



PRESIDENCY UNIVERSITY
KOLKATA

Presidency University

Hindoo College (1817-1855), Presidency College (1855-2010)

To
The Principal
Gurudas College,
Phool Bagan, Narkeldanga,
Kolkata- 700054

Madam,

In reference to your letter dated 23rd June 2023, please find enclosed the Academic-Administrative Audit report of your esteemed college for the academic session 2022-23.

Regards

Coordinating Officer
Audit Team, Presidency University, Kolkata





2022-23

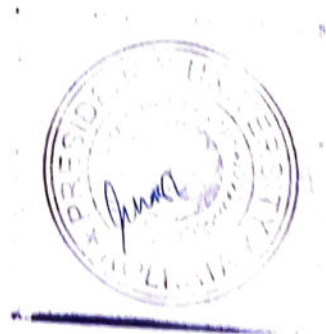
**ACADEMIC - ADMINISTRATIVE
AUDIT REPORT**

**GURUDAS COLLEGE,
KOLKATA**

The primary goal of an academic audit is to ensure that departments have established adequate and effective quality assurance measures, including strategies, procedures, and their practicality, to guarantee high-quality inputs and, consequently, outputs. This involves assessing their ability to continually improve, utilizing available resources optimally, and identifying any additional resources needed to deliver quality education.

In recent years, there has been a growing trend in the higher education landscape of India, where institutions and universities are increasingly committed to implementing systems and practices that uphold high standards and benchmarks aligned with their vision and mission. Many institutions voluntarily undergo critical reviews and audits by both national and international agencies. The involvement of bodies like the National Assessment and Accreditation Council (NAAC), NABH, and NABL has encouraged more establishments to engage in such processes, benefiting from the expertise and support these agencies offer.

Establishing internal quality assurance mechanisms is crucial for embedding the insights gained from these efforts into the institution's daily work ethics and organizational culture. This proactive approach is essential for any effective quality assurance framework.



Part – A

SL.No	Particulars	Answers
1	Has College appointed a permanent Principle?	YES
2	Is she/he Ph.D.?	YES
3	Number of professional Programmes held for non-teaching staff in the last two years:	2
4	Is the perspective and strategic plan prepared and being followed in the Institution?	
5	Office Automation	
	1 Administration	
	a. Admission Processes	
	Online Admission	YES
	b. Enrolment	YES
	c. Maintenance of Records	YES
	d. Declaration of Results	YES
	2 Accounts	
	a. Fees Collection	Online
	b. Maintenance of accounts	YES
6	Is there a College website?	YES
7	Is it updated till March 2024	YES
8	Is the College Library automated?	YES
	a. Record of Books	51482
	b. Issue and Return of Books	10727
9	Does the library provide open access facility?	YES
	a. To all	YES
10	Is there Internet facility in the library?	YES
	a. For all	YES
11	Is there an Anti-ragging Cell in the College?	YES
12	Are there any Welfare schemes?	YES
13	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	YES
14	Is there a functional Alumni Association? (minimum of 1 meeting per year)	YES
15	Do you organize College & Stakeholders meet (minimum one meeting per year)	YES

SL.No	Particulars	Answers
1	Total Permanent Staff (Teaching)	111
2	A. How many faculty Members have attended FIP?	05
3	B. Faculty Members who have attended Refresher or Orientation Courses	02
4	Participation of Faculty Members in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc)	01
5	Innovative Practices (GBML/EWUL/SS/PRIZES)	04



Sl. No	Particulars	Answers
1	Percentage of teachers with Ph.D. as the highest qualification:	47%
2	Percentage of teachers with M.Phil as the highest qualification:	17%
3	Articles in refereed Journals, Books and Edited volumes	50
4	Are you generating resources through consultancy?.	YES
5	Sponsorship of events and resources generated	NIL
6	State /National/ International level Seminars/workshops/conferences organized during last 1year/ 2 years.	32
	a. Sponsored research projects:	NIL
	Completed	NIL
	Ongoing	NIL
	b. Unsponsored research	NIL
	Completed	NIL
	Ongoing	NIL

Sr. No	Particulars	Score
1	Number of effective teaching days (Number of working days – Exam days)	191
2	Use of Power Points in Classes	YES
3	Does the Institute do anything for the improvement in learning quality enhancement?	YES
4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	YES
5	Are any Personality development programmes conducted?	NO
6	Do you organize & document various extra-curricular activities?	YES
7	a. Is there a student council in place?	NO
	b. How often do they meet?2 or more times	NA
8	Does your College have any Feedback Mechanism (students, Faculty members & Industry)?	YES
9	Do you have any Community Audit Mechanism? (through Stakeholders)	NO
10	Discipline, Decorum & Ambience (in class and campus.)	YES
11	Innovative Practices (Specify)	



