



VIDYASAGAR METROPOLITAN COLLEGE

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Affiliated to University of Calcutta

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Academic & Administrative Audit

Session: 2023 - '24

VIDYASAGAR METROPOLITAN COLLEGE

Affiliated to University of CALCUTTA

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Report of the Academic & Administrative Audit

◆	Academic Audit Committee	Dr. Debapriya De Principal, Panihati Mahavidyalaya Prof. (Dr.) Arijit Saha, Principal, Dum Dum Motijheel Rabindra Mahavidyalaya
◆	Steering Committee for Academic Audit	Dr. Arghya Sarkar Principal, Chairman of IQAC, Vidyasagar Metropolitan College Dr. Sarajit Sardar IQAC Co-ordinator, Department of Commerce Dr. Pranati Sinha (Mallick) GB Member, Department of Bengali Dr. Debasish Joddar IQAC Member & Bursar, Department of Economics
◆	Academic Years for which Academic Audit Conducted	2023 - '24
◆	Submission of document from department and office for the Academic & Administrative Audit	The documents from departments and office incorporating different aspects of academic proceedings of the College for academic year 2023 - '24. The report contains <ul style="list-style-type: none">• Institutional Data• Profile of the Departments• Profile of activities of different Associations and Committees• Library• Financial support from UGC and other funding agencies
◆	Day and Date of Visit	Thursday, August 29, 2024.
◆	Time Spent	10.30 a.m to 6.00 p.m.

◆	<p>Proceedings of the Academic Audit</p>	<p>The process of Academic Audit & Administrative Audit was systematically planned and scheduled with-</p> <ul style="list-style-type: none"> • Principal's Presentations • Departmental Presentations • Presentations of committees • Verification of documents • Interactions with faculty • Visits to Library, Laboratories and other activity Centres. • Interaction with office, Non-Teaching Staff & Students
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1. ABOUT THE COLLEGE

Vidyasagar Metropolitan College, located in Kolkata and established in 1961, proudly carries forward the legacy of Pandit Ishwar Chandra Vidyasagar and his unwavering commitment to inclusive education. As a Government of West Bengal-aided institution affiliated with the University of Calcutta, the college is recognized under Sections 2(f) and 12(b) of the UGC Act, 1956. In 2016, it was assessed by the National Assessment and Accreditation Council (NAAC) and received a 'B' grade.

The college offers a wide-ranging academic curriculum through its 17 undergraduate departments. It provides three-year undergraduate degree programs in various disciplines, including:

- B.A. (Honours) in Bengali, English, Political Science, and Geography
- B.A. (General)
- B.Sc. (Honours) in Mathematics, Physics, and Physiology
- B.Sc. (General)
- B.Com. (Honours) and B.Com. (General)

Vidyasagar Metropolitan College is equally dedicated to the all-round development of its students. A vibrant range of extracurricular activities encourages students to discover and nurture their hidden talents, promoting both physical and mental well-being. The college also emphasizes environmental responsibility, actively supporting biodiversity conservation through sustainable development initiatives.

Keeping pace with contemporary educational needs, the college has adopted ICT-enabled teaching and learning methodologies. The Wi-Fi-enabled campus includes digital classrooms and a well-stocked library with an extensive collection of books and academic journals, offering students a rich and dynamic learning environment.

2. OBSERVATION

After analyzing presentations, verifying documents, and conducting an on-site visit, the following observations have been made:

A. Curricular Aspects

- i. The college has clearly defined goals and objectives, which are systematically communicated to all stakeholders.

- ii. The institution follows the Curriculum and Credit Framework (CCF) for first-year students and the Choice-Based Credit System (CBCS) for second- and third-year students.
- iii. A total of 11 undergraduate programs are offered.
- iv. Classes are conducted as per the timetable and academic plan, which are uploaded to the Learning Management System (LMS) and the college website.
- v. Four Value-Added Courses have been conducted, with student enrolment recorded - Official communication through regional language (dept. of Bengali); Add-on course on IT, level 1 & 2 (dept. of Commerce); Consumer protection act: rights and responsibilities (dept. of Political Science); and Environment management (dept. of Zoology).
- vi. Feedback on the curriculum is collected online from stakeholders, analyzed, and an action-taken report is submitted to the higher authority.

