



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 : Sanskrit				
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: Sanskrit, E-mail id: sarada_6@yahoo.co.in ; Ph. No.: 03242-251194		
2	Name of the HOD, email & Mob. No.	Prof. Debabrata Mukherjee ,E-mail: debabratamukherjee1960@gmail.com ; Mobile No: 9475335379		
3	Name of the IQAC Coordinator, email & Mob. No.	Dr.Nityananda Patra, nityananda.patra1967@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 :	2	-
	Non Teaching-	Management approved :	-	-
	Supportive Staff -	Govt. approved Contractual :	1	-
	Other if any -	Management approved Contractual :	-	-
		Guest Working:	1	-
9	Course wise & Year wise Students strength particulars	No of Students	1st Sem	3rd Sem
			17-18	17-18
		Honours	61	40
		General	29	26
				3rd Year
				17-18
				49
				38



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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 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	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 online by the students from the current session. Suggestations 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. They used to participate in the "Quiz" Contest, "Concept Test In Sanskrit" conducted by 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, and Internal Assessment.	Well maintained and documented.	Good	A
5	Remedial Classes	Remedial classes are conducted for each year 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	Final result sheet should be well-circulated through college prospectus, website etc.	Good	A



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		both the theoretical and practical marks.			
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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)	One permanent is pursuing for Ph.D	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 2018-19 (Internationals/Nationals Journals) (attach details)	National : Nil (Annexure-IV) International: 5 (Annexure-IV)	Inadequate.	Satisfactory	B
5	Number of Papers Presented in Academic year 2018 to 2019 (International/National/State Level Conference) (attach details)	International: Nil National : Nil State Level Conference: Nil	Inadequate.	Satisfactory	B
6	Number of Books Published in Academic year 2018 to 2019 (Single Author/Co Author) (attach details)	As a Single Author – Nil As a Co-Author – 1 (Annexure-V)	Inadequate.	Satisfactory	B
7	Number of Seminars / Workshops / Training Program Conducted in the Academic year (International / National / State) (attach details)	(Annexure-VI)	Efforts to be made to conduct National/International Seminars	Satisfactory	B
8	Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year (other than University)	06	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

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



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1 0	Record of MOUs in Academic year 2018 to 2019 (attach details)	Initiatives are being taken by the Department to sign MOUs with adjacent institutions of Bankura University for Faculty exchange, Collaborative Seminars.	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.

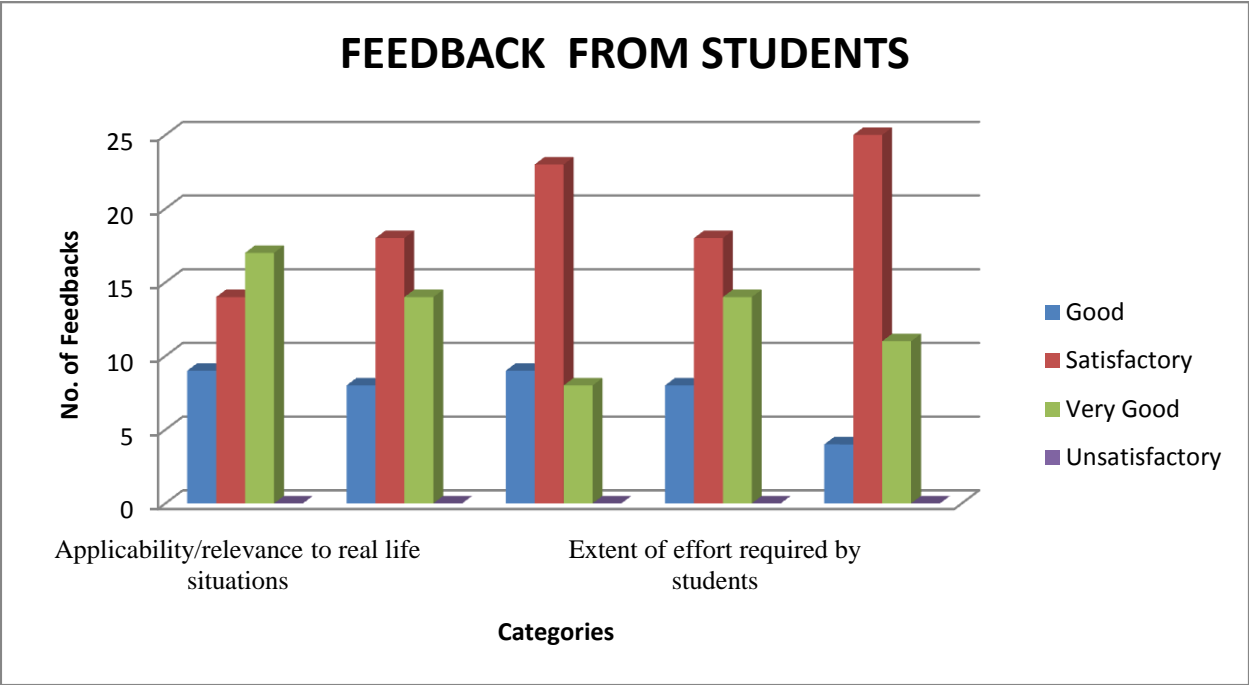
Date:

[Signature]

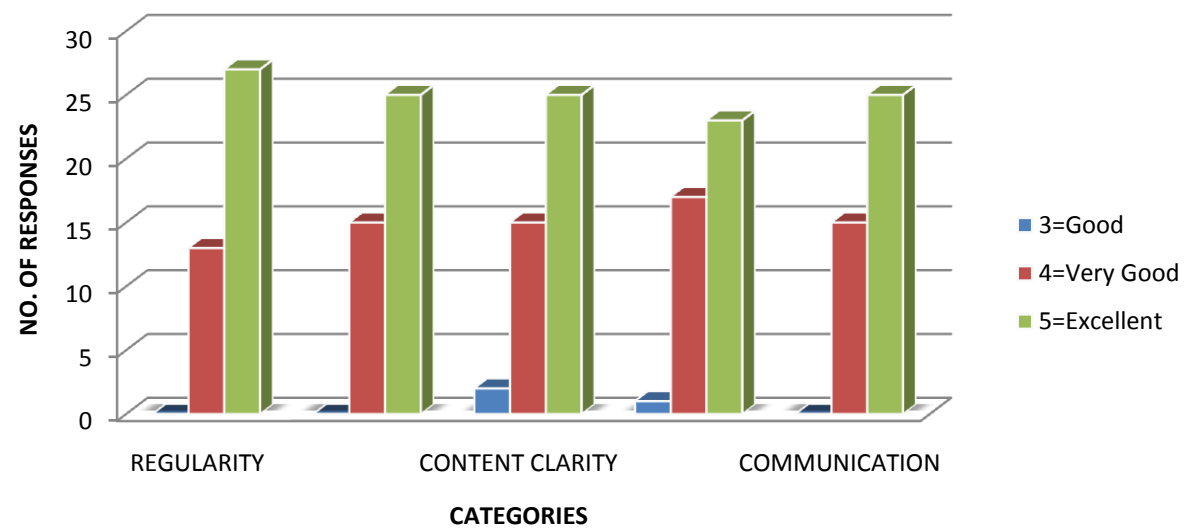
Signature of Principal
Principal
Bankura Zilla Saradamani
Mahila Mahavidyalaya

