



BRAHMANANDA KESHAB CHANDRA COLLEGE

(NAAC ACCREDITED GOVT. SPONSORED DEGREE COLLEGE FOR UG & PG)

111/2, BARRACKPORE TRUNK ROAD, BON-HOOGHLY,
KOLKATA - 700108

Ref.

Date ..22/03/2024.....

Internal Academic Audit Report by IQAC – 2021-22 and 2022-23

The IQAC team of BrahmaNanda Keshab Chandra College visited all the departments (both UG and PG) and the library from 26.02.24 to 07.03.24 as a part of the internal academic audit of the college.

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:

- During the audit of the consecutive two sessions the team checked the department meeting files, notices, and stock registers of all the departments. A few departments were advised to arrange these records accordingly with the proper signatures of the HODs.
- Though almost all departments kept records of online attendance in the department, the team suggested to prepare attendance registers for all the departments.
- Routine, Lesson Plan, and Notice files of a few departments like Political Science, Philosophy, and Physics are suggested to be arranged chronologically and in proper order.
- All departments were suggested to maintain a contingency register to keep records of the contingency claims of every session.
- Asset registers of the departments were checked. Except for a few departments like Zoology, Economics, and English, all other departments were suggested to update the asset registers. Departments without any asset registers were suggested to prepare asset and purchase registers and keep records of their assets.

Kalpalam Haldar
Co-Ordinator
IQAC
Brahmananda Keshab Chandra College
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- A few departments like Statistics, Sanskrit, Journalism and Mass Communication, Computer Science, and Education were suggested to organize and submit joint meeting reports with other departments.
- Departments using ICT tools in classes were asked to maintain records of such class details systematically. Specifically, the Department of Journalism and Mass Communication was asked to use ICT tools extensively in their classes.
- Most of the departments like Journalism and Mass Communication and Economics were asked to engage in inter-departmental collaborations and organize more student activities.
- All the Honours departments are advised to update the alumni list year-wise. The general departments are also advised to maintain alumni records.
- Most of the departments have well-maintained records of seminars and different activities. Though few departments have maintained records and photographs of the webinars, seminars, extension lectures, and activities, the other departments are suggested to keep them ready in the department. The team suggested to keep reports of all activities of the departments.
- Most of the departments have seminar libraries. IQAC suggested to encourage students to use the resources available. The departments have also maintained the records properly. Journalism and Mass Communication are suggested to prepare the department seminar library. Also, the Department of Education is suggested to have a seminar library in the department.
- Routine for remedial classes, educational visits, wall magazines, and students' achievements were suggested to be maintained properly by the Science departments.
- The Department of Botany was suggested to segregate the records and files of PG for systematic documentation.
- Excursion files, Teacher feedback, and Guardian feedback records were well maintained by departments. The other departments were also suggested to maintain them.

Kalpataaru Halder.

Co-Ordinator
IQAC

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- Lab-based department like Chemistry was suggested to incorporate the date of joining and retirement of Academic support staff with supporting documents (appointment letter) for documentation.

Challenges faced by the departments

- Unavailability of sufficient laptops and printers is hampering the work of all departments.
- The departments housed in the main staff room need more space.
- Separate files for innovative practices by a few departments to be maintained.
- The dwindling number of students in a few departments like Sanskrit, Philosophy and some more is becoming a matter of concern.
- The toilets are not clean which is creating problems for the departments and classrooms just beside them.

Library

- Regular cleaning of the entire library is desirable.
- Proper maintenance of computers and their accessories.

Suggestions

- Initiative should be taken to preserve rare books digitally.
- Initiative should be taken for procurement of more books and other documents for competitive exams.

05/04/2024
Deba Prasad Mandal, Ph.D.
Associate Professor
Department of Zoology
West Bengal State University
Barasat, 24- Pgs. (N), Kol-126
West Bengal, India

Kalpatakm Halder
IQAC Coordinator 22/03/2024
Co-Ordinator
IQAC

Brahmananda Keshab Chandra College
111/2, B. T. Road, Kolkata - 700108

05/04/24
Somak Mandal (Ph.D.)
Assistant Professor
Dept. of English
West Bengal State University
Barasat, North 24 Parganas
Kolkata-700126

SBRoy
5/4/24
Associate Professor
Department of Bengali
West Bengal State University
Barasat, Kolkata-700 126
Principal

Principal
Brahmananda Keshab Chandra College
Kolkata - 700108



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Date 29/04/2024

Follow-up action taken after Internal Academic and Administrative Audit (AAA)

Audit session	Follow-up action
2021-22 & 2022-23	<ul style="list-style-type: none"> • New seminar room was prepared for Dept. of Chemistry • Wi-Fi network infrastructure was improved by installing Gigabyte router and switches • Financial support was given to the students from TC welfare fund • Post graduate program of Physics was sanctioned by the University • A better secured, faster and improved website with a dedicated server was designed and prepared • Staff development programs were designed to enhance the knowledge, skills and abilities of employees • Academic linkage has established and MoUs were signed with different HEIs • Certified environmental auditors conducted green audits covering water quality, waste management, biological diversity • Various departments organised students seminar, special lectures

Kalpataam Halder.

Signature of IQAC Coordinator

**Co-Ordinator
IQAC**

Brahmananda Keshab Chandra College
111/2, B. T. Road, Kolkata - 700108

[Signature]

Signature of Principal

Principal

Brahmananda Keshab Chandra College
Kolkata - 700108