructure upgrades may impede the department's growth. **Lack of Research Culture:** Overcoming a lack of research culture among faculty and students may require significant efforts in training and motivation. **Resource Management:** Effectively managing available resources to meet the diverse needs of teaching, research, and student engagement remains a challenge.
Bengali	**Faculty Expertise:** The department boasts three Ph.D. holders, indicating a good academic foundation and potential for quality research output. **Infrastructure:** The department meets the required standards in terms of classrooms, computers, and library resources, providing students and faculty with adequate facilities for learning and research.	**Research Output:** There is a lack of research output in terms of publications and projects, indicating a need for more focused research efforts and collaborations. **Underutilization of Infrastructure:** Despite adequate infrastructure, facilities such as internet access, book bank, and library automation are underutilized or non-existent, limiting their potential impact on academic activities. **Curriculum Diversification:** Introducing more value-added courses and interdisciplinary activities could attract a wider range of academic demands or lack of awareness.	**Research Collaboration:** Collaborating with other departments or institutions could enhance research opportunities and facilitate access to funding and resources. **Student Engagement:** Encouraging greater participation in extracurricular activities and extension programs may face resistance due to competing academic demands or lack of awareness.	**Limited Research Culture:** Building a robust research culture within the department requires dedicated efforts in drawing a blueprint of achieving academic excellence. **Student Engagement:** Encouraging greater participation in extracurricular activities and extension programs may face resistance due to competing academic demands or lack of awareness.

SWOC Report: 2022 - 23

Botany

Teaching Plan and Documentation: The department maintains teaching plans and records of departmental meetings, ensuring a structured and organized approach to curriculum delivery.

Student Support Programs: Efforts are made to support both advanced and slow learners through remedial classes and access to reference materials.

Faculty Expertise: The department boasts a significant number of Ph.D. faculty members, indicating a high level of expertise in their respective fields.

Research Publications: Despite limited resources, the department has managed to produce research papers at both national and international levels, showcasing its commitment to academic excellence.

Infrastructure: The department possesses adequate infrastructure, notable absence of extension including classrooms, laboratories, and computers, meeting university norms. This facilitates an optimal learning environment for students and research activities for faculty.

Library Resources: The library provides a good student-to-book ratio and offers internet facilities. The provision of a book bank facility ensures accessibility to necessary resources.

Limited Student Engagement: Few students are engaged in extension activities, sports events, or cultural programs, indicating a need for increased participation and extracurricular involvement.

Low Student Progression to Higher Education: The percentage of students progressing to higher education is relatively low, suggesting a need for enhanced academic and career guidance.

Research Projects: There is a lack of major and minor research projects, limiting opportunities for faculty and students to engage in research activities. The potentiality of the department to be fully utilised for publishing research articles.

Output Indicators: The department lacks significant output in terms of partnerships, research publications, awards, and international participation in conferences, which may impact its academic reputation and recognition.

Extension Activities: There is a notable absence of extension programs conducted in the curriculum, limiting the department's societal impact.

Industry Partnerships: Establishing partnerships with academic bodies/ corporate houses/ administrative support programs could provide students particularly given practical exposure and enhance their employability.

Research Funding: The department can explore opportunities to secure funding for research projects, enabling faculty and students to undertake impactful research.

Collaborations: Establishing collaborations with national and international institutions, industries, and corporate houses can facilitate investment in training and infrastructure exchange, research upgrades, and student placements.

Curriculum Enhancement: Continuous review and updating of the curriculum to incorporate hands-on training for capacity building/skill development on emerging trends or evolving demands.

Faculty Development Programs: Encouraging faculty participation in workshops, seminars, and conferences can foster professional growth, enrich teaching practices, and stimulate research endeavours.

Funding Constraints: Securing funding for research projects, and student support programs may be challenging, particularly given budgetary constraints.

Limited Research Resources: The lack of major research projects and funding may pose challenges in conducting high-quality research and attracting research-oriented faculty and students.

Technological Integration: Ensuring effective utilization of ICT resources for teaching and learning may require investment in training and infrastructure upgrades.

Adaptation to Changing Needs: Adapting to evolving educational trends, industry requirements, and technological advancements while maintaining academic standards may require proactive planning and strategic initiatives.

Chemistry	Strengths	Weaknesses	Opportunities	Challenges
	Teaching-Learning Practices: The department focuses on student-centric methods and utilizes ICT for effective teaching. There is a robust mentorship system in place, addressing academic and stress-related issues effectively.		**Student Engagement:** Implementing more value-added courses, internships, and skill development programs can enhance student employability and readiness for the job market.	**Limited Research Funding:** Lack of financial assistance for faculty research could hinder the department's ability to undertake significant research projects.
	Qualified Faculty: The department boasts a significant number of Ph.D. holders, indicating a strong academic background among faculty members.	**Research Projects:** There is a lack of both major and minor research projects, indicating a need for more focus on research initiatives within the department.	**Research Collaboration:** The department can explore opportunities for collaboration with other organizations, industries, and undertake significant research projects to enhance research activities.	
	International Research Publications: Despite some shortcomings in research projects, the department has managed to publish a notable number of research papers internationally, showcasing expertise and contributions to the field.	**Library Resources:** While the department provides basic library resources, there is room for improvement in terms of the number of books, journals, digital library facilities, and research automation.	**Enhanced Publication Strategy:** Focusing on increasing publications in national journals and conferences can help in addressing research needs and improving visibility within the community.	**Engagement in Outreach Programs:** The department may face challenges in initiating and sustaining collaboration with external organizations for outreach programs due to resource constraints or lack of partnerships.
	Infrastructure: The department has adequate classrooms and laboratories as per university norms, providing a conducive environment for teaching and research activities.	**Faculty Development:** Limited faculty participation in academic qualification improvement programs indicates a gap in professional academic development opportunities.	**Curriculum Enhancement:** Introduction of new courses and value-added programs can enrich the academic curriculum and meet the industry demands.	**Student Placement:** Despite a high percentage of student placements, sustaining and improving this rate could be challenging in a competitive job market.
	Library Facilities: While there are some areas to improve, the department provides essential library resources and internet facilities, teaching, supporting both faculty and student research needs.	**Learning Management System Utilization:** Despite a high percentage of teachers using ICT for teaching, there's a need for further integration of Learning Management Systems and e-learning resources. **Value-added Courses:** The absence of value-added courses offering transferable and life skills suggests a missed opportunity for enriching the student learning experience.	**Student Engagement:** Encouraging student participation in field projects, vocational education and extension activities programs and resources can provide practical exposure and enhance employability.	**Vocational Education:** Implementing vocational education and skill training programs may require additional resources and support to ensure effectiveness and student participation.

SWOC Report: 2022 - 23

Subject	Strengths	Weaknesses	Opportunities	Challenges
Commerce	**Experienced Faculty**: The department boasts faculty members with significant research experience and qualifications, including Ph.D. holders and those with M.Phil. degrees.	**Research Funding**: Lack of major research projects and financial funding.	**Research Collaborations**: Collaboration with other institutions research projects and or industries/commercial houses can enhance research opportunities and to budget constraints. funding.	**Limited Funding**: Securing funding for research projects and infrastructure improvements may pose a challenge due to budget constraints.
	Infrastructure: Adequate infrastructure with well-furnished classrooms, virtual classrooms, and resources. ICT facilities enhance the learning experience.	**Library Resources**: The library lacks sufficient books, journals, and digital resources, impacting research and learning opportunities.	**Extracurricular Expansion**: Increasing extracurricular activities and members' experiences and can enrich students' experiences and develop their non-academic skills.	**Staff Development**: Ensuring continuous professional development for faculty members to keep up with advancements in their field may be challenging.
	Teaching-Learning Methods: The department utilizes various teaching methods, including ICT integration, and has programs for both advanced and slow learners.	**Extracurricular Activities**: Limited extracurricular and cultural and sports activities are available for students, which may affect their holistic development.	**Introduction of add-on courses**: The department may exercise over introduction few value added add-on courses/skill development courses to continuous adaptation and enhance employability of students.	**Adapting to Change**: Keeping pace with technological advancements and innovations requires continuous adaptation and investment.
	Student Support: There is a strong support system for students, including mentorship programs and initiatives for skill development.	**Low Output in Research**: The department has low output in terms of research publications and projects, indicating a need for improvement in this area.	**Funding for Research**: Seeking external funding or grants for research projects can boost the department's research output and reputation.	Potential for faculty to engage in research activities and publish faculty research. Lack of resources and incentives for faculty research.
Economics	High pass rate in the final year (95%).	Lack of data on the number of research papers in the university merit list.	Potential for faculty to engage in research activities and publish faculty research.	Lack of faculty research.
	A significant proportion of students passed with first-class honours and above (79%).	No information on student placements.	Opportunity to increase participation in research competitions and events encourage student involvement in research activities.	Need for structured programs to foster a culture of research among students.
	Some students participated in research competitions organized by the Economics Society. A few former in edited volumes or papers in conference proceedings published by students progressed to higher education, including Ph.D. programs. Two students qualified in state/national/international examinations.	No research papers published in UGC-notified journals. No books/chapters published by faculty. No major or minor research projects undertaken by faculty	Possibility to establish collaborations with other institutions for joint research projects.	

