



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 : Political Science				
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: Political Science, E-mail id: sarada_6@yahoo.co.in ; Ph. No.: 03242-251194	
2	Name of the HOD, email & Mob. No.		Prof. Santi Ram Mandal, E-mail: profsrmandal@gmail.com ; Mobile No: 9434712245	
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)		10.00 a.m-5.00 p.m (Monday to Saturday)	
8	No. of Posts Sanctioned:			Teaching Non Teaching
	Teaching -		Govt. approved :	01 -
	Non Teaching-		Management approved :	- -
	Supportive Staff -		Govt. approved Contractual :	01 -
	Other if any -		Management approved Contractual :	- -
			Guest Working:	02 -
9	Course wise & Year wise Students strength particulars		No of Students	1st Year 2nd Year 3rd Year
				15-16 15-16 15-16
			Honours	29 19 05
			General	104 87 43



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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.	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	Efforts be made for the introduction of some vocational training courses or at least hands on training be made compulsory every year to impart practical knowledge.	Poor	C
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	Good	A

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			to the parents.		
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 made compulsory.	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/ semester organized Teachers' Day celebration program every year in the department. .	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 both the theoretical and practical marks.	Final result sheet should be well-circulated through college prospectus, website etc.	Good	A

** 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	All Departmental teachers be encouraged to complete their Ph.D.	Poor	C
2	No. of Faculty registered for Ph. D (attach details)	Nil	All Departmental teachers be encouraged to complete their Ph.D.	Poor	C
3	Number of Major/Minor/Other Research Projects (attach details)	Major: Nil Minor: Nil Others: Nil	Other funding agencies may be explored.	Poor	C
4	Number of Research Papers Published in Academic year (Internationals/Nationals Journals) (attach details)	Nil Nil	Inadequate.	Poor	C
5	Number of Papers Presented in Academic year 2015 to 2016 (International/National/State Level Conference) (attach details)	International: Nil National : Nil State Level Conference: Nil	Inadequate.	Poor	C
6	Number of Books Published in Academic year 2015 to 2016 (Single Author/Co Author) (attach details)	As a Single Author – 01 (Annexure-IV) As a Co-Author – Nil	Inadequate.	Satisfactory	B
7	Number of Seminars / Workshops / Training Program Conducted in the Academic year (International / National / State) (attach details)	02 (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)	01 (Annexure-VI)	Arrangement of Exhibition at least once a year is recommended.	Satisfactory	B

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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
10	Record of MOUs in Academic year 2015 to 2016 (attach details)	Nil	Initiative should be taken by the college, if possible.	Poor	C

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



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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>(Inspector of Colleges)</i>	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.

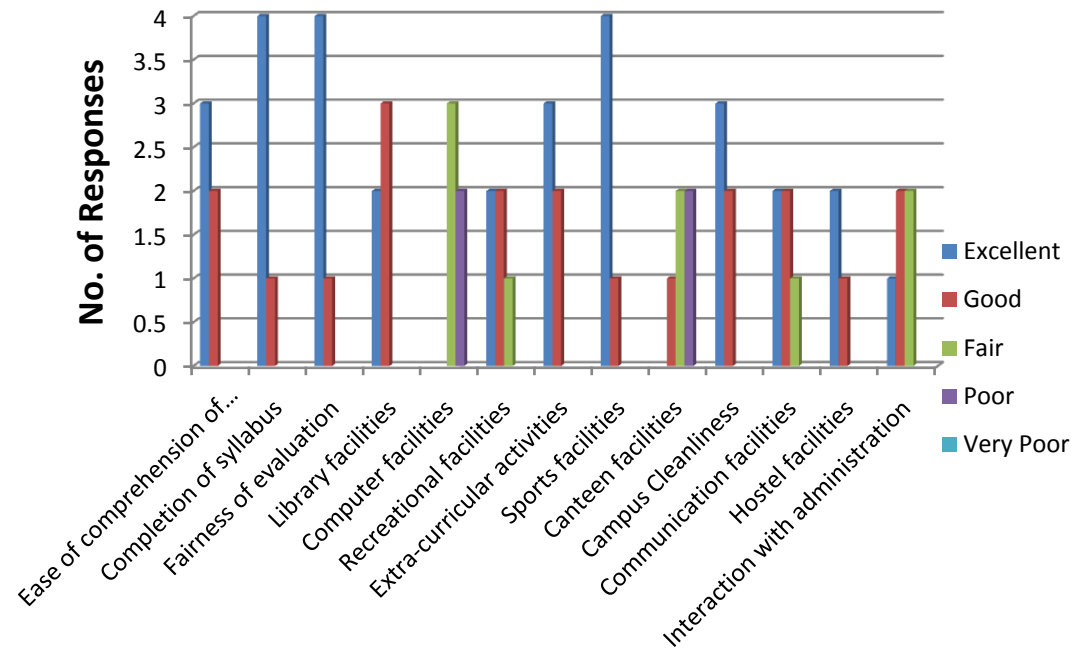
Date:

(Signature)

