



BRAHMANANDA KESHAB CHANDRA COLLEGE

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

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

Ref.

Date 03/12/2021

Internal Academic Audit Report by IQAC – 2019-20 and 2020-21

The IQAC team of BrahmaNanda Keshab Chandra College visited all the departments (both UG and PG) and the library from 22.11.21 to 27.11.21 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:

- Student attendance registers were checked with emphasis on the records of both online and offline classes. Online class records were checked by the team of each department. Some departments like Molecular Biology, Bengali, and Mathematics were suggested to update the online class records systematically for each semester and keep them ready in the department.
- Asset registers of the departments were checked. Except 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.
- Most of the departments have records of departmental meetings, syllabus distribution, lesson plans, and routines. The departments were also suggested to keep the hard copies with the signatures of the HOD in the department.
- Departments have notice files but during the pandemic time as the college notices were shared on the college website and official Whatsapp groups, most of the departments who



BRAHMANANDA KESHAB CHANDRA COLLEGE

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

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

Ref.

Date

had not maintained them were suggested to keep hard copies of all such notices in their departments.

- Almost all departments have records of class tests taken. Tests taken before the pandemic were well-maintained by all departments. The team suggested keeping the hard copies of the notices, question papers, and award lists of Class tests and Internal tests in the department.
- Departments of Chemistry, Bengali, Journalism and Mass Communication, Molecular Biology, Philosophy, and Mathematics were suggested to keep the mentorship records with the details of the Mentors and students. The other departments had maintained the mentorship records systematically.
- Some of the departments have Facebook pages; IQAC suggested other departments create Facebook pages so that it becomes easier to keep track of students' progression. The team also suggested all departments to create a Google form like the Department of English and share it on different social platforms asking the alumni to put their details of progression in it.
- 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, extension lectures, and activities during the pandemic, the other departments are suggested to keep them ready in the department.
- 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. The department of English also reported that most of the books in the seminar library are guide books which are not much used by students as references are easily available on

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



BRAHMANANDA KESHAB CHANDRA COLLEGE

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

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

Ref.

Date

online resources. A single faculty department like Journalism and Mass Communication is suggested to prepare the department seminar library.


- Excursion files, Teacher feedback, and Guardian feedback records were well maintained by departments. The other departments were also suggested to maintain them.

Challenges faced by the departments

- Many departments need to buy books in the central library based on the CBCS syllabus. IQAC observed that the process has started.
- Almost all laboratory-based departments need to buy instruments, and chemicals as per the new CBCS syllabus.
- Unavailability of Internet facility 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.
- Dwindling number of students in many departments
- The toilets are not clean which is creating problems for the departments and classrooms just beside them.
- One computer with a printer is recommended for the IFF department.
- Notice board, Laptop, and printer are recommended by the team for the Sanskrit department.

Library

- Physical Asset Verification to be prepared
- Book Record (digitized) to be quantified and established explicitly
- Bill Register to be arranged in an order
- Purchase Register to be arranged in an order
- Accession Register to be arranged in an order
- Access Register for students and staff to be maintained


 Co-Ordinator
 IQAC
 BrahmaNanda Keshab Chandra College
 111/2, B. T. Road, Kolkata - 700108



BRAHMANANDA KESHAB CHANDRA COLLEGE

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

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

Ref.

Date


- Windows to be renovated.
- Curtains for windows to be installed.
- Dust Removal is to be done immediately and to be continued periodically.
- Chairs and Tables to be Repaired.
- Regular cleaning of the entire library is desirable.

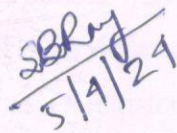
Challenges

- No internet facility although it is mentioned that the students can avail of such facility at the library.
- LAN connection becomes inoperative for long periods.
- Proper maintenance of computers and their accessories and Xerox machine.


Suggestions

- Need to speed up the process of computer cataloging of library books
- Initiative should be taken for new Journal subscription

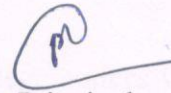

5/4/2024
Deba Prasad Mandal, Ph.D.
Associate Professor
Department of Zoology
West Bengal State University
Barasat, 24- Pgs. (N), Kol-126
West Bengal, India


5/9/24
Associate Professor
Department of Bengali
West Bengal State University
Barasat, Kolkata-700 126


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


03/12/2021
IQAC Coordinator
Co-Ordinator
IQAC

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


Principal

Principal
Brahmananda Keshab Chandra College
Kolkata - 700108



BRAHMANANDA KESHAB CHANDRA COLLEGE

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

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

Ref.

Date 15/03/2022

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

Audit session	Follow-up action
2019-20 & 2020-21	<ul style="list-style-type: none"> • Nine vacant teaching post filled up • Final Year students were taken to a visit at MSME tool room, Bon-Hooghly • Organised Career fair in collaboration with 'Career Counselling and Placement Cell' • Digitisation process of the library started • Two laboratories were constructed • One laptop is purchased for IFF • NAAC sponsored National seminar 'Quality Assurance in the Age of Information Exploration' organised • International/National/State/ Local level webinars/seminars/workshops were organised on various relevant topics • Appealed WBSU to get affiliation of PG in dept. of Physics • IQAC team motivated teachers to improve content and develop innovative pedagogical tools for wider dissemination of knowledge

Signature of IQAC Coordinator

Co-Ordinator
IQAC

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

Signature of Principal

Principal

Brahmananda Keshab Chandra College
Kolkata - 700108