B. Teaching Learning and Evaluation

- i. Online student admissions are strictly merit-based, with 36.96% of seats filled in 2023-'24.
- ii. The total number of permanent faculty members was 54.
- iii. The number of permanent non-teaching staff was 12 in during 2023-'24.
- iv. An orientation program is conducted annually for B.A./B.Sc./B.Com. 1st Semester Honours and MDC students.
- v. Classroom teaching is enriched through special lectures by eminent academicians, group discussions, student paper presentations, field projects, departmental quizzes, educational tours, industrial visits, and other interactive activities.
- vi. The college promotes ICT integration in the teaching-learning process through a Learning Management System (LMS).
- vii. Special, tutorial, and remedial classes are arranged for slow learners.
- viii. A mentoring system is in place to provide academic and personal guidance to students.
- ix. An online repository of instructional materials is available for student access.
- x. The institution conducts continuous assessments to monitor students' academic progress.
- xi. Parent-teacher meetings are held and necessary actions are taken based on parental feedback.
- xii. Grievances related to teaching, learning, examinations, evaluation, and facilities are promptly addressed.
- xiii. Course Outcomes (COs) and Program Outcomes (POs) are communicated to stakeholders, and their attainment is systematically measured using software.
- xiv. Student feedback on teaching-learning evaluation is collected, analyzed, and necessary improvements are implemented under the initiative of the Internal Quality Assurance Cell (IQAC).

- xv. The student pass percentage was 33.15% in 2023-'24.

C. Research, Innovation and Extension

- i. The Research Committee works actively to foster a research culture among faculty and students.
- ii. Two Government sponsored research projects are currently running in the college, having PI from the department of Physics.
- iii. Three faculty members serve as research guides.
- iv. Faculty members have published 11 research papers in UGC approved journals, along with 9 book-chapters and 3 papers in International conference proceedings.
- v. The college provides financial support for 11 teachers to attend seminars, conferences, and other academic events.
- vi. The NSS unit is actively engaged, organizing 11 outreach programs.
- vii. IKS based activities included five cultural programmes, one mental wellbeing programme, two quiz sessions, Founder's day celebration, two special lectures and three visits to places of historical importance.
- viii. Four new Memorandum of Understanding (MoU) was signed with Anudip Foundation for Social Welfare, Tally Institute of Learning, City College for Commerce and Business Administration and Roy's Institute of Competitive Examinations for employability and skill enhancement collaborations. A Mou was also signed with Prafulla Chandra College for academic collaboration. Total 7 faculty exchange programmes were organized with Magrahat College and Jibantala Rokeya Mahavidyalaya and 2 special lectures were organized in collaboration with Magrahat College and Prafulla Chandra College.

D. Infrastructure and Learning Resources

- i. The college offers well-maintained classrooms and reliable drinking water facilities, along with essential student amenities such as a canteen, separate common rooms for boys and girls, an auditorium, and an open-air theatre.
- ii. Infrastructure has been significantly enhanced with the expansion of computing laboratory, modernization of the science laboratories, and the introduction of smart classrooms. The campus is equipped with CCTV cameras for continuous surveillance, Wi-Fi connectivity, and backup power through a generator.
- iii. The college boasts a fully air-conditioned, digitized library equipped with SOUL software, Open Educational Resources (OER), INFLIBNET access, and an Online Public Access Catalogue (OPAC), providing a robust academic resource hub for students and faculty.
- iv. To ensure the upkeep of facilities, the college maintains a dedicated maintenance budget and has implemented an Annual Maintenance Contract (AMC).

E. Student Support and Progression

- i. In 2023-'24, 348 students received scholarships from government and college funds.

- ii. Initiatives such as seminars and webinars on soft skills, yoga, karate, and ICT tools are conducted.
- iii. A total of 45 outgoing students were either placed or progressed to higher education.
- iv. Students have been benefitted in career counselling programmes organised in collaboration with organisations like ICICI Skills Academy, ICA, Indian School of Business and Media.
- v. The college has a functioning Grievances Redressal Cell, Anti-ragging Cell, and ICC following UGC and government guidelines.
- vi. The college has an institutional membership with the Students' Health Home, Government of West Bengal.
- vii. An alumni association exists under the institute's former name.

F. Governance, Leadership and Management

- i. The College's vision, mission, and core values are clearly defined and prominently displayed.
- ii. The principal and management offer strong, effective leadership.
- iii. Administrative operations follow a decentralized and transparent model.
- iv. Various committees are established to oversee and monitor institutional activities.
- v. Governing Body meeting records are meticulously maintained, with timely dissemination of notices, agendas, and resolutions.
- vi. The roster register and service books are accurately documented and regularly updated.
- vii. Finance Committee records are organized and systematically maintained.
- viii. Academic and administrative functions are automated to promote efficiency and transparency.
- ix. An integrated Student Management System and a computerized accounts section using Tally are in place.
- x. Accounting operations are effectively managed, with regular audits conducted by certified professionals.
- xi. A well-structured performance appraisal system exists for both teaching and non-teaching staff.
- xii. Faculty and staff actively engage in personal and professional development programs.
- xiii. A fair and efficient grievance redressal mechanism operates at all institutional levels.
- xiv. The college demonstrates excellence in resource mobilization, strategic planning, and development initiatives.
- xv. Internal Quality Assurance Cell (IQAC) activities are well-documented and systematically recorded.

