



DEWANHAT MAHAVIDYALAYA

ACADEMIC AUDIT

Session - 1st July 2018 to 30th June 2022 (2018-19, 2019-20, 2020-21, 2021-22)



1. Academic Audit Committee (Name, Designation & Address)	
	<p>➤ Dr. Amitabh Roy Principal, Alipurduar Mahila Mahavidyalaya Loharpool, New Town, Alipurduar, West Bengal, India - 736121</p> <p>➤ Prof. (Dr.) Prabir Kumar Haldar Dean, Faculty of Science, Cooch Behar Panchanan Barma University Cooch Behar, 736101</p> <p>➤ Dr. Sankar Chatterjee Associate Professor HOD, Department of Sanskrit A. B. N. Seal College, Cooch Behar, 736101</p>

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2.	Steering Committee for Academic Audit	<p>➤ Dr. Aziz Ahmed Principal, & Chairperson of IQAC Dewanhata Mahavidyalaya, Dewanhata, Cooch Behar, 736134</p> <p>➤ Dr. Pitas Das IQAC Coordinator Dewanhata Mahavidyalaya Dewanhata, Cooch Behar, 736134</p> <p>➤ Sri Shankhpradip Ghosh IQAC Member & TCS Dewanhata Mahavidyalaya Dewanhata, Cooch Behar, 736134</p>
3.	Academic years for which Academic Audit conducted	2018-19, 2019-20, 2020-21, 2021-22
4.	Submission of document from Department for the Academic Audit	<p>The documents from all the departments incorporating different aspects of academic proceedings of the College for the period 2022-23 have been submitted. The report contains</p> <ul style="list-style-type: none">• Institutional Data• Profile of the departments and faculty members• Profile of activities of different Committees• Library• Financial Support from UGC and other funding agencies
5.	Day and date of Visit	15/07/2022
6.	Time Spent	10.00 A.M. To 5.00 P.M.

Signed,
Principal
Dewanhata Mahavidyalaya

7.	<p>Proceedings of the Academic Audit</p>	<p>The process of Academic Audit was systematically planned and shared with external Audit Experts through</p> <ul style="list-style-type: none"> • Principal's Presentations • Departmental Presentations • Presentations of Sub-committees • Verifications of documents • Interactions with faculty • Visits to Library, Laboratory and other activity centres. • Interaction with office and non-teaching staff
8.	<p>Curricular Aspects</p>	<ul style="list-style-type: none"> • The College has defined its goals and objectives clearly, which have been communicated systemically to all its stakeholders. • The College follows the curriculum of Cooch Behar Panchanan Barma University. • The College follows recently introduced Choice Based Credit System (CBCS) • The College has a wide range of Undergraduate Programmes. <ul style="list-style-type: none"> 2018-19 – Hons subjects – 05, Programme - 01 2019-20 – Hons subjects – 08, Programme - 01 2020-21 & 2021-22 - Hons subjects – 08, Programme - 01 • Classes are conducted as per Timetable and Academic Plan, and Semester-wise prepared modules based on the Academic Schedule of the affiliating University. • Examinations and other activities are carried out as per the Academic Calendar prepared at the beginning of each academic year. • The college introduced Add-on courses from 2019, and it received positive response from students. • After gathering feedback from stakeholders and conducting analysis, the Principal addressed the relevant staff individually, making them aware of the feedback report.



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9.	Programme of Study	09	<ul style="list-style-type: none"> • B.A. Honours in Bengali • B.A. Honours in English • B.A. Honours in Sanskrit • B.A. Honours in History • B.A. Honours in Political Science • B.A. Honours in Education • B.A. Honours in Geography • B.A. Honours in Philosophy • B. A. Programme Course 																																			
10.	Number of Honours Departments with year of establishment	08	Bengali, 2008 English, 2009 Sanskrit, 2008 History, 2013 Political Science, 2010 Education, 2019 Geography, 2019 Philosophy, 2019 Bengali, Sanskrit, English, Political Science, History, 2007 Geography, 2013 Education, Philosophy, 2014																																			
11.	Programme Course with year establishment	01	Bengali, Sanskrit, English, Political Science, History, 2007 Geography, 2013																																			
12.	Intake Capacity in Honours Courses	Bengali	<table border="1"> <thead> <tr> <th>English</th> <th>Sanskrit</th> <th>History</th> <th>Political Science</th> <th>Education</th> <th>Geography</th> <th>Philosophy</th> </tr> </thead> <tbody> <tr> <td>62</td> <td>37</td> <td>62</td> <td>40</td> <td>48</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>62</td> <td>37</td> <td>62</td> <td>40</td> <td>48</td> <td>15</td> <td>25</td> </tr> <tr> <td>62</td> <td>37</td> <td>62</td> <td>40</td> <td>48</td> <td>15</td> <td>25</td> </tr> <tr> <td>62</td> <td>37</td> <td>62</td> <td>40</td> <td>48</td> <td>15</td> <td>25</td> </tr> </tbody> </table>	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	62	37	62	40	48	N/A	N/A	62	37	62	40	48	15	25	62	37	62	40	48	15	25	62	37	62	40	48	15	25
English	Sanskrit	History	Political Science	Education	Geography	Philosophy																																
62	37	62	40	48	N/A	N/A																																
62	37	62	40	48	15	25																																
62	37	62	40	48	15	25																																
62	37	62	40	48	15	25																																
13.	Intake Capacity in the Programme Course		2018-19 - 886 2019-20 - 886 2020-21 - 886 2021-22 - 886																																			

