

External Academic and Administrative Audit
Bethune College
181, Bidhan Sarani, Kolkata- 700006
29th July, 2022

Members of the Expert Team:

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4. **Dr Ratnaboli Banerjee**, Former Secretary, UGC, Eastern Region

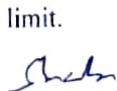



As experts for the External Academic and Administrative Audit Team, for preparation of NAAC of Bethune College, we examined all academic and administrative documents. A presentation of all the seven criteria for NAAC assessment was scrutinized and discussed.

These are our observations/commendations:

1. Period of assessment for the institution will be 2017-18 to 2021-22 (July 2017- June 2022).
2. The college has been ranked 74th by the NIRF in the college category in 2022. It is the only government college from West Bengal to feature in the list of top 100 colleges of the country. It has been awarded the Education Eminence Award for Best Women's College by News 18 network.
3. The college has received A grade in the second cycle of NAAC Accreditation in 2015.
4. The sports and cultural activities of the college are highly praiseworthy and students are actively involved in these activities round the year, even during Covid period through online mode.
5. Teachers of the college are involved in publication and research. All supporting documents to be uploaded on the college website after authentication by the HOI and links to be provided for individual files.
6. All utilisation certificates of government grants have been prepared, audited and submitted.
7. Annual financial and academic audit of the last 5 years has been completed.
8. All meetings of the statutory bodies are convened regularly and the proceedings are recorded meticulously.
9. The college has a rich collection of books, journals and manuscripts and also subscribes to Inflight Nlist.
10. Grievance Redressal mechanism is quite active.
11. All records of students are meticulously maintained.
12. Support services such as scholarships, mentoring classes, career counselling and value added courses are offered to the students.
13. Progression of students to higher education is remarkable.
14. Field trips as part of curriculum only, to be mentioned, for the concerned departments.
15. Action taken on students' feedback is hosted on the website
16. Government order regarding reservation is uploaded on the institutional website.
17. Students to be acquainted with PSO and CO before the Peer team visit.
18. PG syllabus and course outcome to match with syllabus and course outcome of the affiliating university on their website.
19. Controller of Examinations to be requested for summary of university results.

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20. Students' Satisfaction Survey (SSS) of last 4 years to be uploaded on the college website. Link for the SSS to be sent to current students.
21. All sanction letters for research projects are kept ready.
22. A signboard to be installed for a laboratory created for a project in the Chemistry Department.
23. Teachers may collect funds for buying journals.
24. Seminars may be specific according to the NAAC format in the metric 3.2.2 with a list of participants authenticated by HOI.
25. All publications including cover page and ISBN may be hosted on the website.
26. In the metric 3.4.2, certificate for fulfilling Kanyashree target will be provided.
27. In 3.4.3, visit to Srirampur school may be included.
28. Certificate on letterhead with list of activities related to Collaboration to be authenticated by HOI of both institutions.
29. External audit of Students' Aid Fund may be done.
30. No repetition should be made of names in the different courses.
31. YouTube links to college programmes, wherever available, may be provided.
32. Details regarding the composition and functioning of Anti Ragging Cell, Disciplinary and Grievance Cell to be uploaded on the college website.
33. The Placement Cell of the college may ask companies to provide appointment letters of students to them.
34. Registration Certificate of the Alumni Association may be procured.
35. All departments may prepare a journal representing their activities in the assessment period.
36. All figures must reflect in the audited report and reconciliation is to be done by the auditor. The reconciliation report may be provided with the main audit report.
37. Computers purchased in the last academic year (2021-22) to be hosted on the website.
38. At least two GB and Academic Council meetings per year to be shown.
39. Student participation in important bodies may be documented.
40. All minutes of meeting to be kept ready with proper authentication.
41. For the metric 6.2.1, strategic plan - the plan of action for last 5 years is to be prepared. This must match with the submitted AQAR.
42. Any metric that is opted out must be first filled up first and not left blank.
43. All policy documents on e-governance are to be ratified by IQAC and Governing Body.
44. In NEP preparedness, blended mode of teaching during the pandemic is to be mentioned.
45. All documents related to PF ledger, loan papers, leave register, government quarters may be kept ready.
46. Exact number of programmes organised by Women's Studies Centre to be mentioned.
47. As water conservation measure, overhead tanks and reservoirs may be mentioned.
48. All divyangjan friendly initiatives like braille books, ramp, wheelchair, scribe to be mentioned and hosted on website.
49. Posters for green initiatives like Plastic free zone, restricted vehicle entry, no smoking zone to be put up.
50. As one of the best practices, education for women irrespective of their social, economic, religious background was proposed. It was discussed that the college provides quality education at a nominal cost.
51. The distinctive feature of Bethune College is empowering women with holistic education. The focus should be on the illustrious alumni of the college and the recent students who have made the college proud with their achievements.
52. All documents must be properly substantiated. Qualitative metrics should not exceed word limit.

Recommendations:

- The college may design some MOOCs
- More postgraduate programmes may be introduced
- The college may strive to increase collaborative programmes with other institutions.
- More value based courses may be introduced for skill enhancement of students.

Expert's Name with Designation

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Signature & Seal

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