	3=Good	4=Very Good	5=Excellent		
	Good	Satisfactory	Very Good	Unsatisfactory	
Teacher Evaluation for Paper 1 : REGULARITY	0	13	27	0	REGULARITY
Teacher Evaluation for Paper 1 : PUNCTUALITY	0	15	25	0	PUNCTUALITY
Teacher Evaluation for Paper 1 : CONTENT CLARITY	2	15	25	0	CONTENT CLARITY
Teacher Evaluation for Paper 1 : KNOWLEDGE	1	17	23	0	KNOWLEDGE
Teacher Evaluation for Paper 1 : COMMUNICATION	0	15	25		COMMUNICATION
Teacher Evaluation for Paper 1 : DISCIPLINE	yes				DISCIPLINE
Teacher Evaluation for Paper 1 : SUGGESTIONS/ FEEDBACK					
Give your Feedback about your current / last course. [Applicability/relevance to real life situations]	9	14	17	0	Applicability/relevance to real life situations
Give your Feedback about your current / last course. [Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)]	8	18	14	0	Learning value
Give your Feedback about your current / last course. [Relevance of additional source material (Library).]	9	23	8	0	Library
Give your Feedback about your current / last course. [Extent of effort required by students]	8	18	14	0	Extent of effort required by students
Give your Feedback about your current / last course. [Overall rating]	4	25	11	0	Overall rating

Course Suggestion						
Your suggestion on overall improvement of the college.						



TEACHING EVALUATION



Annexure-III

Result Analysis

Department of Sanskrit

Result (2018-19)

Session	Student Appear	Student Passed	Division/Class	
2018-19	37	20	1 st	02
			2 nd	18

Meeting of the faculty members of the Department of Sanskrit is held today, 27.07.2019 at 3PM 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.

Annexure-IV

Number of Research Papers Published in Academic year 2018-19

Prof. Debabrata Mukherjee

- "Manushyanang Jibone Rigvedasya Mahattam" published in Journal Advanced and Scholarly Research in Allied Education, An International, indexed Peer Reviewed and Referred journal, ISSN No- 2230-7540, Vol. 16, Issue-5, Impact Factor-3.46, Dated on- 1st May, 2019.

Prof. Amit Sana

- Swami Vivekananda's Philosophy of Education, Journal of Advances and Scholarly Researches in Allied Education, International Level, Vol. 15, Issue-6, Impact Factor- 3.46, ISSN- 2230-7540, August, 2018.
- "Position of Women in the Vedic Period", Published in International Journal of Management Technology and Engineering, International level, Vol. IX, Issue-I, Impact Factor- 6.3, ISSN No- 2249-7455, January, 2019.
- Status of Women in Kalidasa's Writings, Suraj Punj Journal For Multidisciplinary Research, International Level, Vol. 9, Issue- 4, Impact Factor- 6.1 , ISSN- 2394-2886, April, 2019.
- "Education of women in the Upanisads", Published in International Journal of Management Technology and Engineering, International level, Vol. IX, Issue-VI, Impact Factor- 6.3, ISSN No- 2249-7455, June, 2019.

Number of Books Published in Academic year 2018 to 2019

Annexure-V

Prof. Debabrata Mukherjee

- Chapter entitled “Rgvediya Juger Samaj O Sanskriti – Ekti Dharabahik Melbandhan” in a book “Aitihya O Sanskriti” An Outline of the Tradition and Culture of Bengal from Different Perspectives, edited by Dr. Anurupa Mukhopadhyay, Prof. Uday Sankar Sarkar and Dr. Joydeep Ghoshal, ISBN: 879-93-86508-80-5, published by Debasis Bhattacharya, Bangiya Sahitya Samsad, 6/2Ramanath Majumdars Street, Kolkata 700009, October 2018.

Annexure- VI

Number of Seminars / Workshops / Training Program attended in 2018-19

Prof. Debabrata Mukherjee

- Participated in the One Day Workshop on CBCS and Syllabi of Bengali, History, Music and Physics Department organised by IQAC on 29th March 2019.

Prof. Amit Sana

- Participated in Two Days Workshop at Bankura Zilla Saradamani Mahila Mahavidyalaya on 'Preparation of Academic Audit, Administrative Audit of Colleges and Process and Technique of Green Audit as per ISO New Rules and Regulations. Discussion on Programme Outcome, Course Outcome and Programme Specific Outcome Preparation With Examples on Different Streams of Science, Arts and Commerce' dated on 18-19 June, 2019.