



HOOGHLY WOMEN'S COLLEGE

(Govt. Sponsored)

P.O. & Dt. Hooghly, Pin - 712103, W.B.

[Accredited "B" by NAAC, Bangalore]

Ph. : 2680-2335 (Principal)
2680-5033 (Office)

HOOGHLY WOMEN'S COLLEGE HOOGHLY ESTD. 1949

*ACADEMIC AUDIT REPORT
ACADEMIC YEAR: 2018-2023*

*Prepared by
The Audit Committee
The University of Burdwan
Burdwan*



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Schedule for Academic Audit

February 16, 2024 Time	Schedule	Venue
11:00 AM	Introductory Meeting	Principal's Office
11:30 AM	Meeting with IQAC	Principal's Office
12:00 NOON – 01:30 PM Presentation by Coordinator IQAC Visit to Academic & Administrative Buildings		
02:15 PM	Lunch	
02:45 PM – 05.00 PM Presentation by Different Departments		
02:45 PM	IQAC	
03.15 – 05.00 PM	Presentation by different departments	
05:00 PM	Tea	


Dr. Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan
Dr. Tanmoy Dasgupta
Professor
Dept. Of Business Administration
The University of Burdwan
Burdwan - 713104, W.B.


Dr. Apurba Ratan Ghosh
Professor & Head
Deptt. of Environmental Science
The University of Burdwan
Burdwan
Professor & Head
Deptt. Environmental Sc.
The University of Burdwan
Burdwan, W.B.


Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
Shyamsundar
Purba Bardhaman
Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
P.O.-Shyamsundar, Dist.-Purba Bardhaman
W.B. 713424



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Date: 16/02/2024

To
The Principal
Hooghly Women's College
Vivekananda Road, Pipulpati
Hooghly
West Bengal

Website: <http://hooghlywomenscollege.org>
E-mail: hooghlywomenscollege@gmail.com


Subject: Academic Audit Report Submission from Experts


Sir


After verification of all the aspects in the College and necessary assessment of the report on "Academic Audit" submitted by your College for the academic session of 2018 -'23, here, accordingly, we are submitting the Audit Report of "Academic Audit" of your College of the academic session of 2018 -'23 for your kind perusal in the attached sheet.

We request you to please acknowledge and oblige.

Yours sincerely,


Dr. Tanmoy Dasgupta
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Dept. of Business Administration
University of Burdwan
Burdwan
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Professor
Dept. of Business Administration
The University of Burdwan
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Date: 16/02/2024


AUDIT REPORT ON ACADEMIC & ADMINISTRATIVE AUDIT

CERTIFICATE


This is to certify that the Academic & Administrative Audit Report followed at Hooghly Women's College, Hooghly is based on the original data collected during the academic session 2018 to '23. This has been assessed and is applicable to provide Quality education, Training and Mental health to the students for their smart future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell of the College team members of Hooghly Women's College, Hooghly and submitted to us. The content of the baseline data containing data mentioned in the Departmental Profile has been personally verified by the Expert Team constituted by the University of Burdwan, Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Data & Photographs used in the report are taken by the respective departments & IQAC team members during preparing their Reports of the concerned year from 2018 to 2023.


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1. Introduction

Hooghly Women's College situated on the bank of River Ganga started on 1st of August 1949, with only 41 students and was the first women's college in Hooghly district under the University of Burdwan, Burdwan. Initially, it was affiliated to University of Calcutta, subsequently it came under the affiliation of the University of Burdwan in 1960. College has observed its Golden Jubilee in the year 2023. Now, the College is maintaining its academic and administrative excellence.

Now, the College is maintaining its academic and administrative excellence, and has been continuously upgrading the curricula and infrastructure in order to improve the quality of women education. Through its distinctiveness as an academic institution over a long period of time, the authorities of the College believes in continuous improvement. The College was first accredited by NAAC in 2007 with B++ Grade with a score range of 80-85%, during second cycle it scored B in 2016 with CGPA of 2.43.