Sl. No	Particulars	Answers
1	Campus Area	2.33 acres
2	Campus Ownership	R.R. Dept.
3	Office Space	1705 Sq.ft
4	Do you have separate reading area for student & Staff?	YES
5	Laboratories	29
6	Security	03
7	Potable Water facility	YES
8	Power Backup facility	YES
9	Washroom facility (for Male)	YES
11	Washroom facility (for Female)	YES
12	Washroom facility (for Staff)	YES
13	Parking	YES
14	Class rooms (as per requirement)	32
15	Staff room (Tick only one) Staff room with separate cabins	YES
16	Seminar Room	02
17	Common room (Girls)	01
18	Health Centre facility	YES
19	Sports Facility	YES
20	Indoor Sports facility	YES
21	Gymnasium	YES
22	Hostel (Boys)	NO
23	Hostel (Girls)	NO
24	Transportation for students	NO
25	Support services (Bank/PO/Xerox)	XEROX
26	Canteen	YES
27	Approach Road	02
28	Garden	YES
29	Auditorium/ Assembly hall	YES
30	Internet facility: For Staff & students	YES
31	Overall Maintenance	YES



- Gurudas College, Kolkata is an undergraduate college affiliated to the University of Calcutta. By upholding transparency in its teaching methodology, the college aims to foster trust and confidence among students, and the wider community. It is the college's commitment to fairness, integrity, and accountability that guides every step of the teaching-learning journey. The College undertakes multiple outreach programme for nearby schools and colleges ensuring a solid contribution to society at large.
- Holistic education is a core principle of the institution's vision, showcased through its comprehensive and evolving teaching, learning, and evaluation methods. Faculty members are urged to adopt creative teaching techniques and involve students in participatory learning activities. Evaluation methods are designed to gauge not only knowledge but also critical thinking, problem-solving, and other vital skills
- The Institutional Quality Assurance Cell (IQAC) is instrumental in fostering faculty and student development through various enrichment initiatives. Faculty members benefit from workshops, seminars and outreach activities aimed at refining teaching methods and advancing research skills. Likewise, student orientation programs are tailored to ease their academic transition and furnish them with essential skills for achieving success. The IQAC actively seeks input from various stakeholders, such as students, faculty, staff, to continually enhance the quality of education and institutional procedures.
- Feedback surveys, focus group discussions, and other data collection methods are utilized to gather valuable insights into the institution's strengths and areas for improvement. Based on this feedback, actionable recommendations are developed and put into practice to address identified needs and improve overall institutional effectiveness. Faculty members at large are involved in these activities promoting Anti-ragging campaigns, conducting various extension activities through NSS. They also have active Grievance Redressal Cell and ICC in place.
- The College has active collaboration with a number of Institutes of higher Learning and other colleges, social agencies for acquiring the maximum benefits for their students.
- The college practices cleanliness and promotes an eco-friendly and sustainable campus by planting trees and maintaining fishes, using them as an antidote against dengue and malaria. They also house solar panels to lessen the consumption of electricity



Recommendations:

- To optimize the institution's capacity for increased revenue generation and external involvement, it's advisable to focus strategically on bolstering consultancy projects, increase number of Add-on courses/Certificate courses. This entails fortifying collaborations with industry partners, exploring fresh domains of expertise and service provision, and refining the marketing and promotion of consultancy services. By harnessing the knowledge and resources of faculty and staff, as well as those of the institution itself, the college can seize consultancy prospects to not only augment revenue but also deliver substantial value to both the institution and its clientele.
- The College may make Vision & Mission goals for their respective departments in order to make their course and program outcome more goal oriented specific to the nature of the discipline. All departmental activities, NSS programs should be updated on the website along with geo-tagged pictures and proper report from time to time. Collaborative activities both inter and intra-departments should be increased, given the library and lab infrastructure of the college. Alumni information should be updated and made visible on the website.
- It is observed that there are provisions of inter departmental faculty exchange. This may be reflected in the routine along with remedial classes & mentor-mentee program.
- The College may take initiative to apply for elevating their status to an autonomous college since they host a large number of students and 20 departments.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

