

Academic & Administrative Audit (AAA)

(Academic Year: 2020-21, 2021-22 & 2022-23)

Name of the Institution : Thakur Panchanan Mahila Mahavidyalaya, Magazine Road, Cooch Behar, 736101

Dated : 24th June 2024

Name, Designation and Address of Academic and Administrative Audit Experts:

1. Dr. Pankaj Kumar Debnath, Principal, Cooch Behar College
2. Dr. Narendra Nath Ray, Principal, Banerwar Sarathibala Mahavidyalaya
3. Dr. A.H.Md. Rafiqzaman, Teacher-in-Charge, University B.T. & Evening College

Members of Staff Present:

1. Sri Krishnendu Bera, IQAC Coordinator, TPMM *Krishnendu Bera*
2. Sri Dipak Barman, NAAC Coordinator *Dipak Barman*
3. Dr. Bibhuti Bhusan Biswas, Bursar, Associate Professor, Dept. of Bengali *Bibhuti Bhusan Biswas*

Criterion I	Items	Verification	Comments	Suggestions for improvement
Curriculum	Steps followed in the designing of syllabus & curriculum	NO.	N.A. (As the College follows the Curriculum of Cooch Behar Panchanan Barma University)	
	Contents of the Curriculum	NO	N.A. (Devised by Affiliating University, i.e. CBPBU)	
	Validation done	NO	N.A. (As per rules laid down by the affiliating University)	

Criterion II	Items	Verification Yes/No	Comments	Suggestions for improvement
Curriculum Transaction	Teaching methods & Teaching aids	YES	Classroom Teaching, Use of projector, Use of computers, Use of blackboards, Maps, charts, Models	
	E-learning modules	YES	PPT Online class recordings Electronic materials	
	Project work UG/PG	YES	Students are encouraged to write projects and present them in front of their class	
	Internal assessment– components –Uniqueness	YES	Class test Project work Seminar presentation Students' seminar	
	Student support–remedial coaching	YES	The students are supplied with necessary materials in the remedial classes organized by respective departments	
	Parents Meeting – evaluation of students' progress	YES	The institution organizes Parents' Meeting regularly and welcomes constructive suggestions from the parents	
	Feedback from students	YES	The outgoing students from all departments submit their feedback through a prescribed form provided by the college every year	
	Steps taken on the feedback	YES	The necessary steps have further been taken by the authority on the basis of the feedbacks submitted by the students	

Criterion III	Items	Verification Yes/No	Comments				Suggestions for improvement	
Faculty Profile	Projects completed/ ongoing	NO						
	Seminars / conferences/ Workshop attended	YES	Type	2020-21	2021-22	2022-23		
			International	25	06	06		
			National	35	14	10		
			State	17	06	01		
			Workshop	02	11	03		
			Conference	00	00	01		
	Papers/ articles /books Published outstanding five publications from Social Science/ Science/ Commerce/and others	YES	Type	2020-21	2021-22	2022-23		
			Articles	09	03	03		
			Books	03	07	08		
FDP /RC /OP /Training Program/Workshop	YES	Type	2020-21	2021-22	2022-23			
		OP	02	03	00			
		RC	02	02	02			
		FDP	05	03	00			
	M.Phil.& Ph.D awarded	NO						
			Preparation of E-learning materials /Content				YES	Faculty members have prepared and used various graphs, charts, models, PPT etc as teaching aids
			Acted as resource persons				YES	Faculty members have acted as Resource Persons in other institutions

CriterionIV	Items	Verification Yes/No	Comments	Suggestions for improvement
Student related information	Students involvement in extra-curricular & Co-curricular activities	YES	NSS, NCC, Sports, Awareness Camps, Cultural Activities, Yoga & Gym	
	Study tour/ Industrial Visits/ Exhibitions/ Internship/ Training	YES	Study Tours of various Departments Excursion of the Department of Geography	
	Achievements	YES	Students got prizes in different Sports events and District Youth Parliament A student from the Department of English secured Second position in the merit list of the U.G. Hons. Examination conducted by the University	
	Record keeping of students	YES	Records of students' admission, registration, results, achievements and other details are well kept in the office of the institution.	
	Grievance redressal mechanism	YES	There is a Grievance Redressal Cell in the institution, which works effectively to pay heed to grievances from different corners and to undertake necessary initiatives	
	Progression of students to higher education	YES	A substantive number of students from different departments of the institution secure their admission in higher educational institutes for pursuing higher studies every year Admission in Higher Studies: 2020-21= 52 2021-22= 79 2022-23= 126	
	Involvement of students in different committees	YES	Different committees in the institution comprise of students' representatives	