Department	Strengths	Weaknesses	Opportunities	Challenges
	The department has contributed to sports and cultural activities, earning recognition at various levels.	No faculty presentations in symposiums/workshops/conferences/seminars.	Scope for faculty to attend and present papers at conferences and workshops to enhance their academic profile.	
English	**Qualified Faculty:** The department boasts a competent team with a good balance of M.Phil. and Ph.D. holders. **Infrastructure:** Well-furnished classrooms meeting university standards are available, including ICT facilities. **Teaching-Learning Approaches:** Effective student-centric methods like peer teaching and experiential learning are employed, enhancing overall learning experiences. **Utilization of ICT:** Nearly all teachers utilize ICT tools for teaching, enhancing the quality of education. **Student Support:** The department maintains a favourable mentor-mentee ratio, providing personalized support to students, and offers various capability enhancement schemes.	**Research Output:** Insufficient emphasis on research is evident, with no major/minor research projects completed and minimal publications. **Budget Allocation:** There seems to be a lack of budget allocation for important resources like books and journals. **Faculty Engagement:** Limited participation of faculty in research-related workshops and seminars.	**Research Development:** Encouraging faculty to engage in research activities and may facilitating workshops/seminars can boost research output. **Infrastructure Enhancement:** Increasing budget allocation for books and journals can enhance academic resources. **Faculty Engagement:** Exploring collaborations with other institutions can provide opportunities for faculty activities and student exchange, enhancing challenging. **Publications:** Encouraging faculty to publish more research papers and books can elevate the department's academic standing.	**Research Culture:** Cultivating a research-oriented culture among faculty to improve efforts to improve research output. **Resource Constraints:** Limited budget allocation may hinder efforts to improve infrastructure and academic resources. **Faculty Engagement:** Ensuring active participation of faculty in research-related initiatives could be challenging.
History	**Qualified Faculty:** The department boasts faculty members with M.Phil. and Ph.D. degrees, ensuring a high level of academic expertise.	**Research Output:** There's a lack of focus on research output in terms of securing research projects, and publications and projects, which could hinder the department's academic standing.	**Research Enhancement:** Increasing focus on research publications, projects, and development by incentivizing faculty engagement could elevate the department's academic reputation.	**Resource Allocation:** Limited budgets for research, infrastructure, and faculty development may pose challenges in implementing necessary improvements.

Islamic History & Culture

Strengths	Weaknesses	Opportunities	Challenges
Assessment and Special Programs: The institution actively assesses classrooms and conducts need for improvement in student learning levels and programs tailored for both advanced and slow learners, indicating a commitment to student success.	**Infrastructure Limitations:** While classrooms are adequate, there's a need for improvement in virtual national and international institutions, research and ICT and organizations could facilitate research collaborations, student exchange programs, and internships.	**Collaborative Initiatives:** Establishing partnerships with faculty members to actively pursue national and international institutions, research and engage in collaborative initiatives may require incentives and student institutional support.	**Faculty Engagement:** Encouraging faculty members to actively pursue incentives and engage in collaborative research, and engage in collaborative classroom initiatives and infrastructure.
Faculty Utilization of ICT: The majority of faculty members use ICT tools for effective teaching, which enhances the learning experience.	**Limited Collaborations:** The absence of MoUs, linkages, and outreach programs with external institutions and organizations restricts opportunities for collaborative research methodologies and subject expertise and experiential learning.	**Faculty Development:** Providing more opportunities for faculty to attend workshops, seminars, and conferences related to research particularly in subject expertise facilities, may present challenges. could enhance their research capabilities.	**Infrastructure Upgradation:** Overcoming logistical and financial constraints to upgrade infrastructure, particularly in virtual classrooms and ICT facilities, may present challenges.
Student Support: The department maintains a favourable mentor-to-student ratio, offering personalized support for academic and stress-related issues.	**Research Incentives:** There's a lack of workshops/seminars focusing on Developing research habits.	**Expansion of Extension Activities:** Developing outreach programs in collaboration with external stakeholders could provide students with practical experiences and foster community engagement.	**Integration of Extension Activities:** Integrating extension activities into the department's curriculum and academic may require significant institutional changes and faculty.
	Engagement in Extension Activities: The department's involvement in extension activities with industry, community, and NGOs is minimal, limiting students' exposure to real-world applications of historical knowledge.		
Qualified Faculty: The department boasts two Ph.D. faculty major and minor research members, indicating a potential for high-quality research output and academic and funding.	**Research Projects:** There's a lack of major and minor research projects, international institutions research output and funding.	**Collaboration:** Collaboration with national and international institutions can enhance research output and access to require significant effort and resources.	**Curriculum Adaptation:** Updating curriculum to align with evolving research trends and educational standards may require significant effort and resources.
Research Output: Despite limited faculty, there's evidence of department contributions, advanced teaching aids like smart classrooms and ICT facilities, methodologies hindering modern methodologies.	**Infrastructure Limitations:** The application of Initiatives for faculty development can enhance teaching aids like smart development methodologies and research capabilities.	**Faculty Development Programs:** Overcoming language and cultural barriers in international collaborations with presentations at international seminars.	**Internationalization Barriers:** Overcoming language and cultural barriers in international collaborations and events may present obstacles.

SWOC Report: 2022 - 23

Mathematics

Strengths	Weaknesses	Opportunities	Challenges
Teaching and Learning Initiatives: The department engages in programs participation in extension activities is commendable, slow and catering to advanced and slow learners, demonstrating a commitment to inclusive education.	**Output Metrics:** While student participation in extension activities is commendable, there's a lack of significant achievements in research output, placements, and awards.	**Curriculum Enhancement:** Incorporating experiential learning, problem-solving methodologies, and ICT integration can enhance the quality of education.	**Student Engagement:** Encouraging Tech, student participation in research, and extension activities may face resistance due to academic pressures or lack of awareness.
Student Support Services: There's a strong ratio of mentors to students, ensuring personalized attention for academic and stress-related issues. A high percentage of students participate in extension activities, indicating a proactive engagement beyond the classroom.		**Community Engagement:** Strengthening ties with local communities and organizations can provide opportunities for collaborative research and experiential learning.	**Faculty Development:** Ensuring leave, incentives, and workshops to encourage faculty participation in research and academic activities.
Faculty Qualification: The department boasts a good number of faculty members with M.Phil. and Ph.D. qualifications.	**Research Projects:** Lack of major and minor research projects could hinder faculty engagement in research activities.	**Research Funding:** The department could explore avenues for securing financial assistance for faculty research.	
Research Output: While there's room for improvement, there has been very few research output in terms of papers published at the national/international level.	**Infrastructure Maintenance:** Issues like non-functional ICT facilities and inadequate library automation.	**Infrastructure Upgradation:** There's room for improvement in laboratory equipment, library facilities, and ICT integration.	**Resource Allocation:** Budget constraints could hinder the purchase of books, journals, library and other learning resources.
Infrastructure: The department has adequate class space, laboratory equipment, and computers as per university norms.	**Infrastructure:** There's room for improvement in laboratory equipment, facilities, and ICT integration.		**Student Engagement:** Encouraging students to participate in research, field projects, and extension activities.
Teaching-Learning Methods: Utilization of student-centric methods like individual interaction, group discussions, seminars, and problem-solving skills development.	**Partnerships and Collaborations:** Lack of functional MoUs with institutions and limited linkages for faculty and student exchanges.	**Curriculum Enhancement:** Introducing new courses and value-added programs could enrich the academic offerings.	**Competitive Environment:** Adapting to changing educational landscapes and staying competitive in research and...
ICT Integration: A significant percentage of teachers effectively use ICT for teaching.		**Collaborative Initiatives:** Establishing partnerships with institutions and industries could enhance research and learning teaching.	
Student Support: Various support schemes like mentorship, capability enhancement programs, and academic counselling are in place.		**Skill Development:** Leveraging vocational education and training programs can enhance students' employability.	

