



# BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH

Nutanchati, Opposite Axis Bank, Bankura,  
West Bengal, Pin-722101

## ACADEMIC AUDIT REPORT For the Academic year 2016 - 2017

| Academic Audit of Department : English                                |   |   |                            |                            |
|---|---|---|----------------------------|----------------------------|
| Period of Audit: 2016-2017  |   |   |                            |                            |
| <b>I - COLLEGE PROFILE (To be filled in by the IQAC Co-ordinator)</b> |   |   |                            |                            |
| 1   | Name of the Department, Website, email and Ph. No.  | Department: English, E-mail id: <a href="mailto:sarada_6@yahoo.co.in">sarada_6@yahoo.co.in</a> ; Ph. No.: 03242-251194            |                            |                            |
| 2   | Name of the HOD, email & Mob. No.   | Dr. Arup Kumar Ghosh ,E-mail: <a href="mailto:arupkumarghosh@gmail.com">arupkumarghosh@gmail.com</a> ; Mobile No: 9434529509      |                            |                            |
| 3   | Name of the IQAC Coordinator, email & Mob. No.  | Dr.Nityananda Patra, <a href="mailto:nityananda.patra1967@gmail.com">nityananda.patra1967@gmail.com</a><br>Mobile No.: 9474144885 |                            |                            |
| 4   | Year of Establishment/ Year of Affiliation  | 1973/1975   |                            |                            |
| 5   | NAAC Grade with Cycle, Accredited Year (if not Accredited Status of Preparations)                           | Grade A (3.04) Cycle 2<br>2015  |                            |                            |
| 6   | UGC Recognition (2F & 12 B)   | YES   |                            |                            |
| 7   | Departmental Working Hours (if shift system mention details of both shifts & give reasons for shift system) | 10.10 a.m-5.00 p.m (Monday to Saturday)   |                            |                            |
| 8   | No. of Posts Sanctioned:  |   | Teaching                   | Non Teaching               |
|   | Teaching -  | Govt. approved :  | 2                          |                            |
|   | Non Teaching-   | Management approved :   |                            |                            |
|   | Supportive Staff -  | Govt. approved Contractual :  | 1                          | -                          |
|   | Other if any -  | Management approved Contractual :   | -                          | -                          |
|   |   | Guest Working:  | 2                          |                            |
| 9   | Course wise & Year wise Students strength particulars   | <b>No of Students</b>   | <b>1<sup>st</sup> Year</b> | <b>2<sup>nd</sup> Year</b> |
|   |   |   | <b>16-17</b>               | <b>16-17</b>               |
|   |   | <b>Honours</b>  | 63                         | 66                         |
|   |   | <b>General</b>  | 32                         | 32                         |
|   |   |   |                            | <b>3<sup>rd</sup> Year</b> |
|   |   |   |                            | <b>16-17</b>               |
|   |   |   |                            | 50                         |
|   |   |   |                            | 10                         |



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| <b>II - CURRICULAR ASPECTS</b> |   | <b>Statement</b>   | <b>Impression/Recommendation/<br/>Remark by Academic Advisors</b>   | <b>Status</b> | <b>Grade</b> |
|--------------------------------|---|--|---|---------------|--------------|
| 1                              | Departmental Annual Curricular Plans  | Distribution of syllabus in modules and unitization of syllabus were prepared well before the commencement of classes and executed in a planned and systematic manner. (Annexure I) PO, CO & PSO is also formulated. Prayer for PG Course with regular mode under the University of Bankura. | Practical experience on theoretical knowledge be given importance through the introduction of Internship, if possible.  | Good          | A            |
| 2                              | Departmental Activities and Records of students' and Teachers' participation for the Academic Year 2016 to 2017 | Every activity is recorded such as Departmental meetings, Departmental Seminar, Student-Seminar, Class Tests, Meetings of committees related to Parent-Student -Teacher formed by the department etc.  | Database on the pass out students for making alumni association more dynamic and productive be made an integral part of the departmental activities every year. | Good          | A            |
| 3                              | Add-on Courses completed during Academic Year 2016 to 2017  | NIL  | At least introduction of some vocational training courses be made compulsory every year to impart practical knowledge.  | Poor          | C            |
| 4                              | Plan for introduction of new Add-on Courses in Academic Year 2016 to 2017                                       | NIL  | At least introduction of some vocational training courses be made compulsory every year to impart practical knowledge.  | Poor          | C            |