Support service such as mentoring, provision of scholarships etc.	YES	Mentoring Provision of scholarship, Career guidance	
Health facilities for students	YES	Group Health Insurance for students Medical checkup in Students' Health Home First Aid Management Facilities Sanitary Vendor Machine Gym	

Criterion V	Items	Verification Yes/No	Comments	Suggestions for improvement
Infrastructure of the institute	No. of class rooms	YES	13	
	No. of laboratories	YES	01	
	No. of computers—for teachers	YES	10	
	No. of computers—for students	YES	09	
	No. of computers—for office	YES	05	
	No. of instruments	YES	Department of Geography uses a good number of instruments for effective Teaching-learning process	
	No. of auditorium	YES	01	
	No. of toilets	YES	10	
	No. of common room	YES	01	
	No. of books in the library	YES	2020-21= 17949	

		2021-22= 17949 2022-23= 17952			
Library automation	NO				
Smart class rooms	YES	01			
ICT tools	YES	Type	2020-21	2021-22	2022-23
		Projector	Yes	Yes	Yes
		PPT	Yes	Yes	Yes
		Smart Class	Yes	Yes	Yes
		Free Wi-Fi	Yes	Yes	Yes

Criterion VI	Items	Verification Yes/No	Comments		Suggestions for improvement
Activities of the Institute	Active MOUs	YES	Year	No. of MOU	
			2020-2021	01	
			2021-2022	04	
			2022-2023	22	
	Collaborations	YES	Year	No. of MOU	
			2020-2021	01	
			2021-2022	04	
			2022-2023	22	
	Special lectures	YES	Year	No. of Lecture	
			2020-2021	02	
			2021-2022	08	
			2022-2023	64	
	Conference/Seminar / Workshop conducted	NO			

	Extension Activity	YES	Year	No. of MOU
			2020-2021	01
			2021-2022	06
			2022-2023	10
	Magazine	YES	Annual Magazine	
	Placement	YES	Year	No. of MOU
			2020-2021	Nil
			2021-2022	Nil
			2022-2023	05
	Accreditation	YES	C+ by NAAC in 2004	
	Financial Audit	YES	2020-2021, 2021-2022, 2022-2023	
	Green Audit	YES	2021-2022, 2022-2023	

Please comment on SWOC Analysis:(250 Words) Strength:

- As the only women's college of the district, the institution gets the opportunity to envision a future of enlightened and empowered society where educated and economically independent women play a key role in the development of the nation.
- The institution also offers a number of Add-on/Certificate courses in a bid to enhance the skill set of the students.
- The primary pool of students of our institution are from backward classes, and also from economically weaker background, and mostly first-generation learners. Faculty are very active to fill in that generational gaps with the means of special instruments such as the Mentor-Mentee System.
- The Wi-Fi connectivity throughout the campus, a smart classroom and three other classrooms with ICT enabled tools imparts a digitized impression to the institution.
- The faculty members are also very keen to make the students well-aware of local issues that are very much intertwined in their lives especially through the extension activities and outreach programmes through the vibrant units of NSS and NCC.
- The institution ensures to induce environmental consciousness in the students.

- Awareness about health and hygiene is also spread among students through a number of initiatives like Thalassemia test camp, blood donation camp, yoga, and gymnasium.
- The administrative setup of the college is very democratic and decentralized in nature.

Weakness:

- College campus is not very spacious and college does not have a very spacious playground for students. There are multiple obstacles in developing infrastructural facilities in the new campus.
- The auditorium is not well furnished with adequate technological facilities for executing cultural programmes and seminars.
- Hostel facilities are not available for the students.
- Number of ICT tools are not optimum.
- Library automation is not fully completed.
- Inadequate number of teaching and non-teaching staff
- Inadequate number of classrooms
- Alumni Association yet to be registered.

Opportunities:

- Research activities among the members of the faculty as well as among the students could be enhanced in macro and micro level.
- Science wing can be started at the new campus
- Hostel for Girls can be built up to overcome the logistics problems of the students of distant places.
- There is scope for Opening of Post Graduate courses in regular and distant mode.
- Short term skill based vocational courses could be arranged to enhance the potential of the students.
- Some subjects like Sociology could be upgraded to Honours (Major) level to accommodate more students in Honours level.
- With funds available a well-furnished Auditorium could be constructed.
- Self-financed courses may be opened.