SWOC Report: 2022 - 23

Microbiology

Strengths	Weaknesses	Opportunities	Challenges
Faculty: The department boasts a significant number of Ph.D. faculty members, indicating a strong academic background and potential for research.	**Limited Research Projects:** The department lacks ongoing major and minor research projects, potentially limiting opportunities for faculty and students to engage in innovative research.	**Research Collaboration:** Exploring collaborations with institutions and industries can facilitate access to maintaining research activities and resources, funding, and expertise, providing quality education.	**Resource Constraints:** Limited funding and infrastructure pose challenges in research activities and fostering research and innovation.
Research Outputs: Despite limited resources, the department has managed to publish research papers at national and international levels, as well as contributing to book chapters, showcasing a commitment to scholarly activities.	**Infrastructure Upgradation:** There's minimal investment in upgrading laboratory equipment and physical infrastructure, which could hinder the department's ability to stay updated of infrastructure upgrades.	**Grants and Funding:** Pursuing external grants and funding opportunities can alleviate financial constraints and support the initiation of research projects and can be challenging.	**Faculty Development:** Ensuring continuous professional development opportunities for faculty members to stay updated with advancements in the field can be challenging.
Infrastructure: The department has adequate classrooms and laboratories equipped with necessary facilities, ensuring students have a conducive learning environment.	**Financial Constraints:** The lack of financial assistance for faculty opportunities for research and innovation activities can hamper the department's ability to undertake impactful research enhance employability.	**Student Engagement:** Expanding opportunities for student internships, field trips, and exchange programs advancements and into the curriculum requires continuous resources.	**Adaptation to Technological Changes:** Keeping pace with rapid technological advancements and incorporating them into the teaching-learning process requires continuous efforts and resources.
Utilization of ICT: The utilization of ICT tools for teaching and learning, such as Google Classroom and various software applications, enhances the effectiveness of and faculty to engage in educational delivery.	**Limited Outreach:** The department lacks collaborations with industry, institutions, and organizations, restricting opportunities for students to engage in real-world applications of their knowledge.	**Curriculum Enhancement:** Introducing new courses, workshops, and training programs aligned with industry demands can enrich the curriculum and prepare students for emerging trends and challenges in microbiology.	
Student Support: Effective mentoring programs, catering to both advanced and slow learners, and various student-centric methodologies enhance the learning experience and address individual needs effectively.			

Persian

Strengths	Weaknesses	Opportunities	Challenges
Faculty Qualifications: The department boasts a significant number of Ph.D. faculty members, projects currently in progress, indicating a strong academic completed, suggesting a background among the teaching staff.	**Limited Research Projects:** There are no major or minor research department opportunities for research projects, suggesting a lack of ongoing research initiatives within the department.	**Collaborative Research:** The department could explore resources for collaborative ability to undertake with other projects or departments, both their research nationally and internationally.	**Resource Constraints:** Limited resources may hinder the department's ability to undertake significant research projects or support faculty in enhancing research output.

SWOC Report: 2022 - 23

Philosophy			
Research Activity: There is evidence of research activity, with papers are presented and published at both national and international levels.	**Publication Disparity:** While there are research papers presented, the number of published papers, is comparatively low. This indicates a gap between presentation and publication or potentially a need to enhance the quality of research for publication in international journals.	**Funding Opportunities:** Seeking funding for research projects could enhance the department's research capabilities and output.	**Employability of the students:** Though few students got employment during the year of consideration, the number needs to be enhanced. Department may consider application of technology in the specific area to increase students' opportunity for employment.
Diverse Research Output: The department has showcased its research output not only nationally but also internationally, demonstrating a broad reach and potentially diverse perspectives.		**Publication Enhancement:** There is an opportunity to involve students in research oriented projects particularly in collaboration with Persian Societies/ Asiatic Society to improve the general standard of the department.	
Value added courses: The department has iniyiayed introduction of value added course.			
Qualified Faculty: The department boasts a mix of M. Phil and Ph.D. qualified faculty, with all positions filled.	**Research Output:** Lack of significant research output, with no major or minor research projects undertaken and minimal papers published.	**Enhanced Research Culture:** There's potential to foster a stronger research culture by providing more financial support, organizing more workshops, and incentivizing research outputs.	**Resource Constraints:** Limited financial resources may hinder infrastructure development, faculty training, and research initiatives.
Infrastructure: While some areas like virtual classrooms need improvement, there are adequate classrooms equipped with necessary facilities. The library is well-stocked.	**Learning Management System:** Absence of a Learning Management System impacts effective teaching.	**Infrastructure Development:** Opportunities exist to improve infrastructure, including virtual classrooms, and the digital library, to facilitate better teaching and research.	**Low Research Output:** Overcoming the challenge of low research productivity requires concerted efforts in faculty training, providing incentives, and fostering a research-oriented environment.
Teaching-Learning Process: The department emphasizes student-centric methods and uses ICT for effective teaching. There's a good mentor-to-student ratio, and various capability enhancement schemes are in place.	**Financial Support for Research:** Insufficient financial assistance for research and inadequate incentives.	**Collaboration:** Establishing partnerships with other institutions can provide opportunities for internships, research collaborations, and placement avenues for students.	**Student Engagement:** Encouraging greater participation in extracurricular and extension activities may face resistance due to academic pressures or lack of awareness.

Physics

Strengths	Weaknesses	Opportunities	Challenges
Research Initiatives: Although lacking major projects, there's encouragement for faculty and students to engage in research through seminars, competitions, and workshops.	**Placement and Progression**: Lack of data on student progression to higher education and low placement rates programs highlight areas for improvement.	**Skill Development**: Integrating education and training programs can better prepare students for the job market and address industry demands.	**Adapting to Technological Changes**: Incorporating learning management systems and adapting to technological advancements may require faculty training and resource allocation.
Student Engagement: There's a focus on extracurricular and cultural activities, with student participation in sports, cultural events, and extension programs.			
Experienced Faculty: The department boasts a team of highly qualified faculty members, with most of them holding Ph.D. degrees in Physics.	**Faculty Strength**: The department faces a shortage of faculty members, with one faculty member already retired and not taking classes.	**Faculty Development**: There is an opportunity for faculty members to enhance their academic qualifications through programs or workshops, contributing to improved teaching and research.	**Faculty Retention**: Retaining and recruiting qualified faculty members may be challenging due to competition and resource constraints.
Research Output: Despite having no ongoing major or minor research projects, the department has published four research papers at the international level in the last academic year, showcasing the faculty's research capabilities.	**Research Projects**: There are no ongoing major or minor research projects, which may hinder the research output of the department.	**Research Funding**: The department can explore avenues for securing research grants or collaborations with industries, universities, government bodies to undertake major research projects.	**Funding Constraints**: Limited budget allocation for research, books, and journals may hinder the department's ability to undertake research projects and enhance academic resources.
Infrastructure: The department has adequate classrooms, laboratories, and library facilities as per university norms. Additionally, there are computers available for student use, meeting the technological and research requirements.	**Limited Digital Resources**: The department lacks digital library facilities, internet facilities for both staff and students, and automated library services, affecting access to resources and research opportunities.	**Digital Resources Enhancement**: Investing in digital resources such as e-journals, online libraries, and internet facilities can enhance learning experiences.	**Technological Infrastructure**: Upgrading digital and internet facilities may require significant investment and technical expertise.
Teaching-Learning and Evaluation: The department has implemented various student-centric teaching methodologies and utilizes ICT effectively, with all teachers using ICT for teaching.	**Limited Collaborations**: There are no functional MoUs with institutions of national or international importance, which could limit research collaborations and student opportunities.	**Institutional Collaborations**: Establishing functional MoUs with institutions of national or international importance can foster research collaborations, student exchanges, networking, and internship opportunities.	**Competition for Collaborations**: Establishing collaborations with reputed institutions may face competition and require strategic planning.

