

Debabrata Banerjee & Co.  
Chartered Accountants

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CHARTERED ACCOUNTANTS CERTIFICATE

Based on the financial statements and information and explanation provided to us of RANIGANJ GIRLS COLLEGE having its office At & PO : Searsole Rajbari, District Paschim Bardhaman West Bengal for the financial years ended 31st March, 2020 we give our report for Academic and Administration Audit which are as per attachment.

Place : Asansol - 3.  
Dated : 9th October, 2020



M/S. DEBABRATA BANERJEE & CO  
(FIRM REG. NO.. 322166E)

  
Partner

CA DEBABRATA BANERJEE  
(MEMB. No.: 055935)  
A/1, DEEP APARTMENT  
ASANSOL - 713303

## Academic and Administrative Audit Report for the Academic Session 2019-20

On the request of the Principal, Raniganj Girls' College Academic and Administrative Audit (AAA) was conducted by me. Assessment of various aspects related to academics and administration was carried out and the specific findings furnished below:

1. Raniganj Girls' College was established in the year 1980 and since its inception it has been imparting higher education to the girl students belonging to the districts of Pashim Bardhaman, Bankura and Birbhum and the adjoining state of Jharkhand. It began as an affiliated institution offering only undergraduate and higher secondary level courses. However at present it has turned into a post-graduate college of Kazi Nazrul University.
2. Because of its location in a strategic position and easy approachability by road and railway transport, Raniganj Girls' College has been able to draw in students from the surrounding areas spread over three districts and a neighbouring state.
3. The college has a fairly large body of suitably qualified faculty members however some of the departments are dependent solely on State Aided College Teachers (SACTs).
4. Raniganj Girls' College has adequate number of buildings and required infrastructure for comfortably accommodating all the students in the classrooms. The classrooms are sufficiently equipped in all respects including smartboards and ICT facilities for conducting theory classes.
5. All the science departments have their respective laboratories which are furnished with necessary equipment and apparatuses.
6. The campus of the college is full of greenery and open spaces. The inclination of the administration towards maintaining a green and clean campus is evident.
7. Raniganj Girls' College houses a fairly large library with 6205 titles. It is recommended that departments should maintain separate departmental libraries. However, the college needs to subscribe to National and International Journals. In addition, adequate number of reference books are also to be procured by the college. Reprographic facility is available on payment. Library uses the SOUL software.
8. Given the above findings, I am of the opinion that the college has been successful to a large extent to realise its vision of empowering the girl students by providing quality education to them despite many constraints.



M/S. DEBABRATA BANERJEE & CO  
(FIRM REG. NO.. 322166E)

  
Partner

Academic and Administrative Audit (AAA) 2019-2020  
Format of Raniganj Girls' College  
**KEY ASPECTS**

**1. ACADEMIC MANAGEMENT**

Sr. No.	Particulars and Response		
1.1a	Has Institution appointed a permanent principal? Yes		
1.1b	Is she/he Ph.D.? Yes		
1.2	Total Non-Teaching Staff (Give the break up) 15 (Head clerk-1, Cashier-1, Accountant-1, Lower division clerk-2, Attendant-1, Peon-1, Guard-1, Laboratory attendant-6, Electrician cum caretaker-1 )		
1.3	Number of professional Programmes held for non-teaching staff in the year: 05		
1.4	Extent of grant utilization (UGC + Government + fees) in the financial year 2019-2020 <u>UGC grant-NIL</u> <u>RUSA grant (received in 2018-19, utilized this year) :</u> Books and journals- Rs. 10,21,683.00 Computer and ACC- Rs.29,18,583.00 Equipment – Rs.17,58,867.00 Advance to Asansol Municipal corporation- Rs. 32, 87, 073.00 <u>State Govt. Grant- NIL</u> Fees collected from students.Rs. 63, 97, 820.00  (Amount utilized- 50% of tuition fees – Rs. 6,04,720.00 deposited to State Govt. as per Govt. rule. Rest amount utilized for providing remuneration to guest lecturers, maintaining academic and physical facilities, office expenditure, student concession etc.)		
1.5	Is the perspective and strategic plan prepared and being followed in the Institution? Yes		
1.6	Office Automation 1. Administration	a. Admission Processes	Yes
		- Online Admission - Other Processes	Yes
		b. Enrolment	Yes