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14. Number of Applicants in Semester I	Bengali		English		Sanskrit		History		Political Science		Education		Geography		Philosophy		Program Course	
2018-19	748	521	697	738	648	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	1781
2019-20	721	478	691	604	617	245	103	119	1578									
2020-21	647	457	612	558	634	227	122	89	1517									
2021-22	528	427	572	517	602	198	97	62	1378									
15. Number of Students admitted	Bengali		English		Sanskrit		History		Political Science		Education		Geography		Philosophy		Program Course	
2018-19	59	34	54	33	25	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	689	
2019-20	38	24	46	30	22	15	07	10	708									
2020-21	23	22	31	22	21	12	12	05	643									
2021-22	21	19	21	18	36	11	05	05	700									
16. Total Number of Students enrolled (3 Years)	Bengali		English		Sanskrit		History		Political Science		Education		Geography		Philosophy		Program Course	
2018-19	132	66	131	61	47	Nil	Nil	Nil	1157									
2019-20	131	81	129	75	59	15	07	10	1303									
2020-21	108	74	109	74	55	26	19	14	1417									
2021-22	75	62	86	66	72	37	24	19	1613									
17. Intake Capacity of SC/ST/OBC in Honours & Programme Courses	Bengali		English		Sanskrit		History		Political Science		Education		Geography		Philosophy		Program Course	
2018-19	SC	14	SC	8	SC	14	SC	9	SC	11	SC	Nil	SC	Nil	SC	Nil	SC	195
	ST	4	ST	2	ST	4	ST	2	ST	3	ST	Nil	ST	Nil	ST	Nil	ST	54
	OBC	10	OBC	7	OBC	10	OBC	7	OBC	8	OBC	Nil	OBC	Nil	OBC	Nil	OBC	151
	GEN	34	GEN	20	GEN	34	GEN	22	GEN	26	GEN	Nil	GEN	Nil	GEN	Nil	GEN	486
	SC	14	SC	8	SC	14	SC	9	SC	11	SC	3	SC	3	SC	6	SC	195
	ST	4	ST	2	ST	4	ST	2	ST	3	ST	1	ST	1	ST	2	ST	54
	OBC	10	OBC	7	OBC	10	OBC	7	OBC	8	OBC	3	OBC	3	OBC	5	OBC	151
	GEN	34	GEN	20	GEN	34	GEN	22	GEN	26	GEN	8	GEN	8	GEN	12	GEN	486
	SC	14	SC	8	SC	14	SC	9	SC	11	SC	3	SC	3	SC	6	SC	195
	ST	4	ST	2	ST	4	ST	2	ST	3	ST	1	ST	1	ST	2	ST	54
	OBC	10	OBC	7	OBC	10	OBC	7	OBC	8	OBC	3	OBC	3	OBC	5	OBC	151
	GEN	34	GEN	20	GEN	34	GEN	22	GEN	26	GEN	8	GEN	8	GEN	12	GEN	486
2020-21	SC	14	SC	8	SC	14	SC	9	SC	11	SC	3	SC	3	SC	6	SC	195
	ST	4	ST	2	ST	4	ST	2	ST	3	ST	1	ST	1	ST	2	ST	54
	OBC	10	OBC	7	OBC	10	OBC	7	OBC	8	OBC	3	OBC	3	OBC	5	OBC	151
2021-22	GEN	34	GEN	20	GEN	34	GEN	22	GEN	26	GEN	8	GEN	8	GEN	12	GEN	486
	SC	14	SC	8	SC	14	SC	9	SC	11	SC	3	SC	3	SC	6	SC	195
	ST	4	ST	2	ST	4	ST	2	ST	3	ST	1	ST	1	ST	2	ST	54
2021-22	OBC	10	OBC	7	OBC	10	OBC	7	OBC	8	OBC	3	OBC	3	OBC	5	OBC	151
	GEN	34	GEN	20	GEN	34	GEN	22	GEN	26	GEN	8	GEN	8	GEN	12	GEN	486

