



BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH

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

ACADEMIC AUDIT REPORT For the Academic year 2015 - 2016

Academic Audit of Department : English				
Period of Audit: 2015-2016				
I - COLLEGE PROFILE (To be filled in by the IQAC Co-ordinator)				
1	Name of the Department, Website, email and Ph. No.	Department: English, E-mail id: sarada_6@yahoo.co.in ; Ph. No.: 03242-251194		
2	Name of the HOD, email & Mob. No.	Dr. Arup Kumar Ghosh ,E-mail: arupkumarghosh@gmail.com ; Mobile No: 9434529509		
3	Name of the IQAC Coordinator, email & Mob. No.	Dr.Nityananda Patra, nityananda.patral967@gmail.com 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 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	No of Students	1st Year	2nd Year
			15-16	15-16
		Honours	63	55
		General	30	30
				3rd Year
				15-16
				43
				10



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II - CURRICULAR ASPECTS		Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade
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 2015 to 2016	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 2015 to 2016	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 2015 to 2016	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. (Annexure –II) Attempts are being made to submit the Feedback offline by the students from the current session. 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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III - TEACHING, LEARNING & EVALUATION		Statement	Impression/Recommendation/Remark by Academic Advisors	Status	Grade
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	A
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	A
3	Degrees offered	UG programs run by the department.	Job-oriented programmes be introduced, if possible.	Good	A
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	A
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	A
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	A
7	Result Analysis for the years 2015 & 2016	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	A



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IV - RESEARCH AND CONSULTANCY		Statement	Impression/Recommendation/Remark by Academic Advisors	Status	Grade
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)	International: Nil	Inadequate.	Poor	C
		National : Nil			
5	Number of Papers Presented in Academic year 2015 to 2016 (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 2015 to 2016 (Single Author/Co Author) (attach details)	As a Single Author – 01 (Annexure-IV)	Inadequate.	Satisfactory	B
		As a Co-Author – 01 (Annexure-IV)			
7	Number of Seminars / Workshops / Training Program Conducted in the Academic year (International / National / State) (attach details)	01 (Annexure-V)	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 2015 to 2016 (attach details)	Nil	Initiative should be taken by the college to invite various companies for placement, if possible.	Poor	C

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



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1 0	Record of MOUs in Academic year 2015 to 2016 (attach details)	Nil	Initiative should be taken by the college, if possible.	Poor	C
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** Grade A (Good) / B (Satisfactory) / C (Poor)

V - EXTENSION ACTIVITIES		Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade
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 <i>[Signature]</i> (Inspector of Colleges)	Seal Inspector of Colleges (Addl. Charge) 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 Saradhamani
Mahila Mahavidyalaya

Students' Feedback (2015-16)

