

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, 2019 we give our report for Academic and Administration Audit which are as per attachment.

Place : Asansol - 3,

Dated : 14th July, 2019



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 2018-19

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. 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).
3. 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.
4. All the science departments have their respective laboratories which are furnished with necessary equipment and apparatuses.
5. 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.
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.



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Partner

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)- 16 (Head clerk- 1, Cashier- 1, Accountant-1, Clerk-2, Stenotypist-1- retired on 1.10.18, Attendant-1, Peon-1, Guard-1, Lab attendant-6, Electrician cum caretaker-1)
1.3	Number of professional Programmes held for non-teaching staff in the year: 2018-19 02
1.4	Extent of grant utilization (UGC + Government + fees) in the financial year :2018- 2019 <u>UGC grant- NIL</u> <u>RUSA grant: Rs. 1,00,00,000.00</u> (amount utilized in this year- NIL) <u>Youth parliament program grant- Rs. 40,000.00</u> (amount utilized- NIL) <u>State govt. grant- Rs. 51,00,000.00</u> Amount transferred to Asansol Municipal corporation for deposit work- <u>Fees collected from students...Rs. 56,59,775.00</u> (Amount utilized – 50% of tuition fees- Rs. 6,50,826.00 deposited to State Govt as per govt rules. 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 - Online Admission - Other Processes	Yes 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(Partial)	
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 -Manually		
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>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.

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- 93 (Associate Professor-07, Assistant Professor-22, Govt. Approved PTT- 21, Management approved Guest Teachers- 43,
2.1.2	How many faculties have attended FDP, Refresher, Orientation Courses, STC and others 09 Faculties
2.1.3	Participation of Faculties in Capacity Building Workshops Yes, 47 (Workshop on RUSA Registration on PFMS portal, Workshop on online internal assessment, Workshop on developing E-content)
2.1.4	Innovative Practices Science Fair (District and State Level)

2.2 TEACHING LEARNING- EVALUATION PROCESS

Sr. No.	Particulars and Response
2.2.1	Number of programmes/courses offered CBCS system – 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) - Multidisciplinary approach - ENVS, Generic, MIL, English 1&II (Subjects to be chosen by students of specific discipline) - Any other specify – M.A in Urdu
2.2.2	Percentage of students who graduated during the year



	(First Class, Second Class, Others) First Class- 52% Second Class- 03%
2.2.3	Contribution of the faculty in Course Design Yes. 1.Member of Syllabus Committee of Kazi Nazrul University-03 2. Member of Board of Studies of Kazi Nazrul University-04 3. Member of Board of Studies, The University of Burdwan-01
2.2.4	Extent to which lecture plans and outlines are prepared and implemented by the individual faculty? 93% to 95%^s,
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 devices, GIS software, Tally ERP 0.90, Microsoft office, FTP Server, Wi-Fi enabled class room,
2.2.7	Use of ICT in teaching – Learning Evaluation - e-journals -Yes - IT enabled classrooms – Yes (02) - Online assessment -Yes - Online assignment submission - No - Online feedback on teaching & learning -No
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

1. ICT enabled presentations
2. Theme based exhibitions by different departments
3. Publication of departmental wall magazine

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- 73% Govt. approved Part time Teachers- 14% b. Percentage of teachers with M.Phil as the highest qualification: Full time - 13% Govt. approved Part time teachers- 10% c. Percentage of teachers with UGC NET /SLET/SET: 37%
2.3.2	Publications : Articles in refereed Journals, Books and Edited volumes 50
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. 1.National level Seminar- 01 (Sanskrit Department) 2.Workshop by History department- 02 (History Department)
2.3.6	Number of Faculties engaged in research: 06 a. Sponsored research projects: Completed -No Ongoing - 04 b. Un-sponsored research -NO Completed Ongoing
2.3.7	Innovative practices



2.4 COMMUNITY OUTREACH /EXTENSION

Sr. No.	Particulars and Response
2.4.1	Number of Outreach projects (?) NSS -02 (Swaccha Bharat programme and AIDS awareness programme, Children's Day Celebration) NCC -03 (Swaccha Bharat programme, AIDS awareness programme) Others
2.4.2	Number of faculty hours for outreach activities 14Hour
2.4.3	Number of student hours for outreach activities 14 Hours
2.4.4	Innovative practices (Specify with report) 1.Cleanliness programme done by NSS and NCC students in adopted villages (Jora Tal and Baskat Para) 2. Cleaning of streets of locality by students of NSS and NCC

2.5 STUDENTS SUPPORT

Sr. No.	Particulars and Response		
2.5.1	Number of effective teaching days 187 Days		
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.
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

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		3662 sq. ft.
	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		03 (Honours), 02 (Programme)
	f. No. of Issue/Return books per day		82
	g. No. of Research Journals		No
	h. No. of Periodicals		01 (EPW)
3.5	Laboratories	Exemplary Good Inadequate	Good
3.6	Security		Yes
3.7	Potable Water facility	Exemplary	Good
		Good Inadequate	
3.8	Power Backup facility		Yes
3.9a	Washroom facility (for students)	Exemplary	Good
		Good Inadequate	
3.9b	Washroom facility (for Staff)	Exemplary	Good
		Good Inadequate	
3.10	Parking	Exemplary Adequate Inadequate	Adequate
3.11	Class rooms (as per requirement)	Exemplary	Adequate
		Adequate Inadequate	
3.12	Staff room (Tick only one) Individual Staff room with IT facility		Common