SWOC Report: 2022 - 23

Political Science

Strengths	Weaknesses	Opportunities	Challenges
Student Support: The department provides support for both advanced and slow learners, organizes seminars, learning, and encourages student participation in extracurricular activities.	**Limited Student Progression:** While the department supports student learning, there is a need to enhance student progression to higher education and increase participation in state/national/international level examinations.	**Student Progression Programs:** Implementing more programs for active student progression to higher education and preparing students for competitive examinations can enhance their career prospects.	**Student Engagement:** Encouraging students in participation of students in extracurricular activities, and sustained student participation may require innovative approaches and sustained activities.
Infrastructure: The department boasts adequate, well-furnished classrooms and ICT facilities, facilitating effective teaching and learning experiences.	**Faculty Shortage:** The department lacks the required number of faculty members, affecting the quality of teaching, education and research output.	**Faculty Development:** Providing incentives and support for faculty and scholarly expanding research activities and output could enhance the department's reputation.	**Resource Constraints:** Limited funding and infrastructure pose challenges to expanding research activities and enhancing teaching quality.
Teaching-Learning and Evaluation Process: The institution effectively assesses students' learning levels and activities, employs student-centric methods, such as experiential learning, to enhance learning outcomes.	**Research Output:** There is a significant absence of research Collaborating with no major or minor corporate research projects undertaken, and no research publications in recognized journals or conferences.	**Research Collaboration:** Collaborating with other institutions/corporate houses can broaden research opportunities and expose students to real-world applications of political science.	**Adaptation to Technological Changes:** Ensuring smooth integration of evolving digital landscapes in teaching and research may require ongoing training and support.
ICT Integration: Nearly all teachers utilize ICT for teaching, ensuring continuity in education, especially during the COVID-19 pandemic.	**Limited Outreach:** The department lacks MoUs with institutions and agencies, internships, and field trips, limiting students' exposure to practical experiences.	**Outreach Programs:** Establishing partnerships with NGOs, government departments and industries could grants, collaborations, field trips, and enrollment research collaborations, enriching the department's visibility and reputation.	**Competition:** Competing with other departments and institutions for research grants, collaborations, and student enrollment poses a challenge in enhancing the department's reputation.
Faculty Support: The department offers mentorship and support for academic and stress-related issues, maintaining a favourable mentor-mentee ratio.	**Resource Allocation:** Insufficient financial assistance for faculty research and a lack of incentives hinder faculty engagement in scholarly activities.	**Curriculum Enhancement:** Introducing new courses, particularly interdisciplinary ones, can cater to diverse student interests and address emerging trends in political science.	**Quality Assurance:** Maintaining and improving academic standards, practices, and student services require continuous monitoring and evaluation.
Research Initiatives: Although not currently active, the department has the potential to undertake research progression to higher education, projects and has a focus on career counselling, remedial coaching, and personal counselling.	**Output Indicators:** The department's performance in terms of student education, and placement requires improvement.	**Student Engagement:** Encouraging student participation in research events, sports, cultural activities, and community outreach programs can foster holistic development and enhance the department's reputation.	

SWOC Report: 2022 - 23

Sanskrit

Faculty: The department boasts faculty with significant experience and high qualifications, including Ph.D. holders in Sanskrit.

Research Potential: With a notable number of faculty members holding M.Phil. and Ph.D. degrees, there is potential for research activities within the department.

Teaching-Learning Process: There's an emphasis on using ICT for effective teaching, and the institution assesses learning levels of students and organizes programs for both advanced and slow learners.

Student Support: The department provides various capability enhancement schemes and counselling services to students.

Research Output: There's a lack of research output as external funding opportunities for robust research projects could enhance the department's research capabilities in terms of published and ongoing departments' research projects and output.

Limited Innovation Ecosystem: The absence of incubation centres and Support and incentives for knowledge transfer and incentives for knowledge transfer and incentives for faculty to present their work could hinder innovation within academic engagement and visibility.

Publication and Presentation: The department lacks in terms of faculty participation in symposiums, workshops, and paper presentations, limited academic engagement beyond the classroom.

Funding: Pursuing research output as external funding opportunities for robust research projects could enhance the department may require significant efforts in terms of funding, training, and incentivization.

Publication and Presentation Support: Providing support and development, faculty development, and incentives for faculty to publish and development could increase research funding and visibility.

Faculty Development: Encouraging faculty to actively engage in research, publications, and academic events might require additional motivation and support.

Limited Research Culture: Building a research culture within the department may require significant efforts and high evidenced incentivization.

Resource Allocation: Balancing budget allocation between infrastructure development, faculty development, and research funding could be challenging.

Adaptation to Technological Changes: Embracing and effectively utilizing emerging technologies for teaching, research, and administration may pose challenges for faculty and staff.

Sociology

Experienced Faculty: The department boasts a team of highly qualified faculty members, all holding PhD degrees in Sociology. They have significant tenure within the department indicating stability and faculty.

Research Output: The department has a substantial number of faculty members with PhD qualifications, contributing to research papers presented and published at national and international levels.

Limited Research Infrastructure: Research Collaboration: There's a lack of focus on research opportunity to collaborations with other academic institutions, industries, and research to the facilities, workshops, or incentives for organizations to enhance research output and opportunities for faculty.

Limited Industry Collaboration: The department lacks significant partnerships with industries, added programs, and...

Research Collaboration: There's an opportunity to establish partnerships with corporate houses may be challenging due to the lack of established connections or perceived value proposition.

Curriculum Enhancement: Introducing new courses, value-added programs, and skill development initiatives can align the curriculum with current industry requirements and improve students' opportunities and practical exposure employability.

Industry Engagement: Building partnerships with industries and corporate houses may be challenging due to the lack of perceived value proposition.

Publication Pressure: Encouraging faculty to publish in recognized journals may face challenges due to time constraints, workload, or lack of incentives.

SWOC Report: 2022 - 23

Strengths	Weaknesses	Opportunities	Challenges
Teaching-Learning Infrastructure: The department has adequate classrooms, having a considerable number equipped with ICT facilities and faculty members with PhD qualifications, facilitating modern teaching methodologies. Additionally, the availability of a computer lab and a well-stocked library enhances the learning experience.	**Low Publication Output:** Despite Engagements with PhD, the department's publication output in recognized seems to be limited.	**Student Outreach:** Strengthening outreach programs and community Integrating can enhance the department's visibility and attract a diverse pool of students.	**Adaptation to Technological Changes:** Integrating new technologies into teaching methodologies may require faculty training and infrastructure upgrades, posing logistical and implementation challenges.
Student Support: The institution offers various student-centric programs such as advanced and slow learners' programs, ICT-enabled teaching, and a low mentor-to-student ratio, ensuring personalized academic and stress-assessment related support.	**Incomplete Student Progression Data:** The absence of data on students' progression to higher education, research, and placement rates limits the department's efficiency in preparing students for future endeavours.	**Technology Integration:** Leveraging emerging technologies for teaching, research, and administrative purposes can modernize the department's operations and improve effectiveness.	
Extracurricular Activities: The department actively promotes extracurricular and cultural activities, providing students with a holistic learning experience beyond academics.			
Statistics			
Experienced faculty: The department has faculty members with a significant amount of experience, with several holding Ph.D. degrees and having been with the department for many years.	**Limited research output:** The department lacks significant research activities, with no major research projects undertaken and minimal publications in journals or conferences.	**Research enhancement:** The department can focus on increasing research activities, encouraging faculty to undertake research projects, publish papers, and participate in workshops/seminars.	**Resource constraints:** Limited budget allocation for research, infrastructure, and student support services poses a challenge to implementing improvement initiatives.
Utilization of ICT facilities: The department has above 50% facilities for ICT in classrooms, indicating a commitment to modern teaching methods.	**Inadequate infrastructure:** The department faces challenges with upgrading infrastructure, including a shortage of classrooms and lack of automation in the library.	**Infrastructure improvement:** There is an opportunity to invest in infrastructure, including adding more classrooms, automating the library, and providing better internet facilities for students.	**Faculty development:** Encouraging faculty members to enhance their qualifications and engage in research may require additional support and incentives.