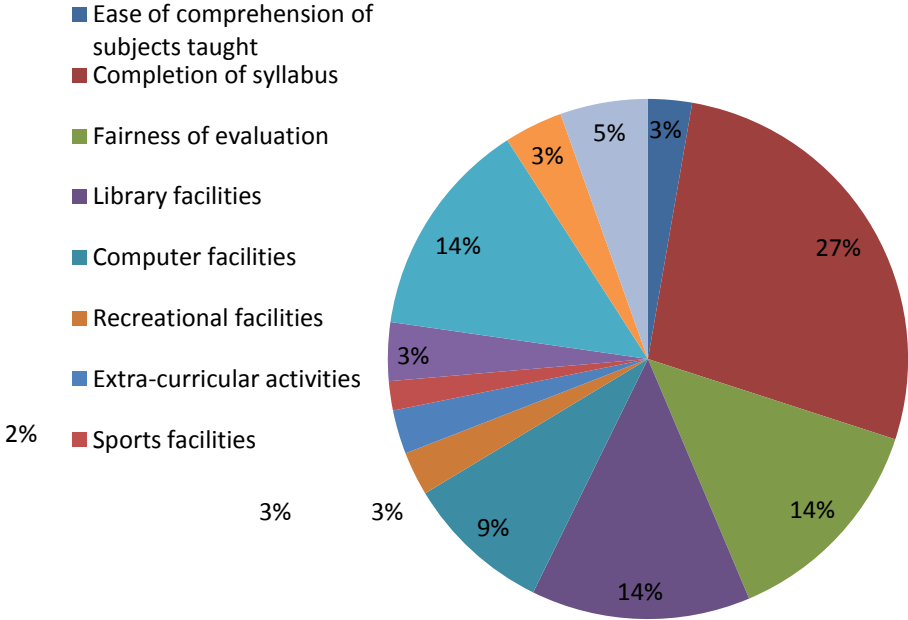
No. of Responses

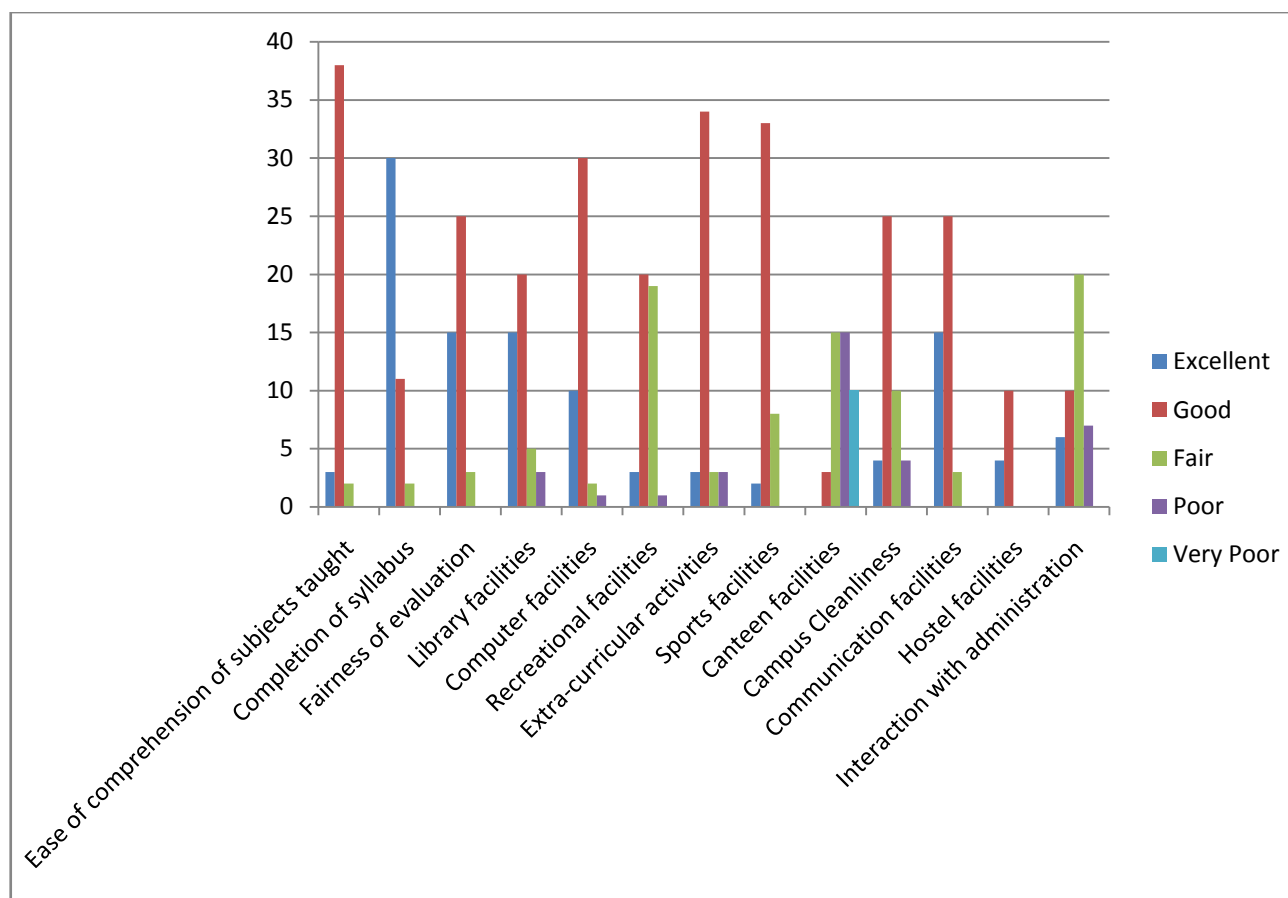
Questions	Excellent	Good	Fair	Poor	Very Poor	
Ease of comprehension of subjects taught	3	38	2			43
Completion of syllabus	30	11	2			43
Fairness of evaluation	15	25	3			43
Library facilities	15	20	5	3		43
Computer facilities	10	30	2	1		43
Recreational facilities	3	20	19	1		43
Extra-curricular activities	3	34	3	3		43
Sports facilities	2	33	8	0		43
Canteen facilities		3	15	15	10	43
Campus Cleanliness	4	25	10	4		43
Communication facilities	15	25	3			43
Hostel facilities	4	10				14
Interaction with administration	6	10	20	7		43

On Teachers

Communication skills	4	25	10	4		43
Knowledge base of teachers	10	30	3			43
Preparation for teaching	8	25	10			43
Regularity and Punctuality	15	25	3			43
Use of innovative methods	5	20	13	5		43
Accessability in and outside the class	10	30	3			43

