

# **Bijoy Krishna Girls' College Howrah**

## **Academic and Administrative Audit, 2023-24**

### **Suggestion by the Expert Members :**

#### **IQAC**

1. Academic Calendar – Provides access for students.
2. Dynamic Class Routine – Displays the number of teachers present in classes. Classes of absent teachers should be adjusted with available teachers.
3. Solar Panel – Power generation data should be recorded.
4. Alumni Association – Should focus on fundraising.
5. IQAC Presentation – Will cover the implementation aspects.

#### **Science**

##### **Dept. of Mathematics**

1. The presentation of departmental assets was well-executed and appreciated.
2. The practice of allowing home issue of seminar library books to students received positive feedback.
3. The quality and design of the presentation slides were appreciated.
4. The organization of departmental alumni meets was commended, along with the initiative to maintain separate alumni groups for each graduating year, which aids in effective tracking and networking.
5. It was suggested that the presentation should include a slide detailing the number of publications to better highlight the department's academic output.
6. The department is encouraged to design add-on courses and competitive exam preparation programs with more specific and focused content.
7. A recommendation was made to include slides explicitly outlining learning outcomes to better reflect the effectiveness of the department's academic initiatives.

##### **Dept. of Geography**

- 1) The ICSSR-funded project received notable appreciation during the visit.
- 2) It was suggested that a dedicated WhatsApp group be maintained for alumni in order to track their post-graduation progression across all departments.
- 3) "Progression" refers to any meaningful or productive engagement undertaken by students after completing their degree, such as any other study, employment, research, or entrepreneurial activities.
- 4) Ph.D. recommended for all teachers.

### **Dept. of Chemistry**

1. It was recommended that the department maintain a dynamic logbook for all instruments and apparatus to ensure proper utilization and upkeep.
2. The department's research publications were appreciated for their academic contribution.
3. Although the student results were observed to be slightly low, it was noted that this may be attributed to the disruptions caused by the COVID-19 pandemic.
4. The department is encouraged to maintain active communication with alumni through platforms such as WhatsApp to facilitate tracking of student progression.
5. The ongoing initiatives in herbal abir making, soap making, and common drug preparation were appreciated. These activities are recommended to be continued and formally included under the department's Best Practices.

### **Dept. of Economics**

1. The department was commended for its honest and transparent presentation during the visit.
2. Result of students appreciated.
3. It was appreciated that students are actively engaged in various academic and co-curricular activities, contributing to their overall development.
4. The department may consider offering internship opportunities to students from other institutions as a way to promote academic collaboration and experiential learning. However, it is important to ensure that such initiatives are well-structured, adequately supervised, and aligned with the department's academic objectives and resources.

### **Dept. of Computer Science**

1. The department's initiative of organizing visits to start-ups was highly appreciated for promoting industry exposure and entrepreneurial awareness among students.
2. While some research work is ongoing, it was recommended that all faculty members actively contribute to research publications to strengthen the department's academic profile.
3. The department received high appreciation for its excellent CU examination results and effective student progression.
4. It was notably recognized as the only department where students have successfully completed SWAYAM certification courses, an achievement that was highly commended.
5. The overall quality of the departmental presentation was found to be impressive and was highly appreciated.
6. A proposal was made to introduce a basic computer training program for all students across disciplines, to enhance digital literacy and foundational computing skills.

### **Dept. of Microbiology**

- 1) It was recommended that future presentations include a detailed overview of departmental assets and laboratory instruments, along with the corresponding funding or grants received.
- 2) The department's efforts in facilitating undergraduate to postgraduate progression were acknowledged and appreciated.
- 3) A system should be developed to record the details of alumni applying for migration certificates, as a means to enhance tracking of student progression and academic mobility.

### **Dept. of Physics**

1. It was recommended that the department provide structured guidance and support for competitive examinations, including JAM, CUET, and other relevant assessments, to enhance student career prospects.
2. The promotion of summer internships in external, laboratory-based research institutions was encouraged, rather than limiting such experiences to the home institution, to broaden student exposure.
3. The condition and functionality of the laboratory facilities were found to be satisfactory and in good working order.
4. Number of Research publications need to be developed.

### **Dept. of Botany**

1. The department's efforts in facilitating student progression were acknowledged and appreciated.
2. Field tours and academic visits organized as part of the curriculum were commended for their role in enhancing experiential learning.
3. The Memorandum of Understanding (MoU) with Earth Star Mushroom was appreciated as a valuable initiative promoting academic-industry collaboration and skill development.

### **Dept. of Psychology**

1. Try to bring Research Projects from different organization.
2. In future plan of the department, departmental teachers need to be involved.
3. Try to publish more Journal Articles and Books.

### **Dept. of Zoology**

1. The department's initiatives in fostering lab-to-lab collaborations were positively acknowledged.
2. The acquisition and effective utilization of DBT funding received appreciation.
3. Overall departmental activities were commended.
4. It was advised that during presentations, major laboratory instruments should be clearly highlighted, showcasing the department's research infrastructure.
5. The use of the Learning Management System (LMS) was recognized, with special appreciation for the department's consistent and effective usage.
6. It was recommended that learning outcomes be explicitly stated in presentation materials to reflect the impact of academic and co-curricular initiatives.
7. The department is encouraged to offer career guidance and coaching to students, particularly in preparation for competitive examinations and other career advancement opportunities.

# Humanities

## Dept. of Political Science

- 1) Admission Trend should be reflected in Cohort Analytical system of registered and drop out students.
- 2) Result and Progression must be presented with document (hyperlinked) including roll and registration number of students .
- 3) Ph.D. of faculty members is very much needed as only 2 teachers out of 6 full time teachers have Ph.D.
- 4) Detailed teacher profile must be included in presentation with list of publications.
- 5) Facebook group of the department.
- 6) Presentation must be short but full with information.
- 7) Poster Competition. Innovation in Teaching & Learning method suggested.
- 8) Debate should be organized on One Nation One Vote.
- 9) More debate on current issues should be held.

