

**Academic Audit of Munshi Premchand Mahavidyalaya**  
**for the academic session 2022-23**



Name of the Institute : MUNSHI PREMCHAND MAHAVIDYALAYA

Date : 20/07/2023

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

1. Dr. Manjula Bera, Professor, Department of Bengali, University of North Bengal.
2. Dr. Jhinuk Dasgupta, Coordinator, IQAC, Siliguri College.

**Members of Staff Present:**

1. Dr. Dilip Kumar Das, Principal, Munshi Premchand Mahavidyalaya.
2. Dr. Nitai Chandra Saha, Coordinator, IQAC, Munshi Premchand Mahavidyalaya.
3. Sri Anjan Jha, Assistant Professor, Munshi Premchand Mahavidyalaya
4. Dr. Arun Kumar Sanfui, Associate Professor, Munshi Premchand Mahavidyalaya
5. Dr. Ritu Chhetri, Assistant Professor, Munshi Premchand Mahavidyalaya



Criterion	Items	Verification (Yes / No)	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum	YES	Faculties from various departments are the members of Board of Studies, University of North Bengal and participate in the framing of the syllabus.	Curriculum can be framed to help rural background students for easy and better learning experience.
	Contents of the Curriculum		The Institution follows the Syllabus under the University of North Bengal.	
	Validation done	YES	Validation is done by the University of North Bengal.	
	IDC / EDC	YES	IDC: The core course and the programme course are interdisciplinary courses to enrich the students with the knowledge and skills.  EDC: The institution through Mentor-Mentee system takes care of the academic courses. Career counselling is organized to provide access to skill-based practices and to open avenues of job opportunities for the students.	
	Credits allotted / distribution - logic	YES	Under CBCS Core Course is of 6 credits and Program Course is of 6 credits and 2 credits respectively for SEC and AECC	

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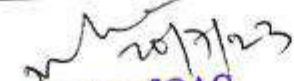
<b>Curriculum Transaction</b>	Teaching methods & teaching aids	YES	Class lectures along with Group Discussions, Viva-Voce, Student's Seminar, ICT based lectures, PPT and lab-based practical teaching methods are used.	Audio-visual hall would provide a better teaching aid for special lectures and PPTs.
	Project work UG/PG	YES	Lab-based Geography department and other departments like History, Sociology and Environment Studies undertake projects. Field survey is an integral part of the curriculum.	Proper equipment and more fund are required.
	Internal assessment – components – Uniqueness	YES	Every department conducts internal assessment in their respective ways. Class test, assignment, Group discussion, students' seminar and viva-voce are the internal assessment tools. These assessments are to help students learn in an easier and faster way and to understand the seriousness of studies in the college level.	More assessment to encourage creative and critical faculty of the students can be beneficial in the learning process.
	Student support – remedial coaching	YES	Every department takes care of the learning process especially for the slow-learners. As a remedial help, extra classes are taken (offline & online). Assignments are assessed and given back for improvement and resubmission. Due to the mentor-mentee process it is helpful to identify students that require more attention. Extra study materials are provided for the students.	Remedial support for the basic knowledge of the subjects in the first two weeks in the beginning of the session is beneficial and necessary. More books and journals are to be procured for library. E-learning process needs to be initiated in the library.
	Parents meeting – evaluation of student's progress			
	Feedback from students	YES	Feedback is collected from every batch of students to develop teaching-learning process and infrastructure.	If the student's feedback especially negative feedback is made transparent to the respective teaching faculty, it'll help in experimenting with new teaching methods.
	Steps taken on the feedback	YES	Students' feedback has been shared with college authority and teaching faculty for further improvement.	Keeping feedback on the teaching method transparent can help each of the teaching faculty in developing teaching methods.


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<b>Faculty Profile</b>	Projects completed / on going	NO		
	Seminars / conferences attended	YES	3 (three) faculties presented seminar papers in both national and international seminars and conferences.	More faculties are encouraged to present papers in Seminars and Conferences.
	Papers / articles / books published	YES	5 (five) faculties have published Book Chapters. 4 (four) faculties have published journal papers.	More faculties should engage in publishing journal papers and book chapters.
	FDP / RC / OC / Training Program / Workshop	YES	4 (four) faculty members participated in RC/OC courses.	Many are encouraged to opt for such courses.
	Preparation of E-learning materials / Content	YES	Departments of English, Education and Political Science have prepared e-learning.	Other departments can be inspired and prepare e-learning contents for the smooth conduction of classes.
	M.Phil. & Ph. D awarded	YES	Dr. Anamika Choudhury and Dr. Mahadeb Arya received their doctoral awards in 2021.	Many faculties should apply and get research done for the quality of research-based teaching-learning process.