Hooghly Women's College with more than 70 years of dedicated service in the field of women education is successfully rewarded, therefore, the authorities in line with one of its mission of improvement by raising the realm of good to great to greater, through continuous quality assessment. College believes in continuous improvement through continuous quality assessment. This is the first academic audit report prepared by IQAC for the period of 2018-'23.

Audit Committee

The University of Burdwan has constituted a three members committee to conduct an Academic & Administrative Audit of the Hooghly Women's College, Hooghly. The members of the Audit Committee are as follows:

Dr. Tanmoy Dasgupta, Professor & Head, Deptt. of Business Administration, The University of Burdwan, Burdwan

Dr. Apurba Ratan Ghosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan

Dr. Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, Shyamsundar, Purba Bardhaman

2. Objective & Scope of the Audit

Members along with the Principal, Dr. Sima Banerjee in presence of IQAC members at a preliminary meeting, held on 16-02-2024 at 11.30 am, outlines the broad objectives of the academic audit as an assessment of the College. Accordingly, the audit team members decided to look into the prevailing situation at the College along the following aspects in course of the audit.



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Scope

- Methodology of teaching and learning adopted for the different courses run by the College
- Functioning of the Laboratories and Computer Facilities
- Examination and Evaluation system
- Activities of the Internal Quality Assurance Cell
- Central Library and Sport facility
- Outreach Programmes by NSS as well as regular students.
- Opportunities and Scope of improvements in the major functional areas

The team is empowered and expected to express their views and give suggestions for the improvement of the systems being followed by the College.

3. Methodology

At the meeting with the Principal, the Coordinator-IQAC, and other faculty members, officials, a discussion was made with the Principal which gave a general and broad profile of the facilities and activities of the College. The new facilities added are also noted by the audit team.

The Audit team visited the various departments and facilities, and had brief interactions with the faculty of each department, and the support staff. Visits to the laboratories, Computer facilities, administrative office, Library and some of the other facilities of the College are accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information.

Based on the departmental profile, information/data from the available documents and the interactions with the Head/Coordinator relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

4. Institutional Distinctiveness

- ✚ Initially, College was affiliated to University of Calcutta and subsequently came under the affiliation of the University of Burdwan in 1960.
- ✚ College has one students' counselling cell mentored by one of the faculty members of department of Bengali.
- ✚ College conducts meeting of Internal Grievance Redressal Cell, Anti-Ragging Cell, Sexual Harassment Cell considering its need.
- ✚ College provides free Wi-Fi facility with a bandwidth of 110 Mbps.
- ✚ Library has 31,320 books as on catalogue with INFLIBNET to access and KOHA for Library Management; more access to journals is required, like e-journals.
- ✚ No new minor or major projects during the year of assessment.



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- ✚ College has introduced a few number of Add-on courses for creation/generation of job opportunities and become employable.
- ✚ Overall pass percentage is satisfactory.
- ✚ Most of the teachers are well-experienced.
- ✚ Orientation programmes for the new entrants should be organized.
- ✚ The support staffs are very happy with the College Administration.
- ✚ The IQAC conducts its tasks efficiently.
- ✚ There are total 47 Classrooms, 1 Hall, 12 laboratories
- ✚ Total no. of permanent teachers is 41 against 45 sanctioned posts, non-teaching 9 against sanctioned posts 9 and SACT 26.
- ✚ Total 32 faculty members are awarded with Ph.D.
- ✚ Faculty members are getting a token amount of financial assistance for attending Seminar/Conference/Workshop, etc.
- ✚ College organises "Go Green" campaign as outreach programme in nearby society.
- ✚ College follows tutorial/remedial class for the weaker students as per class routine.
- ✚ College provides an amount for conducting departmental seminar.
- ✚ College is seriously lacking upto date financial audit.

