

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (2018-19 TO 2022-23)

REPORT

ACADEMIC AND ADMINISTRATIVE AUDIT

(2018-2019 TO 2022-2023)



BALURGHAT B.Ed. COLLEGE

(NAAC Accredited Grade 'B')

Recognized by N.C.T.E., Listed under UGC under Section 2(f) & 12(B) & Affiliated to the Baba Saheb Ambedkar Education University (Erstwhile WBUTTEPA) & West Bengal Board of Primary Education

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
of
BALURGHAT B.Ed. COLLEGE

Mangalpur, Balurghat, Dakshin Dinajpur, West Bengal - 733101

Date of Visit 30-06-2023
Introductory note from the Auditors

The report on academic and administrative matters is prepared by the following members on the basis of a request from the Balurghat B.Ed. College authority to audit academic and administrative activities conducted in the College during the academic period from 2018-2019 to 2022-2023. The auditors submitted the Academic and Administrative Audit Report of the college based on their earlier data as provided and by physical verifications and interactions, prepared by us based on the facts received from the academic departments and administrative sections of the college during our visit to the college on the above-mentioned date.

The Principal and the IQAC Coordinator supported and cooperated with us during our visits to the departments and administrative sections followed by departmental presentations. All the academic departments presented their departmental profiles in PPT formats producing the documents of their academic outreach including the conduct of Add-on courses and faculty development programmes for teaching and non-teaching staff and co-curricular activities during their presentations in the conference rooms where the Principal and the IQAC Coordinator were also present.

The college provided the documents of MoUs executed between Balurghat B.Ed. College and many educational institutions, colleges and professional institutions to enhance the quality of the faculty members and upgrade the standard of the college.

On the basis of the report received, checking at the individual departments, and also from the interactions with the presenting teams of each department whatever was found is presented in facts and figures.

We solemnly declare that the report as prepared and submitted is based on facts and has nothing which might dilute the dignity and reputation of Balurghat B.Ed. College as a good institution of teacher education..

MEMBERS OF THE ACADEMIC AUDIT TEAM

PROF. (Dr.) PANKAJ KUNDU,

Principal, Balurghat College & Registrar, Dakshin Dinajpur University (Additional Charge)

PROF. (Dr.) BIMAN CHAKRABORTY,

Principal, Balurghat Mahila Mahavidyalaya

Prof. (Dr.) DEBABRATA DEBNATH,

Dean, Faculty of Law, Education, Library Science, Journalism & Physical Education,

University of Gour Banga & Head, Department of Education, University of Gour Banga, Malda, India.

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

Name of the Members of the Audit Team	Time	Agenda	Venue
1. PROF. (Dr.) PANKAJ KUNDU 2. PROF. (Dr.) BIMAN CHAKRABORTY 3. Pro. (Dr.) DEBABRATA DEBNATH	12.00 noon	Academic & Administrative Audit for the period from 2018-2019 to 2022-2023	Dilip Dhar Auditorium, Balurghat B.Ed. College
COLLEGE & DEPARTMENTAL & SECTIONAL INTERACTIONS			
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)
PHYSICAL VERIFICATION OF THE COLLEGE			
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
INTERACTION & PHYSICAL VERIFICATION OF THE ADMINISTRATIVE STAFF OF THE COLLEGE			
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

Profile of the Balurghat B.Ed. College

HISTORY OF THE COLLEGE

A team of dignified persons, sons of the soil and founding leaders of the college, who are eminent educationists and efficient 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 had dreamed of 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 has already achieved a commendable position and status in India as one of the teacher education institutions of excellence.

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, Ballygunj 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 appropriate forum.

Infrastructure facilities of Balurghat B.Ed.