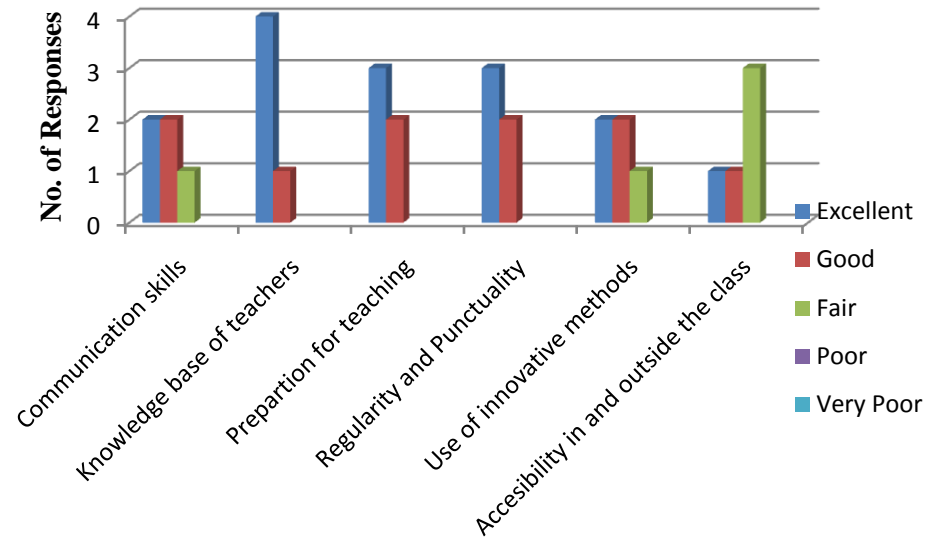
Signature of Principal
Principal
Bankura Zilla Saradhamani
Mahila Mahavidyalaya

Students' Feedback (2015-16)						
Questions	Excellent	Good	Fair	Poor	Very Poor	Total Students
Ease of comprehension of subjects taught	3	2				5
Completion of syllabus	4	1				5
Fairness of evaluation	4	1				5
Library facilities	2	3				5
Computer facilities			3	2		5
Recreational facilities	2	2	1			5
Extra-curricular activities	3	2				5
Sports facilities	4	1				5
Canteen facilities		1	2	2		5
Campus Cleanliness	3	2				5
Communication facilities	2	2	1			5
Hostel facilities	2	1				3
Interaction with administration	1	2	2			5
On Teachers						
Communication skills	2	2	1			5
Knowledge base of teachers	4	1				5
Preparation for teaching	3	2				5
Regularity and Punctuality	3	2				5
Use of innovative methods	2	2	1			5
Accessability in and outside the class	1	1	3			5

Students' Feedback (2015-16)



Students' Feedback (2015-16) On Teachers



Annexure-III

(Result Analysis for the year 2015- 2016)

year	Total No. of Students appeared for the End- Semester Examination	Total No. of Students passed	Remarks
2015-2016	03	01	1 st Class-01

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 season 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.

(Annexure-IV)

Books/Volumes published in the Academic year-2015-2016					
Name of Faculty	Designation	Name of Book published	ISBN No.	Publication Year	Single/Co – Author
Sri Munna Lal Tikait	Govt. App. PTT	“Bharatbarshe Nari Sikha O Nivedita”(PP – 43-47), Sister Nivedita’s Role In Women Education In India	ISBN: 978-93-85248-24-5	July 2015	Single

(Annexure-V)

Seminars/Workshops/Training Programme in the Academic year-2015-2016	
Level	
State	1. Participated as Resource Person in One Day State Level Seminar on <i>Politics of Gender Inequality & Problems of Sustainable Development Issues & Challenges in Theory & Practices</i> organized jointly by the Departments of Political Science & geography at Onda Thana Mahavidyalaya on March 19, 2016.
	2. A Convenor Of One Day State Level Seminar at Onda Thana Mahavidyalaya on 19 th March 2016

Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year 2015 to 2016
(Annexure-VI)

Student Seminars/ Workshop/ Exhibition/ Project	Topic of Student Seminars/ Workshop/ Exhibition/ Project	Date of Conduction	Duration
Seminar	3 rd Year Students	13.07.2015	1Day

Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year 2016 to 2017
(Annexure-VII)

Student Seminars/ Workshop/ Exhibition/ Project	Topic of Student Seminars/ Workshop/ Exhibition/ Project	Date of Conduction	Duration
Seminar	3 rd Year	09.01.2017	1day

**Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year 2017 to 2018
(Annexure-VII)**

Student Seminars/ Workshop/ Exhibition/ Project	Topic of Student Seminars/ Workshop/ Exhibition/ Project	Date of Conduction	Duration
Seminar	Relevance of Democracy in the Present Day scenario: Procedural and substantive.	September-2017 (23.09.2017)	1day
Seminar	Engagement in the course and how to apply own perspectives in analyzing subject- matters.	September-2017 (14.09.2017)	1day

Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year 2018 to 2019

(Annexure-VII)

Student Seminars/ Workshop/ Exhibition/ Project	Topic of Student Seminars/ Workshop/ Exhibition/ Project	Date of Conduction	Duration
Seminar	Semester-I & III (Hons)	November-2018 (28.11.2018- 29.11.2018)	2days
Seminar	CAPITAL PUNISHMENT	April-2018 (16.04.2018- 17.04.2018)	2days
Seminar	Semester-IV (Hons)	April-2019 (18.04.2019)	1day
Workshop	Democratic Awareness with Legal Literacy	March-2019 (26.03.2019)	1day

Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year 2019 to 2020

(Annexure-IX)

Student Seminars/ Workshop/ Exhibition/ Project	Topic of Student Seminars/ Workshop/ Exhibition/ Project	Date of Conduction	Duration
Seminar	I, III & V Sem Students	17.08.2019	1day