5. College Campus & Facilities: College has the following campus buildings:

- i. Main Administrative building accommodates Administrative blocks, Principal' Room, Staff Room, IQAC, NSS, Auditorium, Meeting Room, Physics, Chemistry, English, Bengali, Sanskrit, Philosophy, History
- ii. Science Building accommodates departments of Botany, Zoology, Economics, Microbiology, Mathematics, Gymnasium
- iii. New Building contains three class rooms. One class room is used for Satyendranath Tagore Civil Services Examination Training Centre.
- iv. Geography Building
- v. Music building accommodates the departments of Music and Education.
- vi. Library Building
- vii. MP Lad accommodates three rooms for conducting classes, examination, etc.
Canteen
- viii. Girls Hostel: Capacity 60, present occupancy 13.
- ix. The College comprises the total campus area of 3.71 acres (15014 sq. mt) with a built up area of 4560 sq. mt maintaining a green area of 7175 sq. mt.



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Vision & Mission statements be prepared freshly

6. Goals of the College

- i. Provide an inclusive educational environment; enhance the strength and capabilities of the women students coming from diverse socio-economic backgrounds. In pursuit of an inclusive developmental mode, the college teaches its students to appreciate, respect and promote the perspectives, rights and dignities of each individual.
- ii. Encourage students to realize their own potential.
- iii. Prepare students to become analytical and responsible citizens.
- iv. Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence through field work, field visit, internship, etc.

7. Awards and Accolades

While reputation has grown over the years, formal recognition first came in 2007 from the National Assessment and Accreditation Council (NAAC) as a "B++" grade College followed by B in 2016, now preparing for the process of Cycle III of NAAC accreditation.

8. Management

The College has two decision making bodies:

- Governing Body
- Internal Quality Assurance Cell

The various aspects of the Academic affairs and administration of the College are organized and looked after by the different committees constituted by the Members of the Management and Faculty. In some of these committees, representatives of the students and alumni are also present.

9. Observations

Observations based on the documents provided by the College authorities and meeting with the different stakeholders of the College on February 16, 2024 are recorded as follows:

- i. IQAC and all other departments must prepare a well-articulated Vision and Mission statements.
- ii. Departments should give more emphasis in framing their SWOC and Future Plans.
- iii. Department should take more initiative to prepare progression of the students in regard to academic as well as employment.
- iv. Teachers will be requested to participate in the University administration/academic part.
- v. Students' counselling mechanism be improved and be processed for becoming employable.



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- vi. College will provide research orientation to the faculty members through Research Development Cell.
- vii. Some departments have to take more initiatives for field visit/field survey with proper report.
- viii. Skill Development Courses/Add-on Courses be oriented as per NEP objectives.
- ix. College has to frame some strategic plans for opening skill-oriented courses.
- x. College may create some provisions for catering the Institutional Social Responsibility through their own Museum.

10. Courses

Table 1: Departments in the College Stream	Programme	Total
Arts		10
B. A. Bengali [Hons.+Gen.]		
B. A. English [Hons.+Gen.]		
B. A. Music [Hons.+Gen.]		
B. A. Sanskrit [Hons.+Gen.]		
B. A. Economics [Hons.+Gen.]		
B. A. Education [Hons.+Gen.]		
B. A. Geography [Hons.+Gen.]		
B. A. History [Hons.+Gen.]		
B. A. Philosophy [Hons.+Gen.]		
B. A. Political Science [Hons.+Gen.]		
Science		09
B. Sc. Botany [Gen.]		
B. Sc. Chemistry [Hons.+Gen.]		
B. Sc. Microbiology [Hons.+Gen.]		
B. Sc. Mathematics [Hons.]		
B. Sc. Nutrition [Hons.+Gen.]		
B. Sc. Physics [Hons.+Gen.]		
B. Sc. Zoology [Hons.+Gen.]		
B. Sc. in Geography [Hons.+Gen.]		
B. Sc. in Economics [Hons.+Gen.]		
TOTAL		19



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11. Assessment of courses

Language groups

1. B.A.

- ❖ Vision and Mission of the departments be well articulated highlighting the objectives, goals and opportunities of the courses
- ❖ Student progression should be taken care off.
- ❖ Some of the students in English have been awarded SET, NET
- ❖ Most teachers are well experienced and with PhD degrees.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Career counselling is required.
- ❖ Placement process be initiated by the College authority.