		c. Maintenance of Records	Yes (Partial)
		d. Declaration of Results	Final result declared by affiliated university, KNU
	2. Accounts	a. Fees Collection	Yes
		b. Maintenance of accounts	Yes
1.7a 1.7b	Is there a College website? Yes When it was last updated? Update of web site is a continues process.		
1.8	Is the College Library automated? a. Record of Books -Partial b. Issue and Return of Books -Manual		
1.9a	Does the library provide open access facility? a. To all -NO b. To Only teachers -Yes		
1.9b	Is there Internet facility in the library? a. For All -NO b. For Teachers only -All staff		
1.10	Is there an Anti-ragging Cell in the college? Yes		
1.11	Are there any Welfare schemes? If Yes, List them.  <u>FOR TEACHING AND NON-TEACHING</u> 1. Availability of credit facilities from Raniganj Girls' College employee Credit Cooperative Society Limited. 2. Facilitating the availability of loan from Provident Fund in times of exigencies subject to the rules and regulations laid down by the Govt of West Bengal. 3. Sick room with facility for medical personnel to respond immediately on call. 4. Sanctioning of Maternity and other types of leaves of the incumbents by the Governing Body of the College as per government rules and regulations. 5. Timely submission of e-Pension files before the superannuation of		



the incumbent.

6. Disbursement of Provident Fund benefits immediately on superannuation of incumbents,

7. Facilitating the encashment of earned leave after superannuation of incumbent.

8. Celebration of Birthday of the employees by the Principal of the Institution to create healthy atmosphere in the institution.

FOR STUDENTS

1. Facilitating financial aid for students ( From Students Aid Fund, Endowment Scholarship, Teachers' Council, Student Union, Alumni )

2. Book bank facility

3. Sick room with facility for medical personnel to respond on call.

4. Facility of students' Health home.

5. Arrangements made for the physically challenged to attend classes on the ground floor.

6. Arrangement for Sick room for sick examinees to appear in the examination.

7. Arrangements for the physically challenged to write their examination on the ground floor.

1.12	Is there a Women's Development Cell/Anti Sexual Harassment Cell? Yes
1.13	Is there a functional Alumni Association? (minimum of 1 meeting per year) Yes
1.14	Do you organize Institution & Stake holders meeting? (minimum one meeting per year) (Stake holders: Management, Teachers, Parents, Alumni, Industries, etc.) Yes, Institution organizes meeting with Management, Teachers, Parents and Alumni.



## 2.ACADEMIC PRACTICES

### 2.1 HUMAN RESOURCE

Sr. No.	Particulars and Response
2.1.1	Total Teaching Staff (Give the break up) Total-90 (Associate Professor-06,Assistant Professor-23,SACT-61)
2.1.2	How many faculties have attended FDP, Refresher, Orientation Courses, STC and others 29 Faculties
2.1.3	Participation of Faculties in Capacity Building Workshops Yes
2.1.4	Innovative Practices Use of ICT tools-1. Publication of digital Wall magazine, 2. Webinar by students 3. E-Quiz organized for students

### 2.2 TEACHING LEARNING- EVALUATION PROCESS

Sr. No.	Particulars and Response
2.2.1	Number of programmes/courses offered - <b>CBCS system</b> -B.A Honours (Bengali ,English Hindi, Sanskrit, Santali, Urdu,, Philosophy, Geography, Economics, Psychology , History, Political Science) .B.A Program (Bengali ,English Hindi, Sanskrit, Santali, Urdu,, Philosophy, Geography, Economics, Psychology , History, Political Science, Education, Physical Education, Sociology, ), B. Sc. Honours (Physics, Chemistry, Zoology, Botany, Mathematics , Microbiology ) B. Com. Honours (Accounting, Finance, Taxation ), B.Com. Programme (Accounting ) B.P.A . Honours (Classical Vocal, Nazrul Geeti ) ,M.A. (Urdu ) - <b>Multidisciplinary approach</b> - ENVS, Generic, MIL, English 1&II (Subjects to be chosen by students of specific discipline) - <b>Any other specify</b> –MA in Urdu
2.2.2	Percentage of students who graduated during the year (First Class, Second Class) First Class-86.24%. Second Class-11%