## Dept. of Education

- 1) Opening of PG course is suggested.
- 2) Registered and Pass out students must be shown in Cohort Analytical system.
- 3) Student Progression report must be appropriately presented.
- 4) Awards must be presented with documents (Pictures).
- 5) No Asset Register found.
- 6) Number of computers should be increased at least 20 needed as per curricular.
- 7) Departmental Computer Lab.
- 8) Innovation in Teaching Learning method needed and Evaluation needs to be developed.

## Dept. of Journalism and Mass Communication

1. Admission and pass out should be reflected in Cohort Analytical system
2. More colourful presentation of information in PPT.
3. Introduction of Film and Media Studies.
4. Pictures of alumni with roll numbers should be included.
5. Studio and Seminar Room needed.
6. College profile – 2/3 ( Time Frame).
7. Theme song with video.
8. Innovation in Teaching and Learning Evaluation needed.
9. Department Website – Separately.

## Dept. of English

- 1) There were no publications during this period by any faculty members.
- 2) Books should be published from reputed publishers.
- 3) Alumni should be engaged to deliver lectures in the department.
- 4) Inter-Disciplinary Students Seminar/ Lectures need to be introduced. Micro-teaching should be conducted.
- 5) Best Practices should be unique and distinctive.
- 6) Very few departmental activities.

### **Dept. of Bengali**

- 1) The admission pattern should be categorized appropriately, with a comparison to the intake capacity.
- 2) The results should clearly specified in the respective semester.
- 3) Individual faculty publications must be clearly mentioned. Try to publish more journal articles.
- 4) Inter-disciplinary student seminar need to be conducted.

### **Dept. of History**

1. Try to publish papers in reputed Journals (Scopus).

### **Dept. of Philosophy**

1. Try to bring Research Projects from different organization.
2. All teachers need to publish papers from reputed journals.
3. Conduct more Inter-Disciplinary activities.
4. Try to improve communication and writing skills of the student.

### **Dept. of Sociology**

1. All teachers need to publish papers.
2. Inter-Disciplinary courses should be introduced.
3. Try to bring research project from different organizations.
4. Very few departmental activities during this period.

### **Dept. of Sanskrit**

1. Presentation must be with hyperlinks and pictures.
2. Work should be done on IKS.
3. Inter-Disciplinary Workshop should be arranged.
4. Language Club should be introduced.
5. More stress should be on Ayurveda & Yoga.
6. Language Lab should be introduced.
7. More focus on Yoga & Ayurveda.

# Commerce

## Dept. of Commerce

1. Admission and Pass out must be presented in Cohort Analytical system.
2. Achievements (Performance) should be highlighted.
3. Progression and placement must be presented with document (hyperlink).
4. Departmental activities must be presented with pictures.
5. Entrepreneurship club should be formed.
6. Innovation in Teaching Learning Evaluation needed .
7. In duty visit.
8. Entrepreneurship Development Club suggested.
9. More workshop to be conducted.
10. Advance Excel Class needed for all teachers and students as well.
11. Power BI appreciated.
12. AI - Mutual Fund/ Stock market training suggested.

## B.Ed.

- 1) Achievement of the faculties ( P.G. experience) must be included in PPT.
- 2) Number of invited lectures by faculties to be increased.
- 3) Special Lecture (Number) to be increased.
- 4) M.Ed. must be introduced at the earliest.
- 5) Apart from the conventional, innovative measures must be introduced to make the students as effective future teachers.
- 6) Legacy with picture.
- 7) Student Progression must be recorded.
- 8) Presentation should be done.

## Office

1. Reconciliation with Bill Desk, ERPW Bank on regular basis.
2. EPF for Casual Staff may be opened.
3. Collaborative work – Soft Copy to be maintained properly

## Library

1. To increase the reading space of the reading room.
2. To increase security, RFID to be installed.
3. To increase the surveillance to keep the reading environment undisputed.
4. To increase the journal subscription specially for Humanities & Social Science.
5. To keep record of footfall and finger fall everyday.
6. To use soul of Inlibnet (UGC) as it is developed and maintained by INFLIBNET that using other software maintained by private concerns/ agency.
7. To increase the facilities for PWD users including visually impaired students.



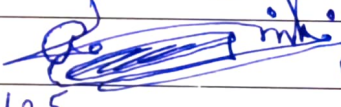
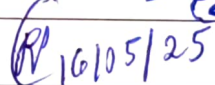
## NSS

1. Frequency of campus bazar should increase if possible.
2. The continuous program in the adopted village is needed and it should be maintained separately.
3. As a whole it is good.

Siveta Guha 16.5.25  
IQAC Coordinator

Leena Chatterjee  
Principal/ Secretary 16/5/25

### Signature of the Experts :

Name of the Expert	Signature of the Expert
Dr. Sharmistha Bakshi	S. Banerji. 16.05.2025
Swami Mahaprajnananda	 Principal Ramakrishna Mission Vidyamandira Autonomous College P.O. Belur Math, Howrah-711204
Dr. Manas Kr. Baidya	 16.05.2025
Prof. (Dr.) Jayanti Das	Jayanti Das. 16.05.2025
Dr. Pijush Kanti Panigrahi	 16/05/25
Dr. Ramkrishna Prasad Chakraborty	 16/05/25

Prof. (Dr.) Jayanti Das  
Professor  
Department of Education  
University of Calcutta