



BANKURA ZILLA SARADHAMANI MAHILA MAHAVIDYALAYA

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

ACADEMIC AUDIT REPORT For the Academic year 2018 - 2019

Academic Audit of Department : English					
Period of Audit: 2018-2019					
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.		Prof. Anupriya Mandal, E-mail: aanupriya87@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		
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 Sem	3rd Sem
				17-18	17-18
			Honours	64	60
			General	16	12
			PG	13	16
					3rd Year
					17-18
					44
					10
					00



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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 of both UG & PG are also formulated.	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 2018 to 2019	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 2018 to 2019	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 2018 to 2019	Plan for course on Communicative English	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 online 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. The second edition of The departmental Wall Magazine entitled "The Phoenix" is initiated.	Arrangement of Exhibition at least once a year is recommended.	Good	A
3	Degrees offered	UG & PG 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 2018 & 2019	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	Final result sheet should be well-circulated through college prospectus, website etc.	Good	A



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		University examination.			
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** Grade A (Good) / B (Satisfactory) / C(Poor)



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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)	Two permanent faculty .	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- 01 (Annexure-IV)	Inadequate.	Poor	C
		Nil			
5	Number of Papers Presented in Academic year 2018 to 2019 (International/National/State Level Conference) (attach details)	International: 01 (Annexure-V)	Inadequate.	Satisfactory	B
		National : Nil			
		State Level Conference: Nil			
6	Number of Books Published in Academic year 2018 to 2019 (Single Author/Co Author) (attach details)	As a Single Author – 01	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)	Nil	Efforts to be made to conduct National/International Seminars	Satisfactory	B
8	Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year (other than University)	01	Arrangement of Exhibition at least once a year is recommended.	Satisfactory	B
9	Record of Consultancy in Academic year 2018 to 2019 (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 2019 to 2020 (attach details)	Initiatives are being taken by the Department to sign MOUs with adjacent	Initiative should be taken by the college, if possible.	Poor	C



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		institutions of Bankura University for Faculty exchange, Collaborative Seminars.		
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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.

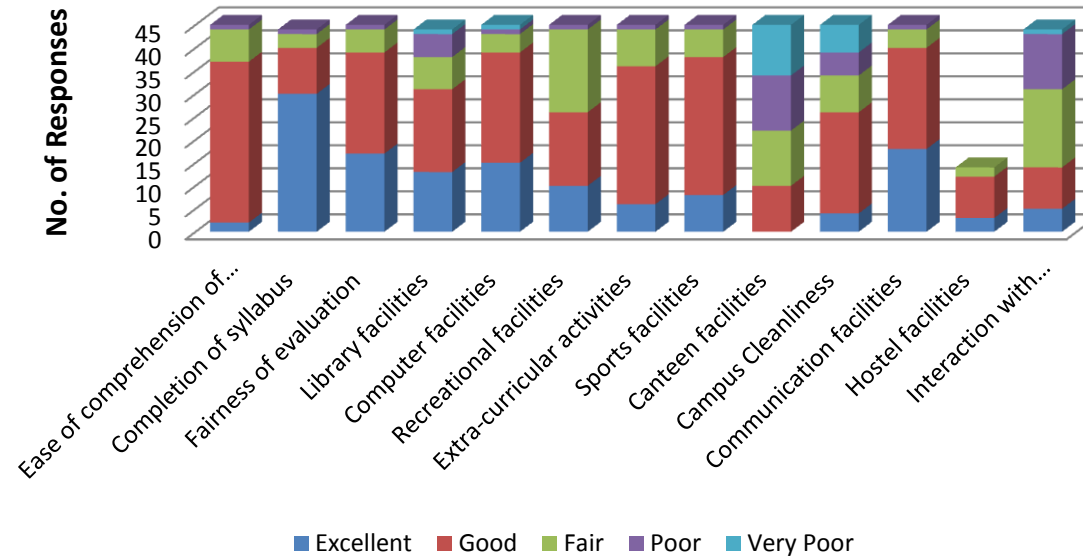
Date:

[Signature]

