

**Academic Audit**

**2014-15**

***Audit Report***

***Part A : Overall evaluation***

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**Audit Key Steps**

Planning completed	September 2015
Field work completed	September 2015
Draft report completed and sent for management response	October 2015
Management response received	October 2015
Final report completed	October 2015
Report presented to the Management	December 2015

**Prepared by the Audit and Evaluation Team**

**Acknowledgments**

The team responsible for this audit, comprised of Sukanya Choudhury, under the supervision and direction of Suman Nandy, CISA, CISSP, would like to thank those individuals who contributed to this project, and particularly, employees who provided insights and comments as part of this audit.

Original signed by

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Chief Audit Executive

## Table of Contents

1.0 Executive Summary.....	5
2.0 Statement of Assurance.....	5
3.0 Summary of Findings.....	6
4.0 About the college.....	6
5.0 Audit Framework and detailed findings.....	7
6.0 Observations and Recommendations.....	15
7.0 Objectives and Scope.....	15
8.0 Methodology.....	16
9.0 Declaration.....	16

## 1.0 Executive Summary

In accordance with the Risk-Based Audit and Evaluation Plan of Surendranath College for 2015, the Audit and Evaluation Branch conducted Academic audit of the college in September 2014.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Academic Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards.

During the initial planning of the audit, an analysis was conducted on the methodologies of the academic policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Academic management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

## 2.0 Statement of Assurance

This audit has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

In our professional judgement, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

### 3.0 Summary of Findings

The main findings of the audit show that, in general, all the departments are aware about the need for Academic policies at a general level.

However, on detailed review, it was observed that, as the college is implementing the Academic Policy for the first time, many of the practices followed in the institution are not in compliance with the Academic Policy of the institution, and the applicable standards. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

### 4.0 About the college

In 1882 Surenranath Banerjea, eminent scholar, orator and statesman and one of the pioneers of India's struggle for self-government and freedom, took over the charge of Presidency School. In January 1884, it was renamed Presidency Institution and became affiliated to the Intermediate Standard of the University of Calcutta. Later in the same year, with permission from Lord Ripon, it was renamed as Ripon College and became a full-fledged degree College under the University of Calcutta. Surenranath Banerjea himself taught in the College for many years with rare distinction. Under his inspiring guidance a generation of students grew up with sacrifice and idealism as their guiding principles. Round him gathered some of the most distinguished scholars and intellectuals of the time and Ripon College soon came to be counted among the reputed seats of learning in the country. In 1885 the Department of Law was started. It was converted into a separate College in 1911 and it was named as Ripon Law College. The Department of Commerce was established in 1940. A branch of this College was opened in Dinajpur (now a separate College in Bangladesh) in 1942. The trustees in order to keep pace with the changing needs of the time, opened an evening Science section in 1947 and a women's section in 1948 as well. The former is now a part of Surenranath Evening College and the latter became an independent Degree College in 1960. In 1948-49 the Trustees renamed the College as Surenranath College as a mark of respect to the founder of the institutions and author of "A Nation in Making"

## 5.0 Audit Framework and detailed findings

The following audit framework is used for conducting Academic Audit.

Sl. No	PARTICULARS	
1.1.a	Has Institution appointed a permanent Principal?	No
1.1.b	Is she/he Ph.D.?	NA
1.2.	Total Non-Teaching Staff _____	30+38*
1.3	Number of professional Programmes held for non teaching staff in the last two years:	Nil
	≥4	
	3	
	2	
	1	
1.4	Extent of grant utilization (UGC + Government +fees) in the last two years Utilization %	✓
	100%	
	75%	
	50%	
	Less than 25%	
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	No
	- Other Processes only	Yes
	b. Enrollment	Yes
	c. Maintenance of Records	Yes
	d. Declaration of Results	Yes
	2. Accounts	
	a. Fees Collection	Yes
	b. Maintenance of accounts	Yes
1.7.a	Is there a College web site?	Yes
1.7.b	Is it updated till date	Yes
1.8.	Is the College Library automated?	No
	a. Record of Books	Yes
	b. Issue and Return of Books	Yes
1.9.a	Does the library provide open access facility?	No
	a. To all	Yes
	b. To Only teachers	Yes

1.9.b	Is there Internet facility in the library? a. For All b. For Teachers only	No
1.10	Is there an Anti ragging Cell in the college?	Yes
1.11	Are there any Welfare schemes? If Yes, List them_____	No
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 Interaction Cell (ISIC) meet? (minimum one meeting per year) (Stake holders : Governing Board, Parents, Alumni, Industries, etc.)	No



Sr.No	PARTICULARS	
2.1.1	Total Permanent Staffc(Teaching)	78
2.1.2	<p>A. How many faculties have attended FIP?</p> <p style="text-align: right;">71% to 100% 41% to 70% Up to 40%</p> <p>B. Faculties who have attended Refresher or Orientation Courses</p> <p style="text-align: right;">71% to 100% 41% to 70% Up to 40%</p>	<p>0%</p> <p>✓</p>
2.1.3	<p>Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc.)</p> <p style="text-align: right;">71% to 100% 41% to 70% Up to 40%</p>	0
2.1.4	Innovative Practices	ANNX-I