Chart Title





Annexure-
Result Analysis
Department of English
Result (2015-16)

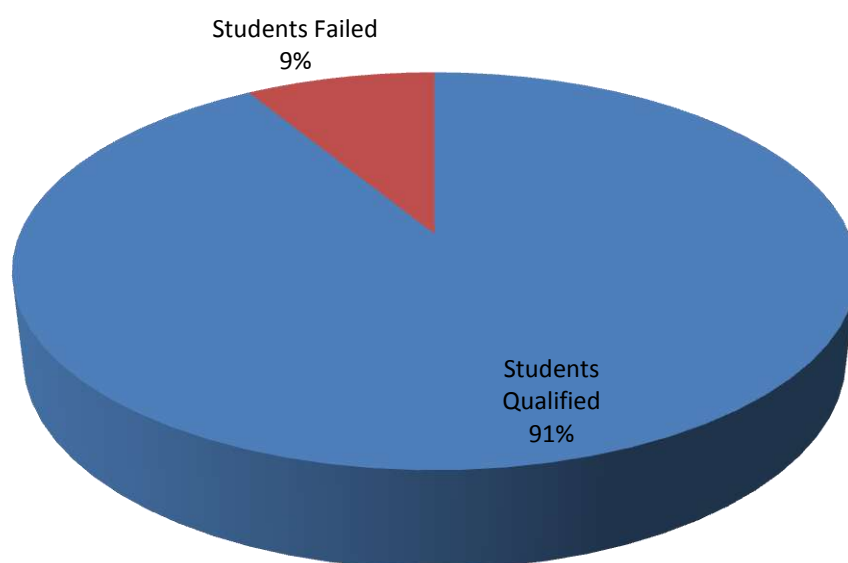
Session	Student Appear	Student Passed	Division/Class	
2015-16	23	21	1 st	01
			2 nd	20

Meeting of the faculty members of the Department of English is held today, 15.07.2016 (Friday) at 11.00 AM to discuss about the analysis of result of final examination of 2016 and it is resolved that:

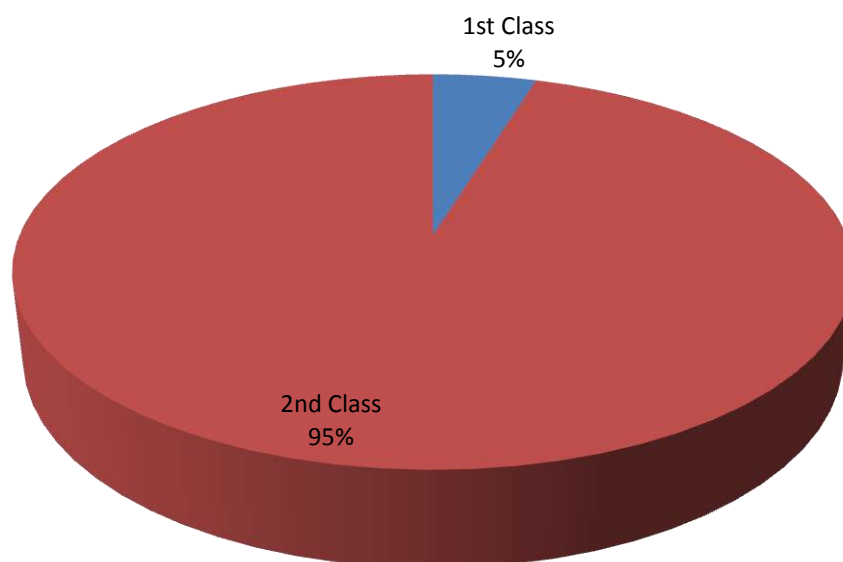
1. Updated information regarding the subject should be provided in the class hours.
2. Some special classes apart from the regular classes should be taken in certain week.
3. Students should be inspired to take online classes for better knowledge and perfection.
4. Smart classes should be taken in every 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

List of book published in academic year 2015-16

Arup Kumar Ghosh

Sl. No	Name of the Book	ISBN & Publisher	Date
1.	The Emerging Paradigms of Poetics Aristotle, Sidney, Wordsworth, Coleridge and Eliot	Kabitika (Midnapore) ISBN- 978-93-85248-45-0	March, 2016
2.	Sister Nivedita's Role in Women Education in India	Kabitika (Midnapore) ISBN- 978-93-85248-24-5	July, 2015

Annexure - V

Attended Seminar in the Academic Year 2015-16

1. Participated in UGC sponsored Two Day National Seminar on “Post-Independence Indian Drama in English: Theoretical & Performative Approaches” on 17th and 18th December, 2015 organised by Department of English (UG & PG), Bankura Christian College in Collaboration with IASA (Eastern Region) and acted as Delegate.