2.2.3	Contribution of the faculty in Course Design Yes, <b>07</b> faculties are members of Board of Studies, Kazi Nazarul University.
2.2.4	Extent to which lecture plans and outlines are prepared and implemented by the individual faculty? <b>93% to 95%</b>
2.2.5	Is academic calendar being prepared and implemented? Yes
2.2.6	Use of any other Teaching – Learning Tools - OHP / LCD- Yes - Videos/ Interactive boards - Yes - Any other (Please specify) -Paxiscope, Internet and Wi-Fi devises, GIS software, Tally ERP 0.90, Microsoft office, FTTP Server, Wi-Fi enabled class room, Laptop
2.2.7	Use of ICT in teaching – Learning Evaluation - e-journals –Yes - IT enabled classrooms – Yes (02) - Online assessment -Yes - Online assignment submission - Yes - Online feedback on teaching & learning -Yes
2.2.8	Do you offer Bridge Courses/ remedial courses? NO
2.2.9	Are projects, assignments, field work, Seminars etc. part of curriculum? Yes
2.2.10	A. Evaluation of Teachers by Students -Yes B. Is it analysed and communicated? - Yes
2.2.11	Innovative teaching practices Developed E-Content (Institutional LMS)

### 2.3 RESEARCH OUTPUT



Sr. No.	Particulars and Response
2.3.1	a. Percentage of teachers with Ph.D as the highest qualification: Full time- <b>68%</b> SACT- <b>21%</b> b. Percentage of teachers with M.Phil as the highest qualification: Full time - <b>10.34%</b> SACT- <b>14%</b> c. Percentage of teachers with UGC NET /SLET/SET: <b>47%</b>
2.3.2	Publications : Articles in refereed Journals, Books and Edited volumes <b>22</b>
2.3.3	Are you generating resources through consultancy? NO
2.3.4	Sponsorship of events and resources generated NO
2.3.5	State /National/ International level Seminars/ workshops/conferences organized during the year. State level Seminar- <b>02</b> , National level Seminar- <b>02</b> , International level Seminar- <b>02</b>
2.3.6	Number of Faculties engaged in research: <b>09</b> a. Sponsored research projects: Completed - <b>01</b> Ongoing - <b>04</b>
	b. Un-sponsored research -NO Completed Ongoing
2.3.7	Innovative practices Research project of students of Bengali Department, Soft toy making and Mask making by students during pandemic situation.

#### 2.4 COMMUNITY OUTREACH /EXTENSION

Sr. No.	Particulars and Response
2.4.1	Number of Outreach projects (?) NSS -02 (Covid-19 awareness program, Swacch Bharat Abhiyaan) NCC -05 ( NCC Cadets parade in Jamuria Circle Sports and Barabani Circle Sports, NCC cadets participated in rallies organised



	by APRC ACC Asansol group and West Bengal Drugs and Chemists Silver Jubilee program) Others-01 (Mask and Sanitizer distribution by Students representative)
2.4.2	Number of faculty hours for outreach activities <b>22 Hours</b>
2.4.3	Number of student hours for outreach activities <b>26 Hours</b>
2.4.4	Innovative practices (Specify with report) 1. Distribution of masks and sanitizers amongst adopted villages by NSS units of the institution-Jora Tal and Baskat para . 2. Covid-19 awareness program, Swacch Bharat Abhiyaan – by NSS 3. NCC cadets' parades in Jamuria Circle Sports and Barabani Circle Sports, NCC cadets participated in rallies organised by APRC ACC Asansol group and West Bengal Drugs and Chemists Silver Jubilee program

## 2.5 STUDENTS SUPPORT

Sr. No.	Particulars and Response		
2.5.1	Number of effective teaching days <b>193 Days</b>		
2.5.2	Use of Power Points in Classes/ Use of ICT Methods	>50% students	
	>50% students < 50% students		
2.5.3	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them Yes. (1)Financial aid to students (2)Career counselling (3) Book bank facility		
2.5.4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?		