SWOC Report: 2022 - 23

Urdu

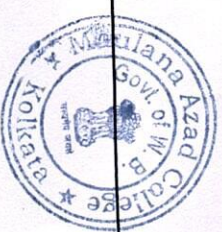| Strengths	Weaknesses	Opportunities	Challenges
Student-centric learning: Various methods such as experiential learning, participative learning, and problem-solving methodologies are employed to enhance student learning experiences.	**Low participation in extension activities:** There is minimal engagement in extension activities with industry, community, and NGOs, indicating a lack of outreach and collaboration.	**Student support services:** Implementing student support services such as a book bank, career counselling can enhance the overall student experience and academic performance.	**Student engagement:** Motivating students to participate in research, extension activities, and extracurricular activities could be challenging due to varying interests and priorities.
Mentorship ratio: The department maintains a favourable mentor-to-student ratio, providing personalized attention to students for academic and potentially impacting students' holistic development.	**Limited extracurricular activities:** The department's involvement in sports, cultural events, and other extracurricular activities is minimal, lead to potentially impacting students' holistic development.	**Collaboration and outreach:** Strengthening partnerships with industries, community organizations, and other academic institutions can lead to collaborative research projects, internships, and extension efforts.	**Competition and benchmarking:** Keeping pace with advancements in the field of statistics and meeting benchmarks set by accrediting bodies require continuous improvement
Well-documented curriculum delivery: The institution ensures effective curriculum delivery through well-planned processes, including teaching plans, departmental meetings, and feedback mechanisms.		**Holistic development initiatives:** Introducing more extracurricular activities, add-on/value-added courses, and programs for skill development can help in fostering students' overall growth and employability.	
Experienced Faculty: The department boasts a team of highly qualified faculty members, with several research members holding Ph.D. degrees and long tenures within the department.	**Limited Research Projects:** The department lacks major and minor research projects, indicating a potential area for growth and expansion in research endeavours.	**Enhanced Research Culture:** There's an opportunity to strengthen the research culture by encouraging more faculty to undertake research projects, organizing workshops, and providing incentives.	**Resource Constraints:** Limited financial resources may hinder the implementation of new initiatives and the enhancement of infrastructure.
Research Output: The department has a significant number of faculty members with M.Phil. and Ph.D. qualifications, contributing to a substantial number of research papers at national and international levels.	**Low Utilization of ICT:** While ICT facilities are available, only a small percentage of teachers effectively use them for teaching, indicating a need for prepare students for a digitalized priorities.	**ICT Integration:** Increasing the use of ICT tools for teaching and activities and publish papers may face workload or other priorities.	**Promoting Research:** Encouraging faculty members to engage in research and publish papers may face workload or other priorities.
Infrastructure: The department has adequate classrooms and ICT facilities, including virtual classrooms, which enhance teaching and learning experiences.	**Limited Extension Activities:** There's minimal engagement activities with industries, innovation can foster a culture of entrepreneurship and practical such as gap in connecting academia with the real world.	**Innovation Initiatives:** Establishing incubation centres and promoting innovation can foster a culture of entrepreneurship and practical application of knowledge.	**Student Guidance:** Addressing the low progression rate to higher education may involve identifying and addressing factors such as academic support, career counselling, and industry connections.

Zoology	Strengths	Weaknesses	Opportunities	Challenges
	Teaching-Learning Process: Efforts are made to provide support for students with initiatives such as guidance for competitive examinations, career counselling, and language labs.	**Low Student Progression to Higher Education:** The percentage of students progressing to higher education or advanced degrees is relatively low, suggesting potential issues in academic and career guidance.	**Extension Activities:** Collaborating with industries, NGOs, and community organizations can provide students with valuable real-world experience to education, enriching the students and faculty, enriching the career academic environment.	
	Strong and experienced faculty with Ph.D. qualifications.	Limited financial assistance provided for faculty research.	**Career Development Programs:** Introducing more career development programs and value-added courses can better equip students for employment and further studies.	Competition for research funding and studies.
	Active research culture with ongoing and completed projects.	Low participation and success rates in state/national/international level examinations.	Increasing collaboration with industry and community for research grants and outreach programs.	Keeping up with technological advancements in teaching and research.
	Adequate infrastructure including classrooms, laboratories, and a well-equipped library.	Limited progress of PG students to Ph.D. programs.	Enhancement of research funding through grants and sponsorships.	Balancing teaching, research, and administrative responsibilities for all faculties.
	Effective use of ICT for teaching and learning.	Inadequate digital library facilities and partial automation of the library.	Expansion of vocational education and training opportunities for students.	Addressing the gap in student success rates in competitive examinations.
	High pass rates in final exams for both UG and PG students.	Limited budget allocation for the purchase of books and journals.	Strengthening linkages with other institutions for faculty and student exchange programs.	Ensuring equitable access to resources and opportunities for all students.
	Engagement in extracurricular activities like sports and cultural programs for students.	Partial implementation of mentorship programs for students.	Improvement in faculty publications in high-impact journals.	Adapting to changes and uncertainties, such as those brought about by pandemics.
	Regular organization of workshops/seminars for faculty and students.		Expansion of digital library resources and full automation.	
			Introduction of new add-on courses and value-added programs to enhance student skills.	

Detailed Analysis (Department wise SWOC format) of Academic Audit for 2022-2023

Strengths	Weaknesses	Opportunities	Challenges
Adequate infrastructure including well-equipped classrooms, laboratories, and a well-equipped library.	Limited progress of PG students to Ph.D. programs.	Expansion of vocational education and training opportunities for students.	Balancing teaching, research, and administrative responsibilities for all faculties.
Effective use of ICT for teaching and learning.	Inadequate digital library facilities and partial automation of the library.	Strengthening linkages with other institutions for faculty and student exchange programs.	Addressing the gap in student success rates in competitive examinations.
High pass rates in final exams for both UG and PG students.	Limited budget allocation for the purchase of books and journals.	Improvement in faculty publications in high-impact journals.	Ensuring equitable access to resources and opportunities for all students.
Engagement in extracurricular activities like sports and cultural events.	Partial implementation of mentorship programs for students.	Expansion of digital library resources and full automation.	Adapting to changes and uncertainties, such as those brought about by pandemics.
Regular organization of workshops/seminars for faculty and students.		Introduction of new add-on courses and value-added programs to enhance student skills.	
Linkages with other universities and institutions for collaboration.		Encouragement of faculty and student participation in state/national level conferences and competitions.	

Expert
(Academic Audit Team)

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W. B. State Council of Higher Education
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19/07/2023

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MAKAUT, W.B.

19/7/2023
(Secretary, Teachers' Council, Maulana Azad College)

Expert
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PRINCIPAL
GOVT. GENERAL DEGREE COLLEGE, SINGUR

19/7/2023
(Principal, Maulana Azad College)
Kolkata
Govt. of West Bengal

Analysis across the Social Science, Language and Commerce Departments:

1. **Teaching-Learning and Evaluation:**
- **Arabic:** Demonstrates engagement in academic processes, teaching plans, and feedback mechanisms, but lacks student-centric learning methods and ICT utilization.
- **English:** Implements effective student-centric methods like peer teaching and experiential learning, with nearly all teachers utilizing ICT tools. The department is currently experiencing an excessive workload for its PG courses due to a shortage of teaching staff. Additionally, there are administrative tasks related to student needs that should ideally be managed by the administrative office rather than the department.
- **History:** Engages in effective teaching with ICT utilization but lacks application of advanced teaching aids and ICT facilities.
- **Islamic History:** Engages in programs catering to different learner types, but lacks application of advanced teaching aids and ICT facilities.
- **Philosophy:** Emphasizes student-centric methods and uses ICT for teaching but lacks sufficient financial support for research.
- **Political Science:** Effectively assesses student learning levels and employs student-centric methods, but lacks significant research activities.
- **Sanskrit:** Should emphasize ICT for teaching, assesses learning levels, but lacks significant research output.
- **Sociology:** Implements modern teaching methodologies and provides student support but lacks research infrastructure and industry collaboration.
- **Urdu:** Provides support for students and has adequate infrastructure but lacks major research projects and utilization of ICT for teaching.

- **Commerce:** Gearing of modern teaching methods and provides student support but lacks research infrastructure and industry collaboration.

2. **Research and Publications:**
- **Arabic:** Actively contributes to academic discourse but lacks major or minor research projects.
- **English:** There is a lack of sufficient emphasis on research within the department, as evidenced by the absence of completed major or minor research projects. This shortfall in research productivity may be considered as underperformance for the department.
- **History:** Lack of significant research output in terms of publications and projects.
- **Islamic History:** Lacks major and minor research projects, suggesting a gap in research culture and funding.
- **Philosophy:** Encourages research through seminars, competitions, and workshops but lacks significant research output.
- **Political Science:** No major or minor research projects undertaken, and no publications in recognized journals or conferences.
- **Sanskrit:** Lacks significant research output and academic engagement beyond the classroom.
- **Sociology:** Substantial research output at national and international levels, but limited research infrastructure and industry collaboration.
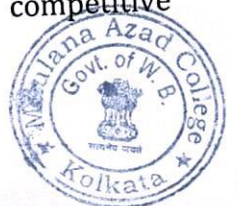
- **Urdu:** Lacks major and minor research projects, indicating a potential area for growth.
- **Commerce:** Encourages research through seminars, competitions, and workshops but lacks significant research output.

