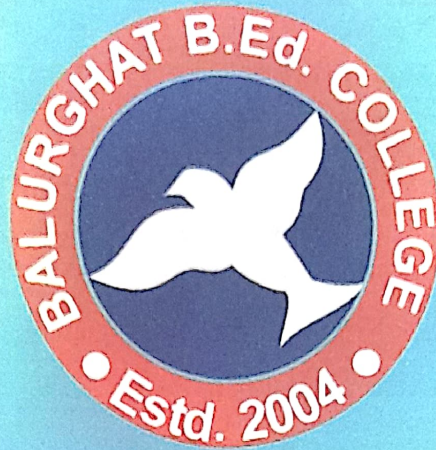


# REPORT

## ACADEMIC AND ADMINISTRATIVE AUDIT

### (2023-2024)



# BALURGHAT B.ED. COLLEGE

**A Post Graduate College of Teacher Education**

**Mangalpur, P.O. Balurghat, Dakshin Dinajpur-733101**

*(Recognized by N.C.T.E. & UGC under Section 2(f) & 12(B), Affiliated to The West Bengal University of Teachers' Training, Education Planning and Administration & West Bengal Board of Primary Education  
Approved by Higher Education Department (CS Branch), Govt. of West Bengal*

*Monitored, Maintained, Run and Managed by Balurghat Educational Promotion and Welfare Trust, Balurghat*

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT  
of  
**BALURGHAT B.Ed. COLLEGE**  
Mangalpur, Balurghat, Dakshin Dinajpur, West Bengal - 733101

Date of Visit 17-07-2024  
Introductory note from the Auditors

*The report relating to Academic and Administrative matter made by the under named and undersigned on the basis of a formal request from the authority of Balurghat B.Ed. College to make Academic and Administrative Audit of the college during the academic period of 2023-2024 (1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024). The auditors were pleased to prepare and submit the Academic and Administrative Audit Report of the college based on the data and documents as provided by the college and as found during physical verifications and interaction from the Academic Departments and Administrative Section of the college during their on spot visit to the college on the above mentioned date.*

*In the entire process of the preparation of this report the Principal and the IQAC Co-ordinator supported and co-operated with the undersigned auditors with all relevant and requisite documents during this visit to the department and administrative section of the college. The departmental presentation required for the preparation of this report authenticated and facilitated the preparation of the report as the auditor for this purpose were fully satisfied with the entire auditing process.*

*All the academic departments presented their well-documented departmental files in PPT formats showing the documents of their academic outreaches including the conduct of Add-on courses and Faculty Development Programmes for the Teaching staff and skill and capacity development programme for Non-teaching staff. The auditors physically observed and examined the co-curricular activities during their presentation in the conference room where the Principal, IQAC Co-ordinator and other senior faculty members were also present.*

*The auditors were very much satisfied to examine all documentary evidences of MoUs signed and executed between Balurghat B.Ed. College and other reputed and much known educational institutions, colleges and professional institutions both the state level and national level in order to enhance the quality of the faculty members, improved the quality of students and upgrade the overall standard of the college.*

*The team of auditors were pleased to verify and examine all documents and evidences relating to this matter as supplied by the college during the entire auditing process.*

*We, the auditors, solemnly declare that the report as prepared, typed and submitted is best on facts and truths and has/contains nothing which might dilute the dignity and reputation of Balurghat B.Ed. College as a standard institution of teacher education.*