	Yes.
2.5.5	Are any Personality development programmes conducted? Yes
2.5.6	Do you organize & document various extra- curricular activities? Yes
2.5.7	a. Is there a student council in place? Yes b. How often do they meet? Before celebration of Saraswati puja, Sports, Teachers' day, Raksha bandhan, Cultural competition, Annual social programme and Freshers' welcome. In addition when needed they meet.
2.5.8	Does your College have any Feedback Mechanism (students, Faculties & Industry)? Yes. (with students and Faculties)
2.5.9	Do you have any Community Audit Mechanism? (through Stake holders) No
2.5.10	Discipline, Decorum & Ambience (in class and campus.) Yes
2.5.11	Innovative Practices (Specify) Financial support to needy students from students representative

### 3.INFRASTRUCTURAL FACILITY

Sr. No.	Particulars	Response
3.1	Campus Area Exemplary Good Inadequate	Good
3.2	Campus Ownership Owned by Management On rent	Owned by Management
3.3	Office Space Exemplary Good Inadequate	Good



3.4	a. Area of Library	<b>3662 sq. ft.</b>
	b. Do you have separate reading area for student & Staff?	Yes
	c. Do you display the new arrivals?	No
	d. Do you maintain Book Volumes?	Yes
	e. No. of Books per student	<b>03 (Honours), 02(Progammm)</b>
	f. No. of Issue/Return books per day	<b>60</b>
	g . No. of Research Journals	No
	h. No. of Periodicals	<b>01 (EPW)</b>
3.5	Laboratories Exemplary Good Inadequate	Good
3.6	Security	Yes
3.7	Potable Water facility Exemplary Good Inadequate	Good
3.8	Power Backup facility	Yes
3.9a	Washroom facility (for students) Exemplary Good Inadequate	Good
3.9b	Washroom facility (for Staff) Exemplary Good Inadequate	Good
3.10	Parking Exemplary Adequate Inadequate	Adequate
3.11	Class rooms (as per requirement) Exemplary Adequate Inadequate	Adequate
3.12	Staff room (Tick only one) Individual Staff room with IT facility Staff room with separate cabins Departmental Staff Common	Common
3.13	Seminar Room	Adequate



		Exemplary Adequate Inadequate
3.14	Common room for Girls	Adequate Exemplary Adequate Inadequate
3.15	Medical Centre facility Health Centre facility First-aid facility	Students Health Home and First-Aid facility
3.16	Sports Facility Separate grounds for each sport Common ground for each sport	Separate ground for each sport
3.17	Indoor Sports facility (Mention)	(1)Table tennis (2)Carrom
3.18	Gymnasium	MOU with Searsole Sports and Cultural Association
3.19	Hostel (Girls)	Inadequate Exemplary Adequate Inadequate
3.20	Transportation for students	No
3.21	Support Services (Bank/PO/Xerox)	Xerox
3.22	Canteen	Yes
3.23	Approach Road	Yes
3.24	Garden	Yes
3.25	Auditorium/ Seminar hall	Yes
3.26	Internet facility	For Staff & students : Yes
		For staff only: No
3.27	Overall Maintenance	Exemplary
		Adequate- Yes



	Inadequate
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#### 4.INSTITUTIONAL INITIATIVES

##### 4.1 INFORMATION AND COMMUNICATION TECHNOLOGY (NME-ICT)

Sr. No.	Particulars	Response
4.1.1	How many Faculty members/ Administrative staff can operate MS- Word/ Power point and Microsoft Excel?	Teaching -100%
		Non -teaching - 100%
4.1.2	Did your College arrange for Training of Faculty members in the use of Computers ? Yes	
4.1.3	How many Computers do you have in the College? <b>103</b>	
4.1.4	Does the College have Internet facilities? Yes	
4.1.5	Have your Faculty members undergone training for ICT facilities? If yes, How many? <b>90</b>	
4.1.6	List out names of Faculty and non-teaching Staff with their respective e-mail ids. See Anexure-01	

4.2	<b>PLACEMENT ACTIVITY</b>
4.2.1	Has the Placement cell/ Career Counselling Cell been formed in your college? Career Counselling Cell- Yes
4.2.2	How many students have been enrolled ? No



4.2.3	Has there been any campus placement? No
4.2.4	Have you conducted any pre placement training for student's placements? If yes, then Specify. Career Counselling programme organised by RICE, Mock Test for Competitive Examinations.
4.2.5	Have you organized any company visits or guidance camp for students? Yes, Career Counselling programme organised by RICE
4.2.6	Does the placement cell maintain the record of job opportunities and students? No
4.2.7	Are the students provided computers and Internet to search job, to download application forms etc? No
4.2.8	Does the college have a system of registering students at the Employment office? No
4.2.9	Does the college subscribe to magazines like Employment News, Rojgar Samachar etc? If yes, Give names of magazines. Yes. (1) Karma khetra (2) Karma Sansthan