3. **Infrastructure and Learning Resources:**
- **Arabic:** Limited budget allocation for research, library resources, and infrastructure upgrades.
- **English:** Well-furnished classrooms and ICT facilities but lacks dedicated classrooms and budget allocation for books and journals.
- **History:** Adequate classrooms but lacks virtual classroom facilities and ICT infrastructure.
- **Islamic History:** Lacks application of advanced teaching aids like smart classrooms and ICT facilities.
- **Philosophy:** Adequate classrooms but lacks a learning management system and financial support for research.
- **Political Science:** Adequate classrooms and ICT facilities but lacks significant investments in research facilities.
- **Sanskrit:** Adequate classrooms and ICT facilities but lacks significant investments in research facilities.
- **Sociology:** Adequate classrooms and ICT facilities but lacks significant investments in research facilities.
- **Urdu:** Adequate classrooms and ICT facilities but lacks significant investments in research facilities.
- **Commerce:** Adequate classrooms but lacks virtual classroom facilities and ICT infrastructure.

4. **Student Support and Progression:**
- **Arabic:** Favorable mentor-to-student ratio but lacks student-centric learning methods.
- **English:** Favorable mentor-to-student ratio and offers various capability enhancement schemes.
- **History:** Favorable mentor-to-student ratio and offers personalized support for academic and stress-related issues.
- **Islamic History:** Strong ratio of mentors to students, ensuring personalized attention for academic and stress-related issues.
- **Philosophy:** Offers various capability enhancement schemes but lacks data on student progression to higher education.
- **Political Science:** Offers mentorship and support for academic and stress-related issues but lacks data on student progression to higher education.
- **Sanskrit:** Provides various capability enhancement schemes and counselling services but lacks data on student progression to higher education.
- **Sociology:** Offers various student-centric programs and low mentor-to-student ratio but lacks data on student progression to higher education.
- **Urdu:** Provides support for students with initiatives such as guidance for competitive examinations and career counselling.

- **Commerce:** Offers various student-centric programs and low mentor-to-student ratio but lacks data on student progression to higher education.

5. **Best Practices:**
- **Arabic:** Engagement in teaching plans, departmental meetings, and feedback mechanisms.
- **English:** Effective student-centric methods like peer teaching and experiential learning.
- **History:** Emphasis on using ICT for effective teaching and engagement in programs catering to different learner types.
- **Islamic History:** Engagement in teaching and learning initiatives catering to different learner types.
- **Philosophy:** Emphasis on student-centric methods and encouragement for faculty and students to engage in research through seminars, competitions, and workshops.
- **Political Science:** Effective assessment of student learning levels and employment of student-centric methods.
- **Sanskrit:** Emphasis on using ICT for effective teaching and efforts to provide support for students.
- **Sociology:** Implementation of modern teaching methodologies and promotion of extracurricular and cultural activities.
- **Urdu:** Emphasis on using ICT for effective teaching and providing support for students.
- **Commerce:** Effective assessment of student learning levels and employment of student-centric methods.

Conclusion:

Each department exhibits a unique set of strengths, weaknesses, opportunities, and challenges. While some departments excel in certain areas like faculty qualifications and teaching methodologies, they may lack in research output and infrastructure. Addressing weaknesses and capitalizing on opportunities, such as enhancing research culture, investing in infrastructure, and fostering industry collaborations, can help propel these departments towards academic excellence and better student outcomes. Collaboration among faculty, administration, and stakeholders will be crucial in overcoming challenges and implementing effective strategies for growth and development.

Analysis across the Science Departments

In this comparative analysis, the strengths, weaknesses, opportunities, and challenges (SWOC) of all science departmentshave been assessed. Each department's performance has been evaluated based onits inputs on teaching-learning and evaluation, research and publications, infrastructure and learning resources, student support and progression, and best practices.

1. Teaching-Learning and Evaluation:

- **Botany:** Emphasizes student-centric methods and ICT utilization with a robust mentorship system.
- **Chemistry:** Some utilization of ICT, but needs further integration of learning management systems.
- **Economics:** Limited information provided on teaching-learning methods.
- **Mathematics:** Utilizes student-centric methods and ICT effectively.
- **Microbiology:** Effectively uses ICT tools for teaching and learning.
- **Physics:** Implements various student-centric teaching methodologies and utilizes ICT effectively.
- **Statistics:** Utilizes experiential learning, participative learning, and problem-solving methodologies to enhance student experiences.
- **Zoology:** Utilizes ICT effectively for teaching and learning.

2. Research and Publications:

Overall, there is a notable lack of research activity, with few major or minor projects underway. Additionally, the total number of publications is relatively low, indicating a need for increased scholarly output.

- **Botany:** Limited research engagement, but opportunities for growth through funding andcollaborations.
- **Chemistry:** Lacks significant research projects, but has potential for enhanced publication strategy.
- **Economics:** Limited research output, but opportunities for faculty engagement.
- **Mathematics:** Lack of major research projects, but potential for funding and collaboration.
- **Microbiology:** Active research culture with international publications despite resource limitations.
- **Physics:** Some research output but challenges in faculty positions and projects.
- **Statistics:** Limited research output with no major projects undertaken.
- **Zoology:** Active research culture with opportunities for collaboration and enhancement in publications.

3. Infrastructure and Learning Resources:

- **Botany:** Adequate infrastructure and library resources.
- **Chemistry:** Adequate infrastructure, but room for improvement in library resources.
- **Economics:** Limited information provided on infrastructure.
- **Mathematics:** Adequate infrastructure but issues with maintenance and digital resources.
- **Microbiology:** Adequate infrastructure but limited investment in upgrades.

- Physics: Adequate infrastructure but lacks digital library facilities.
- Statistics: Utilizes existing facilities effectively but physical infrastructure has to be strengthened.
- Zoology: Adequate infrastructure including classrooms, laboratories, and library resources.

4. Student Support and Progression:
- Botany: Effective mentorship programs and student support.
- Chemistry: Limited information provided on student support.
- Economics: Limited information provided on student support.
- Mathematics: Various support schemes are in place for students.
- Microbiology: Effective mentoring programs and student support.
- Physics: Support for both advanced and slow learners, but challenges in student progression.
- Statistics: Faces challenges with infrastructure, including a shortage of classrooms.
- Zoology: Partial implementation of mentorship programs for students, with opportunities for improvement.

5. Best Practices:
- Botany: Student-centric methods, effective mentorship, and utilization of ICT.
- Chemistry: Some utilization of ICT but room for improvement in best practices.
- Economics: Limited information provided on best practices.
- Mathematics: Utilization of student-centric methods and ICT, with various support schemes for students.
- Microbiology: Effective use of ICT for teaching and learning, active research culture, and mentorship programs.
- Physics: Effective use of ICT for teaching and learning, but facing challenges in student progression.
- Statistics: Effective utilization of ICT facilities and well-documented curriculum delivery.
- Zoology: Effective use of ICT for teaching and learning, active research culture, and support for students, with opportunities for enhancement in best practices.

Conclusion:
Each department exhibits distinct strengths and weaknesses across teaching, research, infrastructure, student support, and best practices. Maximizing opportunities and tackling challenges unique to each department will be pivotal in elevating their overall academic prowess and advancing their respective disciplines. Sustained dedication to improvement initiatives and strategic planning is imperative for ensuring that the departments not only flourish but also lead the way in their fields for years to come.

GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL

Maulana Azad College

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Memo No.: _____   Dated: _____

Academic Audit

(An overview of findings and recommendations)

Year: 2022-23

Mission-Driven Impact: The mission of the College to empower student success, cultivate talent, and fuel economic growth is a powerful vision. The recent audit analysis bridges the gap between aspiration and achievement by identifying strengths to leverage and areas for improvement.

Affordability- A Strategic Advantage: The college's affordability, exceptional educational value, competitive tuition rates, and debt-free student outcomes are clear strengths. By prioritizing affordability, the college empowers students from low-income backgrounds and first-generation families to pursue higher education and achieve career growth.

Equipping Students for Success: The diverse range of certificates, courses, and degree programs, combined with flexible learning modalities, demonstrates the college's commitment to adaptability. These offerings equipped students with the skills necessary to navigate and excel in an evolving job market to a significant extent.

IQAC: A Catalyst for Excellence: The IQAC's role in driving academic enhancement, governance, equity, and accessibility initiatives is commendable. The IQAC demonstrated a commitment to continuous improvements for the institution including all stakeholders.

Transforming Weaknesses into Opportunities: The audit likely unearthed areas for improvement, like the lack of a centralized placement cell and limited job prospects for graduates. These are crucial issues to be addressed by the authorities.