## MEMBERS OF THE ACADEMIC AUDIT TEAM

**PROF. DEBABRATA MITRA,**

Vice-Chancellor, Dakshin Dinajpur University

**PROF. (Dr.) BIMAN CHAKRABORTY,**

Principal, Balurghat Mahila Mahavidyalaya

**Prof. UJJWAL KUMAR PANDA**

Department of T.E. Baba Saheb Ambedkar Education University

---::: Visit Schedule :::---

Name of the Members of the Audit Team	Time	Agenda	Venue
<b>1. PROF. Debabrata Mitra</b> Vice-Chancellor, Dakshin Dinajpur University  <b>2. Dr. Biman Chakraborty</b> Principal, Balurghat Mahila Mahavidyalaya  <b>3. Prof. Ujjwal Kumar</b> Department of T.E. Baba Saheb Ambedkar Education University	12.00 noon	Academic & Administrative Audit for the period from 2023-2024	Dilip Dhar Auditorium, Balurghat B.Ed. College
<b>COLLEGE &amp; DEPARTMENTAL &amp; SECTIONAL INTERACTIONS</b>			
Balurghat B.Ed. College	12.30 – 1:00 pm	College Presentation	Prof. (Dr.) Bobby Mahanta, Principal of the College (Dilip Dhar Auditorium, Balurghat B.Ed. College)
Balurghat B.Ed. College, Different sectional activities (Departmental) Visit	1.00 – 2:00 pm	Departmental Presentation	Principal and Departmental and Sectional faculty members (Meeting Room)
<b>PHYSICAL VERIFICATION OF THE COLLEGE</b>			
Balurghat B.Ed. College	2.00 – 3:00 pm	Verifications and Interactions with the Faculty Members	Principal, IQAC Coordinator and Faculty Members of the College
<b>INTERACTION &amp; PHYSICAL VERIFICATION OF THE ADMINISTRATIVE STAFF OF THE COLLEGE</b>			
Balurghat B.Ed. College	3.00 – 3:30 pm	Verifications and Interactions with the Office Staff	Principal, IQAC Coordinator and Office Staff of the College

## EXIT MEETING

Balurghat B.Ed. College	3.30 - 4:00 pm	By Audit Team	Principal, IQAC Coordinator, Faculty Members and Office Staff of the College at the Dilip Dhar Auditorium, Balurghat B.Ed. College
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### Profile of the Balurghat B.Ed. College

## HISTORY OF THE COLLEGE

A host of dignified and professionally successful persons, better placed persons of the soil and founding leaders of the college, who are eminent educationists and efficient academicians and educational administrators with wide knowledge and experience about the existing situation of three levels of education in the country, more especially about quality teacher education and the quality of education for the academic betterment had envisioned a college of teacher education at Dakshin Dinajpur district, which they, with active support from Balurghat Educational Promotion and Welfare Trust and a long list of local educationists, leaders and social reformers rendered into a reality in 2004. The college, being the first ever self-financed teacher education college in North Bengal, has been acknowledged as a reputed post graduate college of teacher education in West Bengal.

## MISSION AND VISION OF THE COLLEGE

The mission behind the college is to impart quality teacher education to prospective as well as in-service teachers not only of the district but of North Bengal as well with the firm aims to educate and train them to play meaningful and effective role in the classroom and to generate quality devoted teachers to give quality education to pupils in the classrooms. The vision of the college founding team is to ensure and provide them quality teacher education and training so as to enable them to produce quality students to achieve quality national education which is essential for national development in all domains. Students are additionally trained to play constructive roles as responsible members of the society as well as dutiful and responsible citizens of India.

## STATUS OF THE COLLEGE

The college is a non-profit, unaided, self-financed institution of teacher education and training. It is managed and maintained by a welfare Trust with the denomination of Balurghat Educational Promotion and Welfare Trust. The college was established on July 7, 2004 and duly recognized by National Council for Teachers Education, Government of India and approved by Department of Higher Education, Government of West Bengal. It was first affiliated to the University of North Bengal. The college was then brought under the affiliating jurisdiction of the University of Gour Banga, Malda in April, 2009. It was granted permanent affiliation to this university. The college has now been placed under the affiliation of The West Bengal University of Teachers' Training, Education Planning and Administration presently renamed as Dr. B.R. Ambedkar Teacher Education University, 25/2 & 25/3, Ballygunge Circular Road, Kolkata 700019 with effect from February 01, 2017. The college is now included in the status list under section 2(f) & 12(B) of the UGC Act, 1956. The college has been accredited by National Assessment and Accreditation Council (NAAC), valid up to 26-11-2022 & applied for further assessment and accreditation to the NAAC Authority.