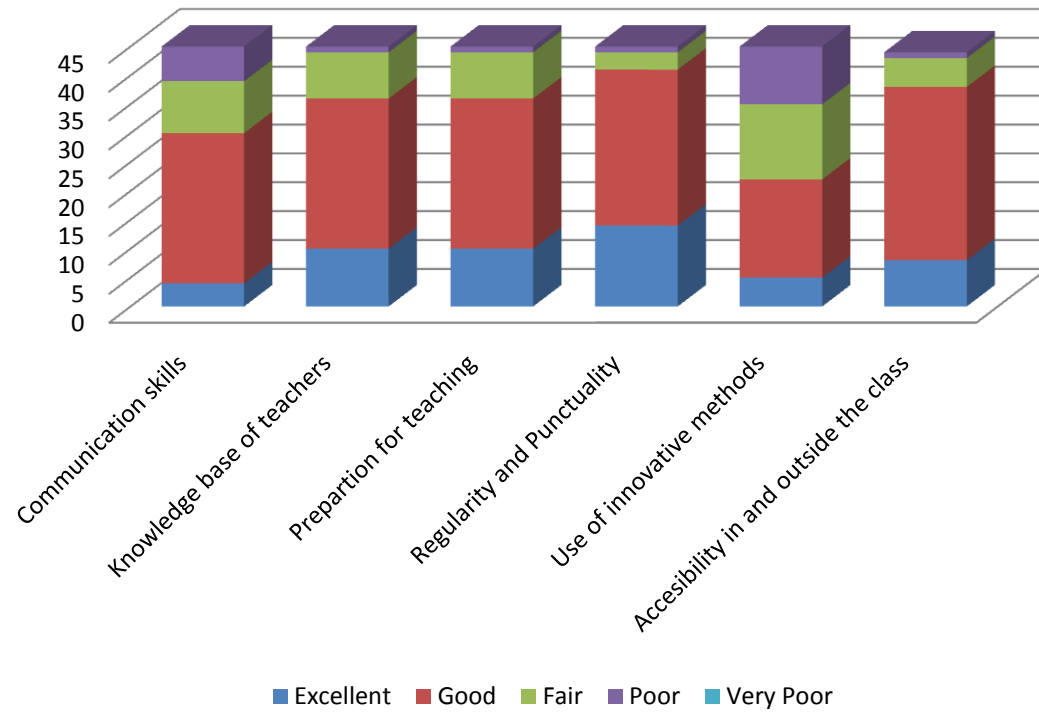
Signature of Principal
Principal
Bankura Zilla Saradhamani
Mahila Mahavidyalaya

Students' Feedback (2018-19) No. of Responses						
Questions	Excellent	Good	Fair	Poor	Very Poor	
Ease of comprehension of subjects taught	2	35	7	1		44
Completion of syllabus	30	10	3	1		44
Fairness of evaluation	17	22	5	1		44
Library facilities	13	18	7	5	1	44
Computer facilities	15	24	4	1	1	44
Recreational facilities	10	16	18	1		44
Extra-curricular activities	6	30	8	1		44
Sports facilities	8	30	6	1		44
Canteen facilities		10	12	12	11	44
Campus Cleanliness	4	22	8	5	6	44
Communication facilities	18	22	4	1		44
Hostel facilities	3	9	2			14
Interaction with administration	5	9	17	12	1	44
On Teachers						
Communication skills	4	26	9	6		44
Knowledge base of teachers	10	26	8	1		44
Prepartion for teaching	10	26	8	1		44
Regularity and Punctuality	14	27	3	1		44
Use of innovative methods	5	17	13	10		44
Accesibility in and outside the class	8	30	5	1		44

Students' Feedback on Various Indicators



Students' Feedback on Teachers



Annexure-III

Result Analysis

Department of English

Result (2018-19)