Actionable Opportunities:

- **Centralized Placement Cell:** Authorities may consider establishing a dedicated placement cell to connect students with potential employers, offer career development workshops, and track graduate employment outcomes.

- **Data-Driven Program Alignment:** A dedicated cell must analyse job market trends and tailor program offerings to address specific industry/social needs. Partnering with local corporate houses/businesses for internship opportunities will be beneficial.

- **E-governance for Efficiency:** Implementing comprehensive e-governance across campus operations will enhance efficiency, improve transparency, and streamline processes for students, faculty, and staff.

Best Practice (s) / Innovations of the Institute:

- **Personalized Learning:** Implemented mentoring programs to support slow and fast learners.

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Memo No.: _____   Dated: _____

- **Engaging Instruction:** Enhance teaching and learning activities by incorporating innovative teaching methods that promote active learning and cater to diverse learning styles

- **Multilingual Proficiency:** Provide opportunities to gain knowledge in multiple languages within the campus, expanding career and educational prospects.

- **Advanced Research:** Well-equipped research laboratories of the college support a culture of research, and innovation.

- **Career-Ready Skills:** The college offers practical, job-oriented courses like GST, Tally, and computer skills to prepare students for the workforce.

- **Sustainable Campus:** The college has implemented eco-friendly initiatives like solar panels to reduce environmental impact and operational costs.

- **Tech-Enabled Learning:** Revamped ICT facilities in classrooms and seminar rooms

Expert 19/07/2023   Expert 19/7/2023   Expert 19/7/2023

(Academic Audit Team)   (Academic Audit Team)   (Academic   Audit   Team)

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Member Secretary   Dept. of Applied Chemistry   **Dr. SANTANU CHAKRABARTI**
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(Secretary, Teachers'   Council)

Principal,

Maulana Azad College

Principal
Maulana Azad College
Kolkata
Govt. of West Bengal

MAULANA AZAD COLLEGE, KOLKATA
ADMINISTRATIVE AUDIT
PART-A: Report -2022-2023

Sl. No.	Description	Report

Facility: Quality/Service in the College

Sl. No.	Description	Report	
1	Area of the College:- (sq. Meters)	Campus area	5,143.62
		Built up area	2,449
2	Office Space: (sq. Meters)		374
3	Number of Class Rooms	34	
4	Number of Class rooms with ICT facilty	22	
5	Laboratories: No. of rooms:-	24	

Physics: 08   Zoology:07   Botany:02
Chemistry:05   Microbiology:01   Statistics:01

Sl. No.	Description	Report	
6	Number of Computer Labs	4	
7	Girl's Hostel facilty available with Number of Boarders	YES	72
8	Boy's Hostel facilty available with Number of Boarders	YES	432
9	Security:		
	Ø How many security guards are there?-	10	
	Ø Whether any separate rooms for security? -	YES	
	Ø Whether CCTV facility available? -	YES	
	How many CCTV installed –	Total: 40 (Campus: 16 Boy's Hostel 16 Girl's Hostel : 8)	
	Whether AMC done for CCTV -	YES	
	Ø Records of the visitors kept by the gate keepers?-	YES	
10	Drinking Water facility:-		
	Ø Total no. of Water Coolers:	8	
	Ø Whether AMC done for the Water Coolers:	YES	
11	Power backup facility:-	YES	125kVA
12	Solar Power	YES	20 kWp
13	Rain Water Harvesting System	YES	Boy's Hostel
14	Energy Savings Measures taken	YES	
15	Washroom facilities:-		Numbers
	Ø Male faculties -	YES	4
	Ø Female faculties -	YES	3
	Ø Male Office Staffs -	YES	4
	Ø Female Office Staffs -	YES	2
	Ø Students -	YES	3
	Ø For physically challenged students -	YES	1
16	Common Room for Girls (mention the no.):	YES	1
17	Medical care facility available (Sickbed, Wheelchair, Firstaid, Lady attendant):-	YES	
18	a) Canteen Facilities available-	YES	
	b) How many canteens available? -	3	
19	Gardener available–		
	a) Medicinal gardener–	YES	
	b) Kitchen gardener–	YES	
	c) Whether stock register is maintained for flora and fauna present in the college campus–	YES	
20	Stock register is maintained for–		
	a) Laboratory Departments–	YES	
	b) Office–	YES	
		YES	
21	College Central Library is automated (ILMS-KOHA,OPAC) and are JSTOR, Delnet and Inflibnet supported	YES	
22	College regularly organizes cultural activities and encourages students to participate in national/international events?	YES	
23	NSS/NCC unit of the College is functional?		

Sl. No.	Description	Report	

Facility: Quality/Service in the College

24	Maintenance of leave records (whether maintained in the college office)	YES	
	a) Casual Leave-	YES	
	b) Earned leave-	YES	
	c) Maternity Leave-	YES	
	d) Extra ordinary leave	YES	
	e) Medical Leave-	YES	
25	Updation and maintenance of Service Book for faculty members and office staffs–	YES	Numbers
	a) Service Books for Faculty Members-	YES	88
	b) Service Books for office staffs-	YES	39
26	Facilities of physically Challenged Students/Staffs-	YES	
27	a)Whether seminars on value education are conducted regularly-	YES	
	b) No.of seminars conducted in this session-	1	
28	a)Whether seminars on women empowerment are held in the college campus-	YES	
	b) No. of seminars conducted in this session-	1	
	c) Any External Resource Person(s) -	YES	
29	Whether ICC and Gender Equity Cell exists in the campus:-	YES	
30	Do the college maintain AMC for the Computers, Air Conditioners, CCTV, Water Coolers in the Campus:-	YES	

Sports, Games (indoor, outdoor)

31	Whether the college has sports facilities for the students:-		
	a) Whether playground is present: -	YES	
	c) Whether Annual Sports is conducted every year?	YES	
	d) Types of events conducted for sports: -	ALL	
	e) Can all male & female staffs join in the annual sports events?-	YES	

Other Important Issues

32	How many computers do you have in the college?	135	
33	Does the college have good internet facilities /Wi-Fi connections?	YES	200 Mbps, 3 ISP, BSNL & Alliance
34	Did your college arrange for training of faculty members?-	YES	
35	How many faculty members/administrative staffs can operate MS-Word/MS-Power Point/MS-Excel for teaching or administrative purpose?	ALL	

Basic Administrative Information

36	Mission and vision of the college displayed in the premises and college website-Yes /No	YES	
37	IQAC meetings regularly held–	YES	
38	Purchase committee meetings regularly held–	YES	
39	Teacher's Council meetings regularly held–	YES	
40	Academic Committee meetings regularly held–	YES	
41	a)Maintenance of covid protocols done in the college:-	YES	
	b) Policy Document taken in the IQAC to maintain COVID Protocols:-	YES	
42	a) MoU with other Institutions?-	YES	
	b) How many institutions: -	15	
43	Linkage with other Institutions maintained:-	YES	

Sl. No.	Description	Report

Basic Administrative Information

44 No of vacant post in the college–

a) Teaching staff: -   20

b) Non-Teaching staff: -   27

45 Doctors-oncall facility available -   YES

46 Are there any awareness seminars/workshops held in the college for cyber-crime security?–   NO

47 a) Is there any alumni cell in the college?–   YES

b) Is it registered ?–   YES

48 Do the college collect feedbacks regularly froms take holders regarding campus environment,teaching-learning etc?-

a) From Students –   YES

b) From Faculties–   YES

c) From Non-teaching Staffs–   YES

d) From Parents–   YES

e) From Alumni–   YES

f) Feedback analysis and sharing of the result   YES

49 Function of Students' welfare Sub committee in an Academic Session–   YES

50 Whether audit conducted:-

a) Internal audit –   YES

b) Green audit –   YES

c) Environment audit   YES

d) Energy audit -   YES

e) Gender audit –   YES

f) Government audit -   YES

51 Whether maintenance of grants are received and utilization certificates submitted?

52 Whether the college has mandatory cell slike-   YES

a) Anti Ragging -   YES

b) Internal Complaints Cell (with gender crime cell)-   YES

c) General Grievance Redressal Cell -   YES

d) Minority Cell -   YES

53 Whether scholarship/grant records are maintained by the college office?–   19

54 How many types of scholarships/freeships are provided to students?–

Sl. No.	Description	Report

Basic Administrative Information

| 55 | Percentage of students benefitted from scholarships in the current academic sessions?– | 67% |