# Infrastructure facilities of Balurghat B.Ed.

## FACILITIES FROM 2023-2024

Sl No.	Details of Rooms	Size	Number
1	Class Room	52.87 Sq.mtrs x 3 = 158.61 Sq.mtrs	3
	Class Room	29.54 Sq.mtrs x 8 = 236.32 Sq.mtrs	8
	Class Room	40.64 Sq.mtrs x 1 = 40.64 Sq.mtrs	1
	Class Room	85.56 Sq.mtrs x 1 = 85.56 Sq.mtrs	1
	Class Room	65.50 Sq.mtrs x 1 = 65.50 Sq.mtrs	1
	Class Room	44.21 Sq.mtrs x 1 = 44.21 Sq.mtrs	1
	Class Room	29.54 Sq.mtrs x 1 = 29.54 Sq.mtrs	1
	Class Room	53.30 Sq.mtrs x 14 = 746.27 Sq.mtrs	14
	Class Room	42.25 Sq.mtrs x 2 = 84.50 Sq.mtrs	2
	Class Room	42.27 Sq.mtrs x 2 = 84.54 Sq.mtrs	2
	Class Room	30.00 Sq.mtrs x 1 = 30.00 Sq.mtrs	1
	Class Room	54.90 Sq.mtrs x 2 = 109.80 Sq.mtrs	2
	Class Room	57.60 Sq.mtrs x 2 = 115.20 Sq.mtrs	2
	Class Room	54.00 Sq.mtrs x 1 = 54.00 Sq.mtrs	1
2	Class Room	57.90 Sq.mtrs x 1 = 57.90 Sq.mtrs	1
	Multipurpose Hall	141.80 Sq.mtrs. x 1 = 141.80 Sq.mtrs	1
	Multipurpose Hall	226.95 Sq.mtrs. x 1 = 226.90 Sq.mtrs	1
	(ii) Multipurpose Room (Language Lab & English Class Room)	55.34 Sq.mtrs. x 1 = 55.34 Sq.mtrs.	1
	(iii) Multipurpose Room	44.21 Sq.mtrs x 6 = 265.29 Sq.mtrs.	6
	(iv) Multipurpose Room	90.00 Sq.mtrs. x 1 = 90.00 Sq.mtrs.	1
	(use for Workshop/Seminar)	79.34 Sq.mtrs x 5 = 398.70 Sq.mtrs	5
	(v) Any other Room	40.64 Sq.mtrs x 1 = 40.64 Sq.mtrs	1
Computer Science Lab- Geography Lab-	40.64 Sq.mtrs x 1 = 40.64 Sq.mtrs	1	
3	Principal's Room	26.87 Sq.mtrs x 1 = 26.87 Sq.mtrs	1
	Head (M.Ed.)	16.00 Sq.mtrs x 1 = 16.00 Sq.mtrs	1
	Head (D.El.Ed.)	16.12 Sq.mtrs x 1 = 16.12 Sq.mtrs	1
	Teachers' Room	20.00 Sq.mtrs x 1 = 20.00 Sq.mtrs 44.21 Sq.mtrs x 1 = 44.21 Sq.mtrs	1 1
5	Science & Mathematics resource centre Laboratory (Physics, chemistry, Biology)	40.64 Sq.mtrs x 3 = 121.92 Sq.mtrs 40.86 Sq.mtrs x 1 = 40.86 Sq.mtrs	3 1
	Psychology resource centre/Lab	40.64 Sq.mtrs x 1 = 40.64 Sq.mtrs	1
7	ICT Resource Centre (SUPW) Work Education	30.16 Sq.mtrs x 1 = 30.16 Sq.mtrs	1
8	Art and Craft Resource Centre	53.30 Sq.mtrs x 1 = 53.30 Sq.mtrs	1
9	Any Other Room (Health and Physical Education Resource Centre)	121.92 Sq.mtrs x 1 = 121.92 Sq.mtrs	1
10	Administrative Office	44.21 Sq.mtrs x 1 = 44.21 Sq.mtrs 79.74 Sq.mtrs x 1 = 79.74 Sq.mtrs	1 1
	Any other room (Visiting Room cum Management)	44.21 Sq.mtrs x 1 = 44.21 Sq.mtrs	1
12	Any other Room	26.45 Sq.mtrs x 1 = 26.45 Sq.mtrs	1
	(ii) Any other Room (Music)	29.04 Sq.mtrs x 1 = 29.04 Sq.mtrs	1
	(iii) Any other Room	141.80 Sq.mtrs x 1 = 141.80 Sq.mtrs	1
13	Tutorial/Seminar Room	85.56 Sq.mtrs x 1 = 85.56 Sq.mtrs	1
14	Canteen	28.86 Sq.mtrs x 1 = 28.86 Sq.mtrs	1