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|   |   |   |  |              |   |
|---|---|---|--|--------------|---|
| 5 | Coverage of Syllabus (Average Percentage)   | More than 90% syllabus is covered for all courses of UG program. Records are kept in the individual Teacher's Diary.  | 100% coverage of the syllabus should be made mandatory because it will help the advanced students immensely. | Good         | A |
| 6 | Maintenance of Student Attendance Registers | Day to day attendance is recorded in the Student Attendance Registers.  | Poor attendance (i.e. less than 50%) of the students be compulsorily intimated to the parents.               | Good         | A |
| 7 | Feedback forms on Curriculum from students  | Feedback is taken and analyzed.<br>(Annexure –II) Attempts are being made to submit the Feedback online by the students from the current session.<br>Suggestions and Proposals from students have been carefully analyzed. Some of the demands have been fulfilled by the department in the interest of the students. | Online feedback procedure should be implemented.   | Satisfactory | B |

\*\* Grade A (Good) / B (Satisfactory) / C (Poor)



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| <b>III - TEACHING, LEARNING &amp; EVALUATION</b> |  | <b>Statement</b>   | <b>Impression/Recommendation/Remark by Academic Advisors</b>  | <b>Status</b> | <b>Grade</b> |
|--|--|--|---|---------------|--------------|
| 1  | Teaching Diaries & Plans in the Prescribed Formats                     | The teaching diaries and plans are maintained by all the teachers of the department and those are verified and signed by the Principal.  | Well maintained.  | Good          |              |
| 2  | Co-Curricular Activities (Departmental Level)                          | Students of each year organized Teachers' Day celebration program in the department. They used to demonstrate songs, one act play, recitation, quiz etc.   | Arrangement of Exhibition at least once a year is recommended.  | Good          |              |
| 3  | Degrees offered  | UG programs run by the department.   | Job-oriented programmes be introduced, if possible.   | Good          |              |
| 4  | Conduct of Internal Examinations-continuous assessment & Mid-Term Test | Continuous assessment is carried out by the department in the form of Class Test, Mid-term test, Concept Test, Surprise Test, Practical Test and Internal Assessment.  | Well maintained and documented.   | Good          |              |
| 5  | Remedial Classes   | Remedial classes are conducted for each semester as and when required subject to the availability of time and convenience of student and teachers. Sometimes in the remedial classes, evaluated and assessed answer scripts are shown to the students for their self-assessment and better understanding of the subject. | Assessed answer scripts reflecting the academic improvement of the students be given to the students to show their parents. | Good          |              |
| 6  | Record of Mentoring of students by teachers                            | Record of mentoring of students by teachers is maintained by the department. However, mentoring is also provided outside the class .   | Performances of the students in all respects be intimated to the parents periodically, if possible.                         | Good          |              |
| 7  | Result Analysis for the years 2016 & 2017                              | Result analysis is done according to result sheet provided by the University (Annexure-III). After critical analysis of the results, the students are advised about how to improve in University examination.  | Final result sheet should be well-circulated through college prospectus, website etc.                                       | Good          |              |



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\*\* Grade A (Good) / B (Satisfactory) / C(Poor)



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| <b>IV - RESEARCH AND CONSULTANCY</b> |  | <b>Statement</b>  | <b>Impression/Recommendation/Remark by Academic Advisors</b>                                      | <b>Status</b> | <b>Grade</b> |
|--------------------------------------|--|---|---|---------------|--------------|
| 1                                    | No. of Research Guides in the Department   | Nil   | Departmental teachers be encouraged to complete their Ph.D.                                       | Poor          | C            |
| 2                                    | No. of Faculty registered for Ph. D (attach details)   | One permanent faculty have Ph.D .   | Departmental teachers be encouraged to complete their Ph.D.                                       | Satisfactory  | B            |
| 3                                    | Number of Major/Minor/Other Research Projects (attach details)   | Major: Nil  | Other funding agencies may be explored.   | Poor          | C            |
|                                      |  | Minor: Nil  |   |               |              |
|                                      |  | Others: Nil   |   |               |              |
| 4                                    | Number of Research Papers Published in Academic year (Internationals/Nationals Journals) (attach details)                            | Nil   | Inadequate.   | Poor          | C            |
|                                      |  | Nil   |   |               |              |
| 5                                    | Number of Papers Presented in Academic year 2016 to 2017 (International/National/State Level Conference) (attach details)            | International: Nil  | Inadequate.   | Satisfactory  | B            |
|                                      |  | National : Nil  |   |               |              |
|                                      |  | State Level Conference: Nil   |   |               |              |
| 6                                    | Number of Books Published in Academic year 2016 to 2017 (Single Author/Co Author) (attach details)                                   | As a Single Author – Nil  | Inadequate.   | Satisfactory  | B            |
|                                      |  | As a Co-Author – Nil  |   |               |              |
| 7                                    | Number of Seminars / Workshops / Training Program Conducted in the Academic year (International / National / State) (attach details) | 01 (Annexure-IV)  | Efforts to be made to conduct National/International Seminars                                     | Satisfactory  | B            |
| 8                                    | Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year (other than University)   | Nil   | Arrangement of Exhibition at least once a year is recommended.                                    | Satisfactory  | B            |
| 9                                    | Record of Consultancy in Academic year 2016 to 2017 (attach details)   | Nil   | Initiative should be taken by the college to invite various companies for placement, if possible. | Poor          | C            |
| 10                                   | Record of MOUs in Academic year 2016 to 2017 (attach details)  | Initiatives are being taken by the Department to sign MOUs with adjacent institutions of Bankura University for Faculty exchange, Collaborative | Initiative should be taken by the college, if possible.   | Poor          | C            |