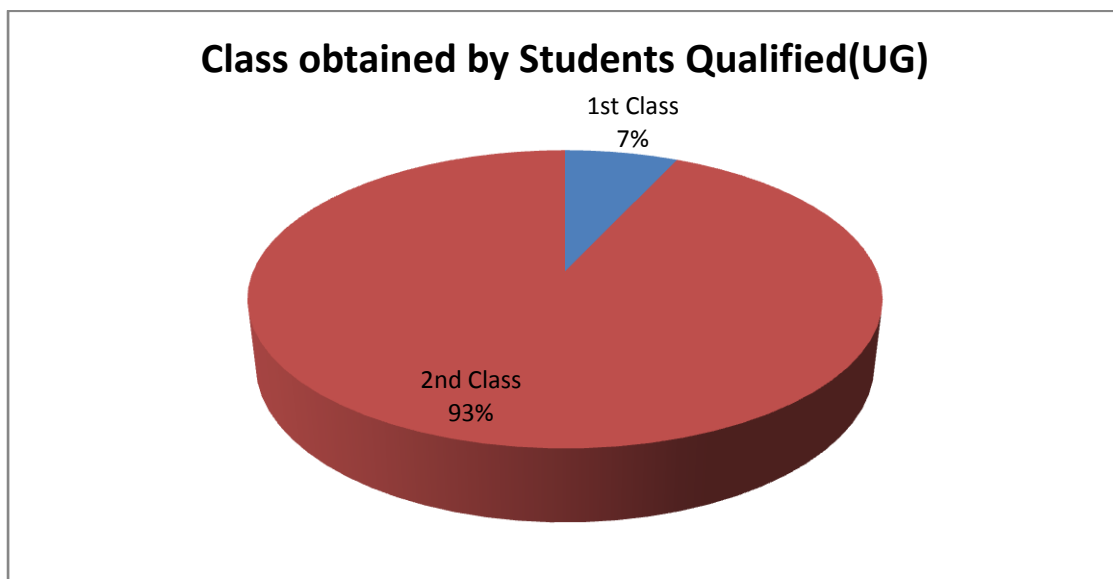
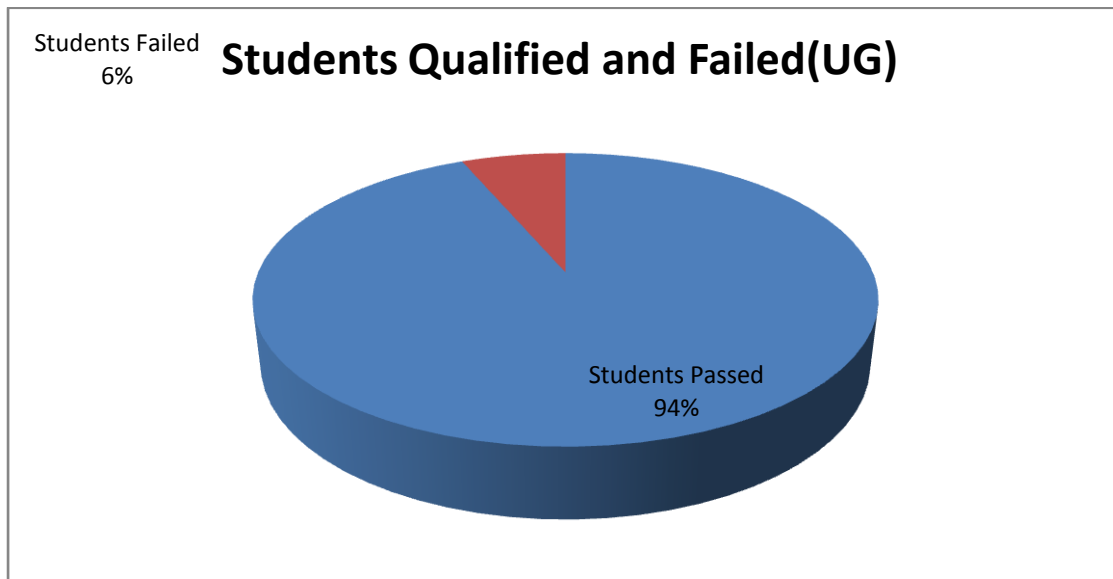
Session	Course	Student Appear	Student Passed	Division/Class	
2018-19	UG	31	29	1st	02
				2nd	27
	PG	16	16	1st	03
				2nd	13

Meeting of the faculty members of the Department of English is held today, 11.07.2019 (Thursday) at 12.00 AM to discuss about the analysis of result of final examination of 2018 and it is resolved that:

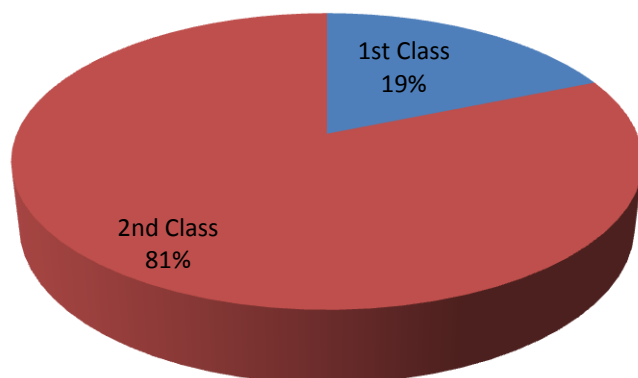
1. Updated information regarding the subject should be provided in the class hours.
2. Some special classes apart from the regular classes should be taken in certain week.
3. Students should be inspired to take online classes for better knowledge and perfection.
4. Smart classes should be taken in every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



Class obtained by Students Qualified(PG)



Annexure-IV

Ms. Anrita Batabyal

- Published a paper entitled, “Representation of Disability in Mahesh Dattani’s *Tara* and *Brief Candle*” in the UGC approved journal, *Appropriations*. (Vol.12 . ISSN: 0975-1521) in July, 2018.

Annexure: V

Prof. Amit Bairagi

- Presented a Paper entitled "String Puppetry in West Bengal: A Study on the Nature of Changes on Social, Economic and Performative Levels" in Two Day International Seminar on "Evolution of Tradition: Interrogating transformations in Traditional Folk Performing Arts" at the Ramkrishna Mission Institute of Culture, Kolkata, 10th and 11th January 2019.