Humanities and Social Sciences

2. B.A.

- ❖ Vision and Mission of the departments be revised mentioning the uniqueness, strength and opportunities of the departments.
- ❖ Student progression from UG to PG is satisfactory in Economics, Geography
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ Teachers should apply for getting fund from sponsoring agency to undertake their research.
- ❖ Senior faculty members will take initiative to incorporate the relevant new topics in the syllabi for the subject enrichment, skill orientation and more job opportunities and development of entrepreneurship amongst the students.
- ❖ Placement process, counselling be initiated by the College authority.

Science subjects

3. B.Sc.

- ❖ A good number of teachers are having PhD and possess years of experiences
- ❖ Some academicians be invited for innovation in teaching-learning process/enrichment programmes for the benefit of the students.
- ❖ Initiative should be taken for more major/minor research projects;
- ❖ Publication of research papers in reputed/UGC enlisted journals are less in number
- ❖ Students of some departments are engaged in in-house projects/internship/field survey for experimental learning.
- ❖ Students' placement is good in Microbiology, Nutrition; teachers will be requested to maintain more liaison with the students to keep their records of achievements/job etc.
- ❖ Number of equipment/instruments (more than one lakh) be maintained under AMC; Logbook for each equipment be maintained and students must be equipped with the knowledge/knowhow to handle the instruments.



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- ❖ Departments of Zoology may take initiative for preservation and animal specimens collected during field visits/excursion.
- ❖ Students be encouraged for preparation of competitive examinations.
- ❖ Research activities be strengthened amongst the faculty members.
- ❖ Department should choose more skill-oriented courses, field-oriented studies for the students; practical-based new skill enhancement papers be included.

12. Strengths & Opportunities for Improvements

Strengths

The audit committee is satisfied with the inherent strengths of the College and these are mentioned below:

- ✓ Forward looking and visionary leadership of the College authority
- ✓ Willingness of leadership for all round continuous quality improvement
- ✓ Enforcement of discipline in a fair and just manner
- ✓ College is providing training to the students for handling ABC of their own.
- ✓ Apolitical ambience of the College
- ✓ College must complete the process of Alumni Registration.
- ✓ Good and competent teaching faculty using updated pedagogy with supportive IT facility.
- ✓ Despite shortage of teaching staff in some cases, the quality of teaching intended to fulfil the needs of the students.
- ✓ Committed and supportive non-teaching staff.
- ✓ Canteen is running inside the campus.
- ✓ Two units of NSS are working effectively.
- ✓ College is equipped with some software like HRM, PFMS, e-pension, etc.
- ✓ College should complete the up to date financial audits.

Opportunities for Improvement

The college can easily raise the bar of its achievement if the following points are taken care of:

- ✓ Research initiation
- ✓ Publications
- ✓ Formation of ICC
- ✓ Innovations in teaching-learning
- ✓ Development of e-content and participation in different learning platforms.
- ✓ Reforming the Library facility
- ✓ Utilization of water bodies for fruitful use and resource mobilization.



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13. General Conclusion

- Inclusion of add-on courses for the students helping in exploring the areas of job markets
- College Museum is catering the need of the students of other different colleges, also may be curing the social needs.
- The College is maintaining a congenial ambience of quality teaching-learning process.
- Discipline-centric progression of students is satisfactory.
- Overall academic and administrative development stand out as an institution of academic excellence.

14. Declaration

I agree with all the recommendations and observations mentioned in this report.

Date: 16/02/2024

Place: Hooghly Women's College
Hooghly

Sesma Banerjee

Signed by
College Principal with Seal

Principal
Hooghly Women's College

15. Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended during the audit.

T. Dasgupta
16/02/24
Dr Tanmoy Dasgupta
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