FACILITIES FROM 2018-2019 TO 2022-2023

SI 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
	Class Room	57.90 Sq.mtrs x 1	=57.90 Sq.mtrs	1
2	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-	40.64 Sq.mtrs x 1	= 40.64 Sq.mtrs	1
	Geography Lab-			
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	1
		44.21 Sq.mtrs x 1	= 44.21 Sq.mtrs	1
5	Science & Mathematics resource centre Laboratory (Physics, chemistry, Biology)	40.64 Sq.mtrs x 3	=121.92 Sq.mtrs	3
		40.86 Sq.mtrs x 1	= 40.86 Sq.mtrs	1
6	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	1
		79.74 Sq.mtrs x 1	= 79.74 Sq.mtrs	1
11	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	=95.77 Sq.mtrs	2
		3 Girls-4.16 x 2+7.29 Sq.mtrs	=15.61 Sq.mtrs	
		16.70 Sq.mtrs x 1	= 16.70 Sq.mtrs	3
		18.26 Sq.mtrs x 1	= 18.26 Sq.mtrs	1
			Total=146.34 Sq.mtrs	1
16	Any other facilities (Parking space/Cycle Stand) Garage	136.51 Sq.mtrs x 1	=136.51 Sq.mtrs	1
		91.88 Sq.mtrs x 1	=91.88 Sq.mtrs	1
17	Store Room	22.94 Sq.mtrs		1
		06.51 Sq.mtrs		1
		16.12 Sq.mtrs (sports)		1
		53.30 Sq.mtrs		1
		45.59 Sq.mtrs	Total=144.46 Sq.mtrs	1
18	Multipurpose Hall (Auditorium cum multipurpose Class Room)	190.96 Sq.mtrs	=190.96 Sq.mtrs	1
19	Boys' Common Room	59.04 Sq.mtrs	= 59.04 Sq.mtrs	1
	Girls' Common Room	38.50 Sq.mtrs	= 38.50 Sq.mtrs	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 sections and the outputs have been validated on the basis of the supporting documents provided by the college, interactions with the Principal, IQAC Coordinator, faculty members and Superintendent of the office and visit to the college.

Observations

a) Curricular Aspects

Balurghat B.Ed. College is affiliated to Baba Saheb Ambedkar Education University. The College follows the curriculum developed 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. For effective delivery of curriculum, the sections (M.Ed. and B.Ed.) are maintaining lesson

plans and course progress records. 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.

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 needs to be maintained for enhancing the learning experiences of the students. The College maintains a mentoring system. But documentation of the mentoring system is quite adequate. All the departments conduct internal examinations as per the requirement of the affiliating University. The College may incorporate 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 to be evaluated more properly.

c) Research, Innovation, and Extension

The college has recently launched a drive for the faculty members to undertake research activities. 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. 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 indoor and outdoor play area is adequate and highly motivating.

e) Student Support and Progression

Several Departments conduct capacity-building and skill enhancement activities for the students. The placement of the students and progression to higher education is encouraging. Students need more encouragement for participation in extra-curricular activities.

f) Professional Development Activities

A few teachers have participated in FDP. But more teachers need to participate in FDPs.

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
- Safe and secured environment
- Clean and hygienic canteen facility for the students
- Various learning supports provided.

B) Human resources

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

C) Learning resources

- Updated curriculum with CBCS
- Effective participation of students in extension activities.
- Quality education at affordable cost with emphasis 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.
- Collaboration with institutions of higher education and professional institutions.

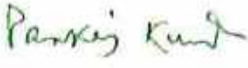

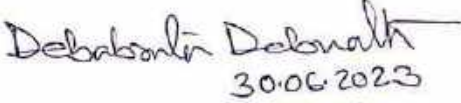
Challenges

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

Recommendations

- For effective delivery of curriculum, the course file of Academic departments should 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. (Dr.) PANKAJ KUNDU, Principal, Balurghat College & Registrar, Dakshin Dinajpur University (Additional Charge)	 Principal Balurghat College
PROF. (Dr.) BIMAN CHAKRABORTY, Principal, Balurghat Mahila Mahavidyalaya	 Principal Balurghat Mahila Mahavidyalaya Balurghat, Dakshin Dinajpur, W.B.
Pro. (Dr.) DEBABRATA DEBNATH, Dean, Faculty of Law, Education, Library Science, Journalism & Physical Education, University of Gour Banga & Head, Department of Education, University of Gour Banga, Malda, India	 30.06.2023 Dr. Debabrata Debnath Professor Department of Education University of Gour Banga, Malda