15	Separate Toilet Facility for Boys and Girls	2 Boys-88.48 + 7.29 Sq.mtrs 3 Girls-4.16 x 2+7.29 Sq.mtrs 16.70 Sq.mtrs x 1 18.26 Sq.mtrs x 1 Total=146.34 Sq.mtrs	=95.77 Sq.mtrs =15.61 Sq.mtrs = 16.70 Sq.mtrs = 18.26 Sq.mtrs	2 3 1 1
16	Any other facilities (Parking space/Cycle Stand) Garage	136.51 Sq.mtrs x 1 91.88 Sq.mtrs x 1	=136.51 Sq.mtrs =91.88 Sq.mtrs	1 1
17	Store Room	22.94 Sq.mtrs 06.51 Sq.mtrs 16.12 Sq.mtrs (sports) 53.30 Sq.mtrs 45.59 Sq.mtrs Total=144.46 Sq.mtrs		1 1 1 1 1
18	Multipurpose Hall (Auditorium cum multipurpose Class Room)	190.96 Sq.mtrs	=190.96 Sq.mtrs	1
19	Boys' Common Room Girls' Common Room	59.04 Sq.mtrs 38.50 Sq.mtrs	= 59.04 Sq.mtrs = 38.50 Sq.mtrs	1 1
20	Library	111.45 Sq.mtrs	= 111.45 Sq.mtrs	1
	Total Build up area for B.Ed. Block = 2616.63 Sq.mtrs For D.El.Ed. Block = 1434.00 Sq.mtrs For M.Ed. Block = 1758.66 Sq. mtrs Total = 5809.29 Sq. mtrs			
21	Campus Area	2.27 acres		
22	Solar Power Point Installed	25 KV		
23	Rain Water Harvesting Facilities	Installed inside the college campus		
24	Ramp facilities available for Physical Handicap	Already constructed		
25	ICT facilities	Computer 101, Smart Board-3		
26	Sports Facilities	Own play ground for organizing Cricket, Foot Ball, Athletics, Volley, Badminton etc. The college is affiliated to Dakshin Dinajpur District Sports Association since 2015		
27.	Yoga Hall	01		
28.	NSS Unit	01		

### Academic Strength

Name of the Course	UG/PG	No. of Teachers (Sanctioned Fulltime Regular)	No. of students		Seat Capacity	
			UG	PG	UG(H)	PG
B.Ed.	UG	32	400	Nil	200 intake	Nil
M.Ed.	PG	10	Nil	100	Nil	50 intake

## Methodology of Audit

The inputs received from the different departments and sections and the related outputs have been examined and validated on the basis of the supporting documents provided by the college, as well as on the basis of interactions with the Principal, IQAC Coordinator, faculty members and Superintendent and support staff of the office and visit to the college.

### Observations

#### a) Curricular Aspects

Balurghat B.Ed. College is presently affiliated to Baba Saheb Ambedkar Education University, Kolkata. The College follows the curriculum framed and introduced by the said University. It encompasses all the processes of the college such as, the student section, Administrative, Academic, co-curricular and extra-curricular activities for effective teaching and learning. The college is found encouraging students self-study and faculties and students to join various online academic programs for quality enhancement. For effective delivery of curriculum, the sections (M.Ed. and B.Ed.) are maintaining lesson plans and course progress records duly monitored and advised by the Principal. The sections follow the academic calendar of affiliating university. It was observed that the college conducted Add-on Certificate courses, outreach activities, faculty development programmes and non-teaching training programmes during the assessment period. MoUs with institutions both at the State and National Level have been signed and executed to achieve the goals of the curriculum. Special classes were held during this academic period not only for slow learners but for the achievement of the goals of the curriculum, that is, to fully empower the students with the necessary knowledge, techniques and methods of effective classroom teaching.

#### b) Teaching learning aspects

Assessment of learning levels to identify slow and advanced learners is carried out through examination, seminars, and assignments. Though the College follows students' centric learning method for effective curriculum delivery, a detailed unit-wise plan for experiential and participative learning is satisfactorily maintained for enhancing the learning experiences of the students and improving their intrinsic quality as effective teachers in the society. The College maintains a mentoring system. But documentation of the mentoring system is quite adequate. All the departments related with the conduct internal examinations as per the requirement of the affiliating University were examined and found adequate and satisfactory. The College has already deliberated on the more effective teaching learning modes and methods and incorporated different modes for continuous internal evaluation. Program Outcomes, Program Specific Outcomes, and Course Outcomes are described in the syllabus. Evaluation of the attainment of the learning outcomes is found to have been done in a proper way.

#### c) Research, Innovation, and Extension

The college has recently launched a drive for the faculty members to undertake research activities. This programme was successfully organized and held in the college as per documents submitted to the auditors who have examined those. The interactions with the faculty members of the college revealed their satisfaction over the series of programmes held for their development in the domains of knowledge and education.

The faculties have developed keen interest in undertaking research activities that include field visit for data collection, research reporting and research paper writing and publication. The initiative of the M.Ed. Section to hold departmental seminars on research methodology and research deserves appreciation.

However, the overall research culture in the College needs to be further strengthened. The two sections of the college are conducting very effective extension activities directed toward development in the field of promotion of education, creation of social consciousness, political awareness regarding natural, legal and constitutional rights and duties and also values of democracy. The involvement of the students in those activities is quite satisfactory.