  
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<b>Profile of Students</b>	Demand ratio (Applications received Vs Sanctioned Strength)	YES	Total number of Sanctioned Strength for Semester 1: 1170  Total number of applications received Semester 1: 1554	
	Students involvement in extra-curricular & Co-curricular activities	YES	Students participate in all extra-curricular and co-curricular activities through NSS, NCC, and Sports. They participate in regional, state and national competitions. NSS, NCC and Sports departments are run by the respective coordinators. Cultural activities are conducted by the Cultural committee in the college level.	
	Study tour / industrial visits / exhibitions / Internship / Training	YES	Departments of History, Education and Geography take students for study tour. Such exposures provide practical field reality in the learning process for the students.	Separate fund for the faculty and students can be helpful as many students are eager to learn but due to their low financial background, they remain devoid of such study tour opportunities.
	Achievements	YES	Students have excelled in academics and have cleared exams like TET, SLET/SET and NET. Students have also performed well in co-curricular activities and NSS & NCC.	Many numbers of students are encouraged to excel in both academics and co-curricular activities for an all-round development and to be skill-enhanced learners.

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Infrastructure in the Department	No. of class rooms	YES	Total of 21 classrooms are there in the campus.	More class rooms are required for the smooth functioning of teaching-learning process. ICT based more class-rooms would be of much help.
	No. of laboratories	YES	1 laboratory (Department of Geography)	More advanced equipment is required for better functioning of the department.
	No. of computers – for teachers	Yes	3 nos. of desktop for the teachers. Teaching faculties also use their personal laptops and technical devices for teaching and research purposes.	Department-wise desktop is required
	No. of computers – for students	YES	4 computers are there in the library for the students.	More computers in the library can be beneficial for students especially for assignment and project works.
	No. of computers – research scholars	NO	Research scholars avail university facilities.	
	No. of instruments	YES	Department of Geography: 40	More updated instruments required for better practical works.

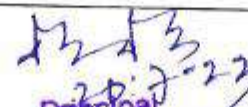
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VI. Activities of the Department	MoUs signed	YES	MoU signed with A.C. College, Panchanan Barma Mahila Mahavidyalaya, Siliguri Mahila Mahavidyalaya, Kalipada Ghosh Tari Mahavidyalaya, Birsa Munda College, Siliguri College of Commerce, Falakata College, Siliguri B.Ed. College, Ghoshpukur College  MoU signed with Siliguri Suryanagar Samajkayan Sanstha and Anudip Foundation	More collaborations and MoU are beneficial for skilled-based teaching-learning process.
	Collaborations	YES	The college has tied up with Anudip Life Transformed to develop Market Aligned Skill and Career Development Training Program for the students.	More such platforms can be explored for students on the necessity of skill-based knowledge.
	Association Meetings	YES	Alumni Association meetings are held annually.	
	Guest lectures	YES	Departments conduct invited guest lectures.	More such lectures can be arranged.
	Conference / Seminar / Workshop conducted	YES	Student's seminar is conducted to encourage and develop their creative and communication skills.  IQAC, various departments and Women Cell conducted seminars	More seminars should be conducted.
	Extension Activity	YES	NSS and NCC organize different extension activities like Plantation, Cleaning activities, Thalassemia awareness camps, Blood Donation camps and many.	
	Interaction with Industry / Research Centres / Educational Institutions	YES	The college organized bought-tea factory visit for the students	Many other departments are encouraged to undertake such visits making learning process beneficial for the students.

  
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	Newsletters / Magazine	YES	College publishes annual magazine 'Ujjiban'	Magazine can inculcate and nurture creative and artistic talents among the students. Various departments should take initiative for newsletters publication
	Placement	YES	The institution organizes career-counselling programme.	More such programme can be organized frequently.

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**Please comment on SWOC Analysis:**

**Strength:**

1. Number of students taking admission in the institution is the strength. As a rural institution it caters to the demand of learning of the challenging socio-economic background learners.
2. Number of teaching faculty, office staff and supporting staff of the institution functions coordinating with each other in a balanced order.
3. NCC, NSS and Sports are the strengths as these provide opportunities to students in social outreach programme.

**Weakness:**

1. Inadequate infrastructure

**Opportunities:**

1. Adequate infrastructure can resolve several classroom and ICT oriented room challenges.
2. The institution provides both academic and skilled-based knowledge to the economically challenged students with co-curricular activities and career counselling with more placements.
3. As a rural institution, the campus provides more opportunities leading to social awareness and social outreach programme.