Challenges:

- The major challenge in the development work is the paucity of funds.

- As an institution catering to only a limited number of disciplines to exclusively girl students diminish the diversity of knowledge pool in the institution.
- The overall decreasing interest in the education of the general degree colleges is a major challenge of the day which may grossly be attributed to the lack of employability.
- The intake capacity in each discipline has been increased for a number of reasons but it has made it more challenging to retain the overall quality of teaching-learning process.

Best Practice (s) /Innovations of the Institute:

Best Practice – 1

Title of the practice: **No Vehicle Day**

The Context:

To live a healthy life, a healthy environment is a must. But now a days it has become next to impossible as getting a day without any traces of pollution and is unimaginable. A lot of harm has been done to the environment and to us too. We all know that pollution is one of the burning issues which should be fought unitedly. A small step can lead to a giant leap. So, in this context to become worthy at least for some cause for the sake of nature, ourselves, locality, society, nation we must do something rather than nothing. Our Institution has set its foot to start something on this field. So, in a bid to reduce pollution caused by vehicles, Our College has taken an initiative to observe a “No Vehicle Day” once a month since 2018.

Practice

On the 1st day of every month, No Vehicle Day is observed in our college.

Objectives of the Practice:

To raise environmental sensitivity and awareness among students and staff about vehicular pollution.

To create awareness about global warming caused by fossil fuel burn and its impact on Indian economy.

To encourage for using the bicycles and public transportation systems in reducing carbon footprints.

Evidence of Success

The outcome of this practice has turned to be positive as since 2018 it is observed that on the very 1st day of every month not a single individual reaches the college with their vehicle. It reflects the consciousness and duty of an individual towards their environment as doing something is better than nothing. Thus, our college in a unique way has started to observe the “no vehicle day” as a practice in favour of all and foremost for the nature.

Best Practice 2

Title of the Practice: **Fostering health and well-being**

Objectives:

To foster health and well-being

To make students aware of the health hazards posing threat to social hygiene.

To develop in students a spirit of social service and encourage them to participate in community health movement

To create a healthy teaching-learning environment

The Context

The college believes in the adage ‘A healthy mind in a healthy body.’ Health awareness programmes enable the institution to establish an environment where health and well-being are recognized as critical components of the individuals’ ability to learn, work and contribute to pedagogy.

The Practice

We have conducted health awareness programmes, Thalassemia Detection Camp, Aids Awareness Programmes on World Aids Day to foster health and well-being among the students and staff.

Evidence of Success

Health Awareness Programmes and camps turned to be truly fruitful both for the students and staff of the college. The camp on Thalassemia, for example, attained a huge success. More than one hundred students and the members of teaching staff and non-teaching staff attend the camp. Students assist the medical team and come forward for Thalassemia detection test.

Future Plans of the Institute: (250 Words)

The institution has set a few goals to achieve in the coming years like

1. To set up fully solar energy enabled campus
2. Formation of second campus in the vacant land
3. Construction of Hostel for students
4. Introduction new subjects, especially from science
5. Introduction of Professional courses for the students
6. To construct Disabled- friendly pathways across the campus
7. To start Subsidized canteen for students
8. Online library facility through remote access
9. Introduction of more add on courses.
10. Provide financial support for undertaking research.
11. Procurement of more computers for the students and opening up of computer courses.
12. Enhancement of internet facility and keep up with the technological updating.
13. . Automation of the library immediately.
14. More ICT enabled classrooms.
15. Organization of seminar and workshops.

Thakur Panchanan Mahila Mahavidyalaya strives for excellence and hopes to fulfil the goals with active participation of all the stakeholders.

Signature of the Academic & Administrative Audit Experts with Seal

Daman
24/06/24
Teacher-in-Charge
University B.T. & Evening College
Cooch Behar

Dr. A. H. Md. Rafiquzzaman
Teacher-in-Charge
University B.T. & Evening College
Cooch Behar

Nay
24.06.24
Principal
Baneswar Sarathibala Mahavidyalaya
Baneswar, Cooch Behar

Dr. Narendra Nath Ray
Principal
Baneswar Sarathibala Mahavidyalaya
Cooch Behar

Rupa Bhawanick 24/06/24
Signature of the Principal with Seal

Principal
T.P.M. Mahavidyalaya
Cooch Behar

Pankaj
24/6/24

Dr. Pankaj Kumar Debnath
Principal,
Cooch Behar College
Cooch Behar

Principal
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COOCH BEHAR