### 4.3 CHOICE BASED CREDIT SYSTEM (CBCS)

Sr. No.	Particulars and Response
4.3.1	Have your Faculty members been sent for training in CBCS? Yes
4.3.2	Has your College arranged for Training on CBCS for college Staff? Yes
4.3.3	Is your College familiar with E-Content?  >50% of Faculties-Yes > 50% of Students -Yes



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#### 4.4 LINKAGE, COLLABORATION & ALUMNI ASSOCIATION

Sr. No.	Particulars	Response
4.5.1	Does your College facilitate Academic links/ collaborations/ MoU, etc with other centers of higher learning? Yes	
4.5.2	Does the college have a functional Alumni Association? Yes	
4.5.3	Number of students enrolled in the Alumni Association 200 Students	
4.5.3	Activities of Alumni Association 1. Participation in annual cultural programme. 2. Cooperation in departmental exhibition 3. Active participation in college excursion. 4. Celebration of Teachers' Day. 5. Cooperation in Annual Sports. 6. Endeavour for strengthening student-teacher bond by way of celebrating occasions like Eid Milan, Bijaya Dashmi, Saraswati Puja, Holi, Raksha Bandhan etc. 7. One member of the Alumni association provides financial assistance to meritorious students from economically backward families.	

Give details of any Progressive Practices of the Institution if any.

- (1) Research Project for students guided by teachers.
- (2) Publication of NSS Research Project as a book.



## Department Profile Matrix Part A

Questions				
Are there any Teaching methods adopted to improve student learning:	1.E-content 2. Group discussions 3. Continuous evaluations. 4. Student seminars			
Are there any academic support staff	Yes( 05 Laboratory attendants)			
Does the departments have any Interdisciplinary Courses	Yes. All Generic subjects			
Is there any participation of the department in the courses offered by other departments	Yes			
Are there any courses in collaboration with other universities, industries, foreign institution etc.	Yes	NSHM		
Are there any programmes that has been discontinued	No			
Are there any visiting faculty	No			
Are the Department projects funded by DSTFIST;	No			





UGC, DBT, ICSSR, etc. & total grants received				
Are the Research Center / facility recognized by the university	No			
Are there any areas of consultancy and income generated	No			
Are there any Seminars / conferences /workshops organized & the source of funding	Yes, Webinars organised . <b>Source of funding-NO</b>			
Does department participate in institutional social Responsibility (ISR) and Extension activities	Yes			



## Department Profile Matrix Part B

Questions				
No. of faculty members with Ph D	Full time-24 SACT-04			
No. of faculty members with MPhil	Full time-05 SACT-04			
No. of faculty members with PG	53			
No. of faculty members associated with National/ International projects	01			
Number of faculty members with international/ national publications	10			
Number of international/ national publications	22			
Number of faculty as members of BOS, GB etc	BOS-07 GB-03			
Number of awards/ recognition received by faculty	01			
Number of awards/ recognition	12			



received by students				
Number of eminent academicians and scientists as visitors to the department	31			
Number of student enrichment programme (special lectures, seminars, workshops) held with external experts	<b>Special lectures -05</b> (organized by English and History department) <b>Webinars:</b> International-02 National-02 State-02 <b>Lecture series-0 8</b> days- History department			
Number of field visits / projects carried out involving students	<b>Total-03</b> <b>Field visit-02</b> (Geography and Zoology Dept.) <b>Project-01</b> (Bengali Dept.)			



**RANIGANJ GIRLS' COLLEGE**  
**ANNEXURE-I**

Name of Faculty	Email of Faculty
JyotikaWaghela	<a href="mailto: jyotika.waghela@gmail.com">jyotika.waghela@gmail.com</a>
Sandhya Dutta De	<a href="mailto: sandhyade23@gmail.com">sandhyade23@gmail.com</a>
Dr MitaliBasu	<a href="mailto: mitalibasu.rgc@gmail.com">mitalibasu.rgc@gmail.com</a>
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In terms of our report on enclosure.  
M/S. DEBABRATA BANERJEE & CO  
(FIRM REG. NO.. 322166E)

*[Signature]*  
09-10-2020 Partner

CA DEBABRATA BANERJEE  
(MEMB. No.: 055935)  
A/1, DEEP APARTMENT  
ASANSOL - 713303