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|  |  |           |  |  |
|--|--|-----------|--|--|
|  |  | Seminars. |  |  |
|--|--|-----------|--|--|

\*\* Grade A (Good) / B (Satisfactory) / C (Poor)

| <b>V - EXTENSION ACTIVITIES</b> |  | <b>Statement</b>  | <b>Impression/Recommendation/<br/>Remark by Academic<br/>Advisors</b> | <b>Status</b> | <b>Grade</b> |
|---------------------------------|--|---|---|---------------|--------------|
| 1                               | Record of Subject/Department Related Extension Activities (attach details)   | NIL   | Initiative may be taken by the Department.                            | Poor          | C            |
| 2                               | Field Visit (attach records)   | NIL   | Initiative may be taken by the Department.                            | Poor          | C            |
| 3                               | Industry Visit (attach records)  | NIL   | Initiative may be taken by the Department.                            | Poor          | C            |
| 4                               | Any Other Club (attach records)  | NIL   | Initiative may be taken by the Department.                            | Poor          | C            |
| 5                               | Any other social service activity undertaken by the students and teachers/students/teachers of the department (attach records) | Some teachers are members of some non-govt. social organizations. | Adequate  | Good          | A            |

\*\* Grade A (Good) / B (Satisfactory) / C (Poor)

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**Recommendation/Suggestions by Academic Advisors**

|  |                |   |   |
|--|----------------|---|---|
| Suggestions for improvement/progress of the department | Sheet attached |   |   |
| Declaration by the Department                          | 1              | Signatures of Academic Advisor with designation<br><i>[Signature]</i> (Inspector of Colleges) | Seal<br>Inspector of Colleges<br>(Addl. Charge)<br>Bankura University |
|  | 2              |   |   |
|  | 3              |   |   |
| Signature of the HOD with date                         |                |   |   |
| Signature of the Principal with date                   |                |   |   |

**Declaration by the Principal**

On behalf of the College Governing Body and as Institutional Head, I will forward the observations by the Academic Advisors to IQAC and also to the Governing Body of the Institution for further necessary action regarding Academic development of the department.

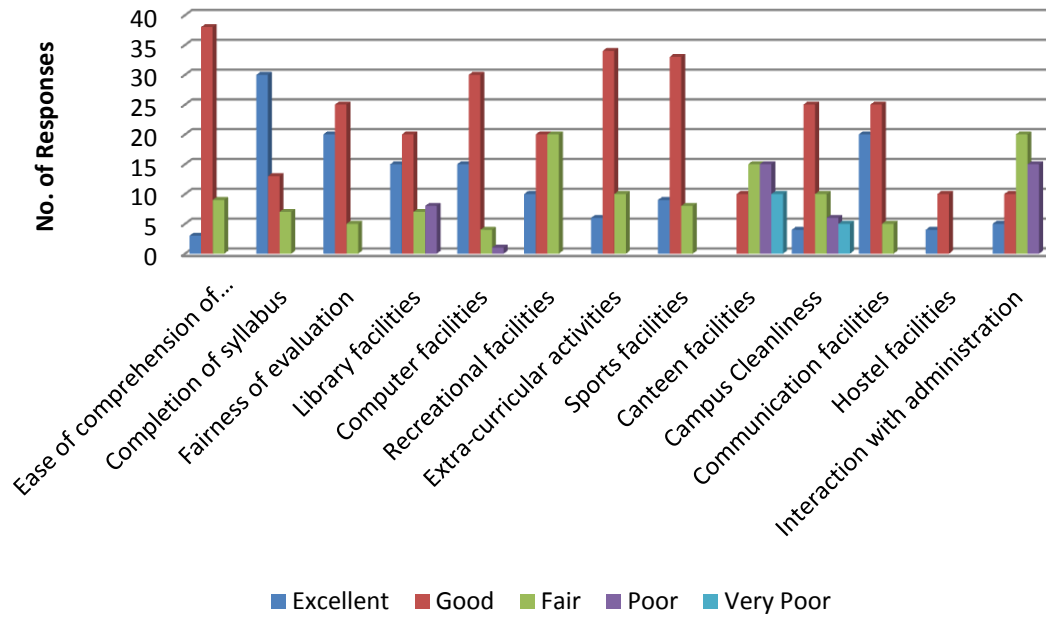
Date:

*[Signature]*  
\_\_\_\_\_  
Signature of Principal  
**Principal**  
Bankura Zilla Saradamani  
Mahila Mahavidyalaya

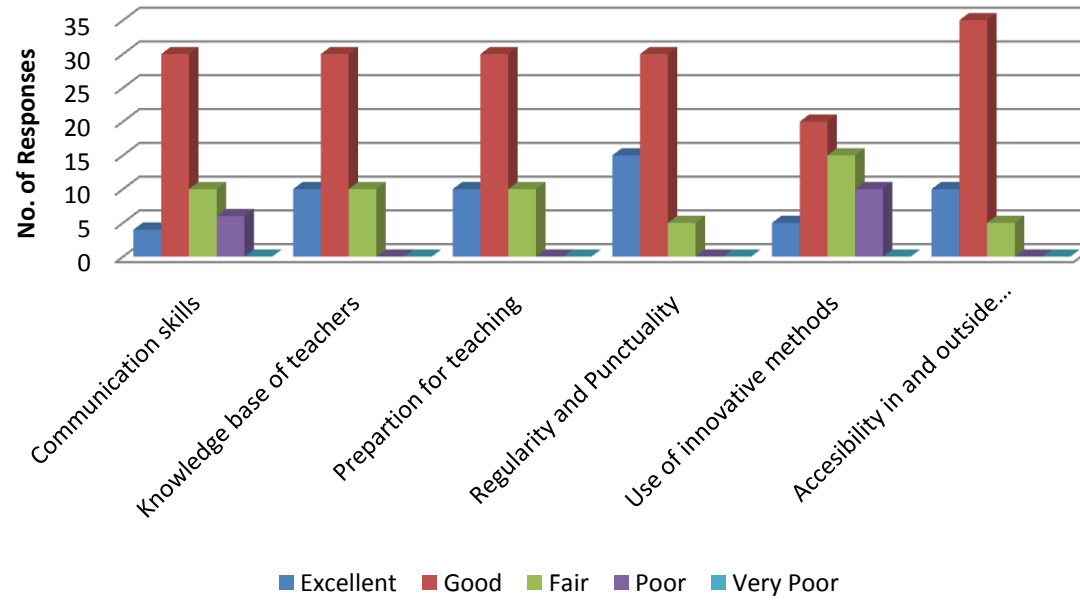


| Students' Feedback (2016-17)             |           |      |      |      |           |    |
|--|-----------|------|------|------|-----------|----|
| No. of Responses                         |           |      |      |      |           |    |
| Questions                                | Excellent | Good | Fair | Poor | Very Poor |    |
| Ease of comprehension of subjects taught | 3         | 38   | 9    |      |           | 50 |
| Completion of syllabus                   | 30        | 13   | 7    |      |           | 50 |
| Fairness of evaluation                   | 20        | 25   | 5    |      |           | 50 |
| Library facilities                       | 15        | 20   | 7    | 8    |           | 50 |
| Computer facilities                      | 15        | 30   | 4    | 1    |           | 50 |
| Recreational facilities                  | 10        | 20   | 20   |      |           | 50 |
| Extra-curricular activities              | 6         | 34   | 10   |      |           | 50 |
| Sports facilities                        | 9         | 33   | 8    |      |           | 50 |
| Canteen facilities                       |           | 10   | 15   | 15   | 10        | 50 |
| Campus Cleanliness                       | 4         | 25   | 10   | 6    | 5         | 50 |
| Communication facilities                 | 20        | 25   | 5    |      |           | 50 |
| Hostel facilities                        | 4         | 10   |      |      |           | 14 |
| Interaction with administration          | 5         | 10   | 20   | 15   |           | 50 |
|  |           |      |      |      |           |    |
| On Teachers                              |           |      |      |      |           |    |
| Communication skills                     | 4         | 30   | 10   | 6    | 0         | 50 |
| Knowledge base of teachers               | 10        | 30   | 10   | 0    | 0         | 50 |
| Preparation for teaching                 | 10        | 30   | 10   | 0    | 0         | 50 |
| Regularity and Punctuality               | 15        | 30   | 5    | 0    | 0         | 50 |
| Use of innovative methods                | 5         | 20   | 15   | 10   | 0         | 50 |
| Accessability in and outside the class   | 10        | 35   | 5    | 0    | 0         | 50 |