Sr. No	PARTICULARS	
2.2.1	Number of programmes/courses offered <ul style="list-style-type: none"> <li>- CBCS system</li> <li>- Multidisciplinary approach</li> <li>- Any other specify</li> </ul>	Add On Courses*
2.2.2	Percentage of students who graduated during last 1 or 2 year(s): First Class, Second Class, Pass Class	
	>50% First Class	No
	>50% Second Class	Yes
	> 50% Pass Class	No
2.2.3	Contribution of the faculty in Course Design <ul style="list-style-type: none"> <li>51% to 100%</li> <li>26% to 50%</li> <li>5% to 25%</li> <li>&lt;5%</li> </ul>	✓
2.2.4	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty? <ul style="list-style-type: none"> <li>81% to 100%</li> <li>51 % to 80%</li> <li>31 % to 50%</li> <li>&lt;30%</li> </ul>	✓
2.2.5	Is academic calendar being prepared and implemented?	Yes
2.2.6	Use of any other Teaching – Learning Tools <ul style="list-style-type: none"> <li>- OHP</li> <li>- LCD }</li> <li>- Videos</li> <li>- Interactive boards }</li> <li>- Any other (Please specify)</li> </ul>	✓ ✓ Projection Microscope
2.2.7	Use of ICT in teaching – Learning Evaluation <ul style="list-style-type: none"> <li>- e-journals</li> <li>- IT enabled classrooms</li> </ul>	✓ ✓

	<ul style="list-style-type: none"> <li>- Online assessment</li> <li>- Online assignment submission</li> <li>- Online feedback on teaching &amp; learning</li> </ul>	✓
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 **Yes
	B. Is it **analysed and ☆communicated?	☆No
2.2.11	Innovative teaching practices	Yes

Sr. No	Particular	
2.3.1	a. Percentage of teachers with Ph.D as the highest qualification:	36
	b. Percentage of teachers with M.Phil as the highest qualification:	12
	c. Percentage of teachers with UGC NET or SLET:	52
	[Total % = % of (a) + % of (b) + % of (c)]	
	81% to 100%	✓
	51% to 80%	
	31% to 50%	
	<30%	
2.3.2	Publications (Last 3 years): Articles in refereed Journals, Books and Edited volumes	Annex-III
2.3.3	Are you generating resources through consultancy?	No
2.3.4	Sponsorship of events and resources generated	NA

2.3.5	State /National/ International level Seminars/ workshops/conferences organized during last 1 year/ 2 years.	>1 ✓List 1 Annex-2
2.3.6	Number of Faculties engaged in research:  a. Sponsored research projects:  Completed _____ (At least 1)  Ongoing _____ (At least 1)	Yes  Yes List

Sr. No	PARTICULARS	
2.4.1	Number of Outreach projects NSS NCC NGO's Own funds Local funds Govt. funds	Yes Yes No Yes Yes Yes
2.4.2	Number of faculty hours for outreach activities	32 hrs
2.4.3	Number of student hours for outreach activities	148 hrs

### **2.5 STUDENTS SUPPORT (10%) 45 Marks**

Sr. No	PARTICULARS	
2.5.1	Number of effective teaching days (Number of working days – Exam days) 140 or >140 120-139 100-119 <100	✓
2.5.2	Use of Power Points in Classes >50% students < 50% students	*✓
2.5.3	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them_____	Given In ANNEX- I
2.5.4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes
2.5.5	Are any Personality development programmes conducted?	Value Education
2.5.6	Do you organize & document various extra curricular activities?	Yes

2.5.7	a. Is there a student council in place?  b. How often do they meet per year? 2 or more times Once only	Yes  ✓
2.5.8	Does your College have any Feedback Mechanism (students, Faculties & **Industry)?	Yes ** No
2.5.9	Do you have any Community Audit Mechanism?	No

## 6.0 Observations and Recommendations

Following the audit, several observations and recommendations were made to the management.

- The institution may appoint a permanent principal
- Faculties may be encouraged to conduct research projects, through various funding options such as UGC major and minor research projects, as the percentage of faculties conducting research projects is relatively less
- Faculties may be encouraged to publish papers, articles or participate in book review, as the percentage of faculties involved in such activities is less
- The institution may formulate a consultancy policy and encourage its faculties to participate in consultancy projects
- The institution may partner with other institutions of repute through formal MoU
- Student centric learning mechanism may be improved
- Use of powerpoint in classes for teaching learning by the students and the faculties may be reinforced
- Feedback mechanism may be introduced from external stakeholders
- Although the college has an add-on course, additional certificate courses may be introduced towards making the students more employable
- Welfare schemes may be introduced for the students and the faculties

## 7.0 Objectives and Scope

This audit was conducted for Surenranath college campus in MG Road, Kolkata and all departments of the institution operating from the MG Road, Kolkata campus.

## 8.0 Methodology

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

### **Review of the Documentation**

For the purpose of this audit the Academic Policy of the institute was reviewed.

### **Interviews**

Interviews were conducted with the Principal, and also faculties and students.

### **Physical Inspection**

The audit team was in college to inspect the campus.

## 9.0 Declaration

I agree with all the recommendation and observation mentioned in this report.

Original signed by

Principal with Seal