#### **d) Infrastructure**

The College has adequate infrastructure facilities for all academic and other extracurricular activities. The college library is adequately enriched with digital library facility and is found to be serving the purposes of students and faculty members not only for course-based leaning support but advanced studies as well. The indoor and outdoor play area is adequate, well-planned and highly motivating. There is commendable facility for yoga education and training for students.

#### **e) Student Support and Progression**

Several Departments conduct capacity-building and skill enhancement activities for the students in order to empower them. The placement of the students and progression to higher education is encouraging. Students are encouraged for participation in extra-curricular activities in various ways as found and reported by the Principal of the college.

#### **f) Professional Development Activities**

Teachers have participated in FDP and the college provides necessary support to teachers to participate in faculty development as well as professional programmes. The college provides for the assessment and evaluation of all faculty and professional development activities. More emphasis needs to be laid on the activities to further improve work culture.

### **SWOC Analysis**

#### **Strength of the Institution**

**The strength of the Institution may be described in terms of**

#### **A) Physical resources**

- Adequate class rooms and other necessary sitting arrangements for students
- Adequate sports infrastructure
- Green and Eco-Friendly clean campus environment
- Good drainage system and water management,
- Round-the-clock electricity power supply,
- Installation of solar power system,
- Adequate computer-assisted learning and teaching facilities,
- Internet (Wi-fi) facilities for students, faculty members, non-teaching staff and others concerned,
- Clean and pure drinking water facility for all in every floor,
- Safe and secured environment,
- The entire college campus being under the CC TV surveillance
- Clean and hygienic canteen facility for the students
- Various learning supports namely smart class, computer-assisted class, TLMs, online learning facilities through reputed organizations like SWAYAM, etc. provided.



- Hostel Facilities for boys and girls (No student staying in the hostel since during-Covid-and-post-Covid situation). Dakshin Dinajpur University is presently housed in the hostel building in the interest of university education,
- Anti-Ragging and Anti-sexual Cells are active in the college,
- Ramp facility for physically challenged students, faculty members and stakeholders,
- Digital library with text books, reference books and books for advanced knowledge, etc.
- Language laboratory, psychology laboratory, science laboratories, etc. properly maintained.

### **B) Human resources**

- The college has qualified, experienced and dedicated staff.
- Proactive management.
- Adequate community participation.
- Adequate number of poor but meritorious students

### **C) Learning resources**

- Updated curriculum with CBCS
- Effective participation of students in extension activities.
- Quality education at affordable cost with priority on rural students.
- Value-added and skill courses under CBCS

### **Weakness of the Institute**

- Limited financial resources

### **Opportunities**

- Considering its unique geographic location in largely urban - rural population, Balurghat B.Ed. College has the opportunity to develop itself into a centre of learning catering to the needs of the less privileged ones.
- It can directly contribute towards socio-economic and intellectual uplift of the Balurghat and adjoining areas.
- Research activities encouraged.
- Coaching for competitive examinations for employment both at the state and national level to student aspirants through competent coaching institution (Classroom, Kolkata).
- Collaboration with institutions of higher education and professional institutions for better quality teacher education and student learning.

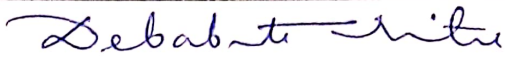
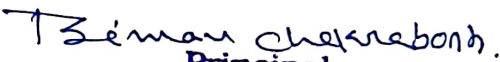
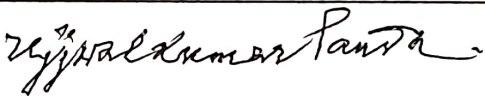
### **Challenges**

- Renovation and up-gradation of the present physical infrastructure if necessary.
- Mobilization of adequate funds to build up proper physical infrastructure if necessary.

## Recommendations

- For effective delivery of curriculum, the course file of Academic departments should further be assessed by IQAC
- A centre for local culture and tradition along with a museum maybe set up based on the culture and tradition of greater Balurghat area.
- More sections and students should be involved in the extension activities.
- Best practices of individual departments should be identified and need to be institutionalized.

## Signature of the Members

Name of the Members of the Audit Team	Signature
PROF. DEBABRATA MITRA Vice-Chancellor, Dakshin Dinajpur University	 Vice Chancellor Dakshin Dinajpur University
Dr. BIMAN CHAKRABORTY Principal, Balurghat Mahila Mahavidyalaya	 Principal Balurghat Mahila Mahavidyalaya Balurghat, Dakshin Dinajpur, W.B
PROF. UJJWAL KUMAR PANDA Department of T.E. Baba Saheb Ambedkar Education University	 Professors Dept. of Teacher Education Baba Saheb Ambedkar Education University (erstwhile WBUTTEPA)