## Students' Feedback on Various Indicators



## Students' Feedback on Teachers



**Annexure-**  
**Result Analysis**  
**Department of English**  
**Result (2016-17)**

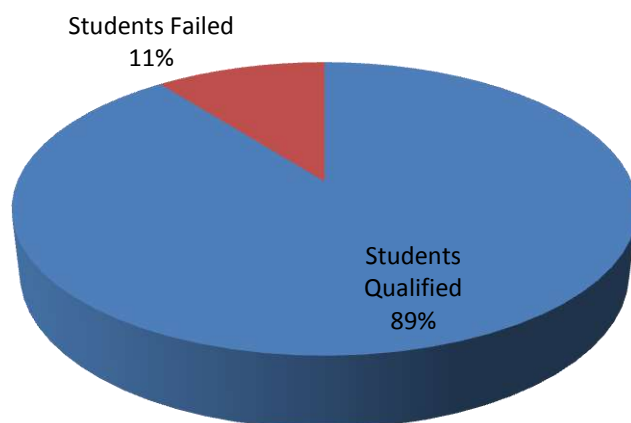
| Session | Student Appear | Student Passed | Division/Class  |    |
|---------|----------------|----------------|-----------------|----|
| 2016-17 | 38             | 34             | 1 <sup>st</sup> | 02 |
|         |                |                | 2 <sup>nd</sup> | 32 |

Meeting of the faculty members of the Department of English is held today, 12.07.2017 (Wednesday) at 12.00 AM to discuss about the analysis of result of final examination of 2017 and it is resolved that:

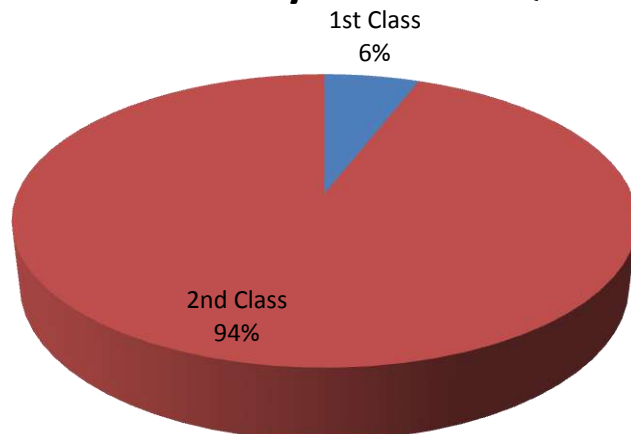
1. Updated information regarding the subject should be provided in the class hours.
2. Some special classes apart from the regular classes should be taken in certain week.
3. Students should be inspired to take online classes for better knowledge and perfection.
4. Smart classes should be taken in every week.
5. Analyze the previous year's questions and follow the question pattern accordingly the preparation should be started and thoroughly practice more and more question answers.
6. Library hours should be increased and every week a certain time for library reading session should be allotted.
7. The number of reference books, journals, and magazines and text books should be increased in the library.
8. Interdisciplinary classes should be arranged for betterment of their knowledge.
9. Practice more and more at home and for any doubt arises, doubt clearing classes should be arranged.

Meeting ends to the thanks of the chair.

### Students Qualified and Failed



### Class obtained by Students Qualified



#### **Annexure - IV**

##### **Attended Seminar in the Academic Year 2016-17**

Participated in the UGC sponsored One Day State Level Seminar on “Women Empowerment”, organised by the Internal Quality Assurance Cell of Bankura Zilla Saradamani Mahila Mahavidyapith on 08.03.2017.