Number of students benefited by scholarships and freeships provided by the institution, Govt. and non-Govt. bodies, industries, individuals, philanthropists during the year

a) Kanyashree-		84
b) SVMCM Minority Scholarship (Aikyashree) -		444
c) SVMCM General		343
d) Post matric for Minority (Aikyashree)		381
e) TSP for Minority (Aikyashree)		9
f) Oasis -		4
g) Student Freeship		85
h)Inspire		18
i) Nabanna CMRF		9
l) Scholarship for certificate course		72
m) Scholarship for Boy's Hostel boarders		0
n) Scholarship for Girl's Hostel boarders		10
o) Student Credit Card Facilities –		6
p) Urdu Academy Stipend -		0
q) Waqf board Scholarship -		0
r) Private scholarship		0

| 56 | Other than the Government,is there any other source of funding in the college?– | YES |
| | If yes mention in detailed - | MPLAD, CSR, Alumni fund, College Fund |

57	Whether notices are circulated by college authority	
	a) Income tax	YES
	b) HRA declaration	YES
	c) Career Advancement (CAS)	YES
	d) Self Appraisal Declration (SAR)	YES
	e) WB Health Scheme benefits	YES
	f) College Annual Sports	YES
	g)academic activities including exam,seminars, central class routine, library	YES
	h) Cultural activities	YES
	i) Scholarship, free studentship,endowment fund, hostel, add-on courses, value-added courses	YES

| 58 | Teachers' council, Governing Body, Allumni Association, Infrastructure cell, Purchase committee, Green environment and energy monitoring committee, Students support cell, and other academic and administrative committees remained functional? | YES |

| 59 | The institution has effective welfare measures for teaching and non-teaching staff | YES |

| 60 | Departments conduct industry visit, education tours, etc | YES |

| 62 | Initiative taken by the College during the year | |

Executed long-term perspective plan for organization's development, growth,campus expansion, and to increase PG programs. Implemented career-focused certificate programs like Financial Auditing with GST (with WBEIDC), foreign language, basic computing, and office automation. Implemented green auditing, and waste management. With alumni association's support, introduced awards for top-performing students: Maulana Abul Kalam Azad Award (Arts), A.K. Fazlul Huq Award (Science), Bishnu Dey Award (Commerce), Reza Ali Wahshat Award (M.A. Urdu), Begum Rokeya Award (M.A. English), and A.J.C. Bose Award (M.Sc. Zoology).

1 **Classrooms and Laboratories:** The college boasts numerous ICT-equipped classrooms featuring LCD projectors and WiFi connectivity. Additionally, both UG, PG, and research laboratories are equipped with cutting-edge equipment.

2 **Hostel Facilities:** In addition to the Boy's Hostel, which accommodates over 400 boarders, the college features a modern Girl's Hostel with a capacity of 72 boarders.

3 **Internet, WiFi & LAN Facility::** High-speed LAN connections distribute the college's two 200 Mbps BSNL ISP lines and another 200 Mbps Alliance broadband internet service across the campus. Additionally, both the college hostels (Boy's & Girl's) are equipped with high-speed internet connectivity. WiFi routers strategically placed throughout the campus ensure full WiFi coverage.

4 **Computer Infrastructure:** The desktop PCs in the college's inventory undergo regular updates to ensure proper configuration. Additionally, the college features four computer labs exclusively designated for student use.

5 **Security Measures:** CCTV cameras, including those at the Boy's & Girl's Hostel, are carefully placed throughout the campus. Security personnel also maintain visitor data to ensure safety and security.

6 **Basic Amenities and Power Backup:** For both male and female employees and students, the college provides restrooms and drinking water coolers. Additionally, a 125 kVA power backup system is installed.

7 **Energy-Saving Measures:** The college has implemented energy-saving measures, and the installation of solar power panels has significantly enhanced these initiatives.

8 **Contracts for annual maintenance:** CCTV systems, LANs, PCs, Xerox machines, printers, air conditioners, and drinking water facilities are all included in the AMC coverage.

9 **Gym and Common Rooms:** Separate gym and common room facilities are available for both male and female students.

10 **Athletic Events:** The college hosts yearly athletic events in which staff and students actively participate.

11 **Services offered by the Canteen:** Staff and students have access to the canteen. While a canteen is available in the Girl's Hostel, it is recommended to provide cafeteria services to the Boy's Hostel. The quality of food in the canteen should be enhanced.

12 **Medical Care:** On campus, there are medical amenities available, including wheelchairs, sickbeds, first aid kits, lady attendants, and on-call physicians.

13 **Char-Bagh Garden and Flora-Fauna Register:** The college gardener maintains the char-bagh garden, which features a variety of medicinal plants. Furthermore, the biological science division keeps a stock registry updated for plants and animals.

14 **Inventory Management:** meticulously preserved and up-to-date inventory registers for the office, departments, and laboratories.

15 **Service Books and Leave Records:** As per extant rules, service books and leave records are updated and kept on a regular basis.

17 **Workshops and Seminars:** The initiative to conduct workshops and seminars on cybersecurity, women's empowerment, and value education with external experts is commendable. Regular workshops and sensitization programs on utilizing ICT are requested to be organized.

17 **Staff Training:** The college arranged staff training, including computer literacy, to boost performance in basic administrative tasks.

18 **Display of the College's Mission and Vision:** The college's mission and vision are prominently displayed on both the premises and website.

19 **Committee Meetings:** Meetings of the IQAC, Teachers' Council, Purchase Committee, Management Body, Alumni Association, and other committees are efficiently scheduled.

20 **Academic Collaborations:** Despite already signing MoUs with several institutions/organizations, the college is urged to ensure students reap the benefits from these agreements.

21 **Accessible Environment:** A dedicated restroom tailored for the needs of Divyangjan individuals has been constructed. To ensure inclusivity and accessibility for all students, the college administration is urged to prioritize the installation of lift facilities.

22 **Alumni:** The college's Alumni Association, registered and active, maintains a dedicated webpage outlining its objectives. Beginning this year, the association introduced awards for outstanding students. Alumni also extend their support in maintaining the college garden.

23 **Vacant Posts:** The institution should put pressure on the government for filling up of the vacant positions—especially those of non-teaching immediately.

24 **Feedback:** Regular feedback is collected from various stakeholders, including parents, alumni, peers, staff, and students. The college has established both offline and online systems for gathering and analyzing this feedback.

25 **Student Walefare:** The college offers student support services such as career counseling and access to government and private scholarships. It maintains up-to-date records. Implementing initiatives to encourage more students to utilize these resources is recommended.

26 **Statutory cells:** The college has established essential cells including the Anti-Ragging Committee, Grievance Redressal Committee, ST/SC/OBC Cell, and Internal Complaints Committee, all of which are operational. Functions of these cells/committes are detailed on the college website.

27 **Audits:** The college has carried out numerous audits, including government, gender, environment, energy, green, and internal audits.

28 **Welfare measures for teaching and non- teaching staff:** Employees are motivated to participate in career advancement programs like OP.RC and FDP. The college provides paid leave, ensures timely salary disbursement, reimburses health bills through WBHS, and offers opportunities for career advancement through CAS.

29 **The NSS unit of the college** orchestrated various awareness initiatives addressing critical social issues including AIDS, organ donation, Dengue, and Thalassemia. Additionally, they conducted seminars focusing on student welfare, digital education, career counseling, the benefits of student credit cards, psychological well-being, safe driving in collaboration with the Kolkata Police, and gender sensitization. Moreover, the unit actively engages in campus and surrounding area cleaning drives as part of the Swachh Bharat Abhiyan. They also participated in the Kolkata Police Half Marathon and the National Integration Camp on Vivek Samhati. For World Environment Day on June 5th, the NSS unit hosts a Tree Plantation Program along with webinars and a speech competition centered on ecosystem restoration.

30 The college maintains good liaison with the **affiliating university, Directorate of KMC, CESC, PWD, and other local representatives**.

31 **Best Practices:** Best Practice I: Encouraging student linkage with industry/institute for higher studies and career

Best Practice II: Incentive to talented and financial aid to needy students from Student Aid Fund

MAULANA AZAD COLLEGE, KOLKATA
ADMINISTRATIVE AUDIT
2022-2023

Members of the Audit Team

External Members   *Signature & Seal*

Expert 1   Prof. Prabir Kr. Das.   19/7/2023

Dr. Prabir Kumar Das, WBSES (Retd.)
Member Secretary
W. B. State Council of Higher Education
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Expert 2   Bhattacharya 19/7/2023.
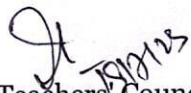Prof. Subhash ch. Bhattacharya

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