	Staff room with separate cabins Departmental Staff Common	
3.13	Seminar Room Exemplary Adequate Inadequate	Adequate
3.14	Common room for Girls Exemplary Adequate Inadequate	Adequate
3.15	Medical Centre facility Health Centre facility First-aid facility	Students Health Home (outside college) and First- Aid facility (college campus)
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) Exemplary Adequate Inadequate	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 :
		For staff only: Yes



3.27	Overall Maintenance	Exemplary
		Adequate- Yes
		Inadequate

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? 54	
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? Yes- 37	
4.1.6	List out names of Faculty and non-teaching Staff with their respective e-mail ids. Please see ANNEXURE-1	

4.2	PLACEMENT ACTIVITY
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 Employment Exchange , Development courses conducted by NSHM in Beauty and Wellness, Nursing Assistant and Banking.
4.2.5	Have you organized any company visits or guidance camp for students? Yes, Special Coaching for WBCS Examination, Career counselling by Mahendra Education Pvt. Limited, career conference by District Employment Exchange, Govt. of West Bengal, career counselling by RICE, Workshop on Entrepreneurship Development organised by District Employment Officer
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 down load application forms etc? No
4.2.8	Does the college have a system of registering students at the Employment office? Yes
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

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 ? Yes	
4.5.2	Does the college have a functional Alumni Association? Yes	
4.5.3	Number of students enrolled in the Alumni Association 150 Students	
4.5.3	Activities of Alumni Association-	
	<ol style="list-style-type: none"> 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) M.A in Urdu introduced
- (2) Research Project (NSS)
- (3) Placement promotion of teacher
- (4) Publication of book by institution with ISBN.



Department Profile Matrix Part A

Questions				
Are there any Teaching methods adopted to improve student learning:	1.PPP and Syllabus related Videos 2. Group discussions 3. Continuous evaluations. 4. Students seminars			
Are there any academic support staff	Yes (05 Laboratory attendant)			
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	No			



projects funded by DSTFIST; 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	National Seminar-01 (Department of Sanskrit) Source of funding- Contribution from Teachers and students participants	Workshop-02 (Organized by Department of History)	
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-22 Govt. approved PTT-03			
No. of faculty members with MPhil	Full time-04 Govt. approved PTT-01 Management appointed Teacher-03			
No. of faculty members with PG	Full time-08 Govt. approved PTT-18 Management appointed teacher-40			
No. of faculty members associated with National/ International projects	06			
Number of faculty members with international/ national publications	28			
Number of international/ national publications	46			
Number of faculty as members of BOS, GB etc	BOS-04 GB-03			
Number of awards/	No			



recognition received by faculty				
Number of awards/ recognition received by students	04			
Number of eminent academicians and scientists as visitors to the department	06			
Number of student enrichment programme (special lectures, seminars, workshops) held with external experts	Special lectures -02 (Department of History) Seminars: National-01 (Department of Sanskrit) Workshop-02 Department of History)			
Number of field visits / Industrial visit/ Excursion projects carried out involving students	Field visit- 03 (Geography , Zoology Botany) Industrial visit- 04 (. Microbiology, Physics, Chemistry, Commerce) Excursion- 06 (History, Bengali, Urdu Hindi, Philosophy, Political Science ,Physical Education)			



ANNEXURE-1
Raniganj Girls' College

Name of Faculty	Email of Faculty
JyotikaWaghela	jyotika.waghela@gmail.com
SandhyaDutta De	sandhyade23@gmail.com
Dr MitaliBasu	mitalibasu.rgc@gmail.com
Dr Anita Mishra	dranitamishrac@gmail.com
Dr Alope Kumar De	akd.panua@gmail.com
Dr Narayan Ray	nray19742015@gmail.com
Dr PrithaGoswami	pritha71@gmail.com
Dr SantanuNiyagi	niyogi.santanu@gmail.com
Dr.Laxmi Narayan Shoo	lxsehoo@gmail.com
Dr.Saumendrasankar De Sarkar	ssdesarkar@gmail.com
Dr MdFarooqueAzam	drmdfarooqueazam@gmail.com
Dr SimaMandal	simamandal@ymail.com
Dr.Umesh Chandra Haldar	umeshchandrahaldar@gmail.com
Dr.RituparnaGhosh	ghoshrituparna.ghosh@gmail.com
Bimal Banerjee	biral0001@gmail.com
Abhijit Kumar Dutta	vbabhi.nc@gmail.com
AnupamDutta	anupamdutta2014@gmail.com
Suhas Chand Kapur	suhaskapur2@gmail.com
Dr KrishnadhanSarkar	sarkarkrishnadhan@gmail.com
Manirul Islam	islammanirul81@gmail.com
Subodh Prasad Rajak	subodhrajak11@gmail.com
Dr.BuddhadevMallick	bioicricket@gmail.com
Kausik Ray	kausikroybeta@gmail.com
Ansuman Ray	Ray_ansuman@yahoo.co.in
Dr.ChinmayChatterjee	chatterjeedrc@gmail.com
SuchetaKundu	pujasarkar.sociology@gmail.com
RakhiSutradhar	rakisutradhar14998@gmail.com
Dr. Tusarkanti Banerjee	tusharbanerjee92@gmail.com
ChaitaliGhosh	Chaitali.babansona@gmail.com
ParamitaGhosh	Ghosh16paramita@gmail.com
Soma Mukherjee	soma.rgc@gmail.com
MousumiMitra	mitramousumi66@gmail.com
Tista Dawn	tistadawn@gmail.com
Chandrani Mukherjee	Mchul.banerjee@gmail.com
Jhumur Banerjee	Jhumur144@gmail.com
Bidhan Chandra Mahatha	Bichan.mahatha67@gmail.com
Moumita Pal	Mcupal84@gmail.com

In terms of our report on your state

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

[Signature]
14-07-2019 Partner

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