G. Institutional Values and Best Practices

- i. A comprehensive gender audit was conducted with active participation from students and staff. Female faculty members play a key role in the Internal Complaints Committee, Grievance Redressal Cell, and Anti-Ragging Committee.
- ii. Green and Energy Audits have been successfully completed. The rooftop solar plant is operational, and the institution utilizes LED lighting and energy-efficient equipment to promote sustainability. An effective rainwater harvesting system is in place, alongside proper waste management practices. Green campus initiatives ensure a barrier-free, disabled-friendly environment.
- iii. The college celebrates a range of religious festivals and observes important national and international days, such as World Environment Day, Earth Day, Heritage Day, Youth Day, and International Mother Language Day.
- iv. Inclusive practices are actively encouraged to promote social justice and foster stronger relationships among all stakeholders.
- v. The institution regularly hosts cultural events and competitions in music, debate, recitation, essay writing, and extempore speaking to nurture student talent.
- vi. Regular psychological counselling sessions are conducted by professionals to provide mental health support and guidance for students.


H. RECOMMENDATION:

- a) Initiatives should be undertaken to enhance student enrolment in core subjects such as Physics, Mathematics, and related disciplines.
- b) The mentoring system should be strengthened to provide more effective academic and personal guidance to students.
- c) UGC-recommended B.Voc courses should be introduced, along with an expansion in the number of certificate and value-added courses.
- d) Students should be actively encouraged to enroll in government- and UGC-recommended online skill-based courses, such as those offered through SWAYAM and MOOCs.
- e) For continuous academic improvement, Program Outcomes (POs) and Course Outcomes (COs) must be clearly defined, regularly assessed, and analyzed.
- f) Research projects that address region-specific and socially relevant issues should be undertaken with support from external or government funding agencies.
- g) Alumni engagement should be strengthened to foster lasting connections and support for institutional growth.
- h) Placement initiatives need to be scaled up to ensure better career opportunities for students.
- i) Regular Faculty and Non-Teaching Staff Development Programs should be conducted to enhance institutional capacity and efficiency.
- j) Industry-academia collaboration should be intensified to align educational outcomes with industry expectations.
- k) Efforts should be made to improve the overall student pass percentage through targeted academic support.
- l) Regular environment and energy audits should be conducted to promote sustainability and compliance.

Academic & Administrative Audit (2023-24)

Signature of the Academic and Administrative Audit team:

SL No.	Name with Designation	Signature with Date
1.	Dr. Debapriya De Principal, Panihati Mahavidyalaya	<i>Debapriya De</i> 29/08/24 PRINCIPAL PANIHATI MAHAVIDYALAYA BARASAT ROAD SODEPUR, KOLKATA-700110
2.	Prof. (Dr.) Arijit Saha, Principal, Dum Dum Motijheel Rabindra Mahavidyalaya	<i>Arijit Saha</i> 29/08/2024 Prof. (Dr.) ARIJIT SAHA Principal & Secretary Dum Dum Motijheel Rabindra Mahavidyalaya
3.	Dr. Arghya Sarkar Principal, Chairman of IQAC, Vidyasagar Metropolitan College	<i>Arghya Sarkar</i> 29/08/2024 Principal Vidyasagar Metropolitan College Kolkata-700 006
4.	Dr. Sarajit Sardar IQAC Co-ordinator, Department of Commerce, Vidyasagar Metropolitan College	<i>Sarajit Sardar</i> 29/08/2024 CO-ORDINATOR IQAC VIDYASAGAR METROPOLITAN COLLEGE KOLKATA-700 006
5.	Dr. Pranati Sinha (Mallick) GB Member, Department of Bengali, Vidyasagar Metropolitan College	<i>Pranati Sinha</i> 29/08/2024 Member G. B. Vidyasagar Metropolitan College

6.	Dr. Debasish Joddar IQAC Member & Bursar, Department of Economics, Vidyasagar Metropolitan College	 BURSAR Vidyasagar Metropolitan College- Kolkata-6
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