**Challenges:**

1. Rural background students who are usually first learners in their families often face difficulties in doing fare in their exams and internal tests.
2. Not sufficient research resources and facilities in the library for both the teaching faculty and the students.

  
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## BEST PRACTICE 1



**Title of the Practice:**

**Towards Eco-Friendly Campus**

**Objectives of the Practice:**

1. To create awareness regarding environmental issues amongst the students like various types of pollution, global warming, increasing health issues due to pollution, etc.
2. To educate the students about the plantation of plants as a means to pollution prevention.
3. To make the campus plastic-free and eco-friendly.
4. To make our students more sensitive and responsible by nurturing love and respect for nature.

**The Context:**

Environmental issues are vital to address as it affects our life in a tremendous way. It becomes a responsibility as an educational institution to spread consciousness about the importance of conservation of environment both within the campus and in the neighboring areas. Pollution poses a great challenge to humanity; therefore, collective efforts are made to create awareness as well as to promote eco-friendly environment.

**The Practice:**

1. Attempts are made to make the campus plastic free. Usage of plastic cups and drinking glasses are replaced by paper cups and glass bottles.
2. To sensitize the students and staff regarding the safe and sustainable use of potable drinking water, we have provided (RO aqua-guard) drinking water facility within the campus.
3. The institution insists on separating biodegradable and non-biodegradable wastes by having separate waste-bins.
4. During programme of all kinds, watering of the plant and planting of plants are mandatory instead of lighting the lamp. Twice a year planting is done by the NSS and NCC cadets within the campus and in the neighboring areas.
5. Plants are also distributed in the areas nearby as an awareness campaign regarding the importance of planting and balanced environment.
6. Campus is a smoking free zone. Smoking inside the campus is strictly prohibited.
7. NSS undertakes the project of cleaning the campus at regular intervals.
8. The department of Geography undertakes environment assessment campaigns.
9. Trees and plants in the campus are numbered and named.
10. To maintain a green campus, a 'Green Audit' is conducted on a periodic basis.

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**Evidence of Success:**

Campus is growing into plastic free zone. Trees and plants are planted and are thriving. Several awareness programmes regarding the conservation of water, forest, climate change, waste management, pollution control and planting are organized in the campus for the staff and students and in the villages nearby.

**Problems Encountered and Resources Required:**

Environment degradation is a huge problem. It demands sufficient resources to meet the expenses required in and around the campus. The support of the local administration for various environment projects would be beneficial in promoting and practicing eco-friendly measures. The institution manages the cost of campaigns, projects and activities from the college fund.

**BEST PRACTICE 2**

**Title of the Practice:**

**Student Smart Card (College ID Card cum Library Card)**

**Objectives of the Practice:**

1. To simplify everyday operation of library.
2. To reduce operational cost by issuing one card to students that fulfills two purposes.
3. To save time of both students and library staff while providing library services.
4. Students are less burdened about carrying and maintaining two cards simultaneously.
5. To ensure better monitoring of the circulation of books.

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**The Context:**

Munshi Premchand Mahavidyalaya has the objective to instill a healthy ambitious attitude within our students which is pre-requisite to succeed and sustain in a highly competitive world. To this aim, the current practice has proved effective since it allows us to better scrutinize the performance of our students. At a glance, we can identify the students who are keen about visiting the library for knowledge enhancement. Besides, it has brought substantial efficiency in library operations. It also contributes to our motive of reduction of paper usage which is a major environmental issue.

**The Practice:**

With the purchase of the KOHA software, a full automation system was required wherein each library book was allotted a bar code and maintaining online student data was mandated. So, all the members of the Library Committee of Munshi Premchand Mahavidyalaya including the Principal, HODs of all departments and the library staff unanimously decided to introduce the 'Smart Card'. Herein, first the Smart Card of a student is scanned, followed by the scanning of the bar code of the library book he/she wants to borrow, and the data is immediately registered in the online database of our college. Also, offline records are maintained via register.

**Evidence of Success:**

The implementation of this practice has substantially improved the functionality of the library system. Students are showing more keenness and frequency in their visit to the library. It has also resolved the space issue since manual management of library cards require separate cabinet or stacks which is no longer required.

**Problems Encountered and Resources Required:**

The library work gets hurdled in the face of loadshedding since our college isn't equipped with any alternative power resource like Inverter or Diesel Generator set. Though library operation has become smoother but there is a need for more desktops and barcode scanners. Also, a library cataloguing machine along with complete ICT facilities for students are highly required.

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