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Number of SC/ST/OBC Students admitted	Bengali		English		Sanskrit		History		Political Science		Education		Geography		Philosophy		Program Course
	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST	
2018-19	14	0	8	0	14	0	9	0	11	0	11	0	11	0	11	0	189
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	10	0	7	0	6	0	6	0	4	0	4	0	4	0	4	0	95
	34	0	19	0	34	0	18	0	10	0	10	0	10	0	10	0	403
2019-20	12	0	6	0	13	0	9	0	6	0	6	0	6	0	6	0	190
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	9	0	7	0	5	0	6	0	3	0	3	0	3	0	3	0	99
	17	0	11	0	25	0	15	0	13	0	13	0	13	0	13	0	419
2020-21	10	0	6	0	12	0	8	0	9	0	9	0	9	0	9	0	194
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	8	0	9	0	6	0	4	0	2	0	2	0	2	0	2	0	68
	5	0	9	0	13	0	10	0	10	0	10	0	10	0	10	0	381
2021-22	6	0	8	0	12	0	2	0	2	0	2	0	2	0	2	0	192
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	3	0	4	0	5	0	5	0	6	0	6	0	6	0	6	0	80
	12	0	7	0	4	0	11	0	20	0	20	0	20	0	20	0	427

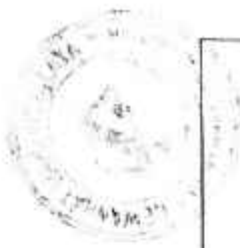
19. Student-teacher Ratio (Honours Course)	Bengali		English		Sanskrit		History		Political Science		Education		Geography		Philosophy
	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST	
2018-19	66:1	33:1	66:1	61:1	47:1	18:1	18	18	18	18	18	18	18	18	NI
	33:1	20:1	43:1	19:1	30:1	15:1	15	15	15	15	15	15	15	15	6:1
	27:1	19:1	36:1	19:1	28:1	19:1	19	19	19	19	19	19	19	19	7:1
	19:1	16:1	29:1	17:1	36:1	37:1	37	37	37	37	37	37	37	37	10:1
20. Number of classes allotted for each Department (in a week)	36	36	36	36	36	36	36	36	36	36	36	36	36	36	30
	66	66	66	66	66	66	66	66	66	66	66	66	66	66	30
	66	66	66	66	66	66	66	66	66	66	66	66	66	66	30
	66	66	66	66	66	66	66	66	66	66	66	66	66	66	30
21. Percentage (%) of classes taken by each Department (in a year)	92%	93%	95%	97%	92%	92%	92%	92%	92%	92%	92%	92%	92%	92%	95%
	95%	96%	96%	95%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%
	95%	95%	94%	95%	96%	96%	96%	96%	96%	96%	96%	96%	96%	96%	94%
	96%	92%	97%	93%	95%	91%	91%	91%	91%	91%	91%	91%	91%	91%	93%

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22. Add-on/Certificate Courses	<p>2018-2019: Add-on Course in Communicative English 2019-2020: Add-on Course in Gender Studies Office Orientation Programme in Introduction of HRMS 2020-2021: Yoga Training Programme Add-on Course on Western Political Thought 2021-2022:</p> <ol style="list-style-type: none"> Yoga Training Programme Self-Defence Programme for girl students Add-on Course on "Human Values, Culture, Citizenship, Rights & Duties in India" Office Orientation Programme in 'Student Relations & Communication' Faculty Development Programme on Research Methodology 								
23. Academic Calendar	Yes								
24. Annual Curricular Plan	Yes								
25. Attendance	Yes								
26. Coverage of Syllabus	Yes								
27. Do departments conduct Department Meetings regularly	Yes, 4 in each year.								
Teaching Learning and Evaluation									
28. Online Admission	<p>Online admission is done Purely on the basis of merit</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> </tr> </thead> <tbody> <tr> <td>08</td> <td>21</td> <td>21</td> <td>21</td> </tr> </tbody> </table>	2018-19	2019-20	2020-21	2021-22	08	21	21	21
2018-19	2019-20	2020-21	2021-22						
08	21	21	21						
29. Total number of Permanent Faculty	<table border="1"> <thead> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>03</td> <td>03</td> <td>03</td> </tr> </tbody> </table>	2018-19	2019-20	2020-21	2021-22	01	03	03	03
2018-19	2019-20	2020-21	2021-22						
01	03	03	03						
30. Number of Permanent Faculty with Ph.D.	<table border="1"> <thead> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> </tr> </thead> <tbody> <tr> <td>255</td> <td>259</td> <td>271</td> <td>269</td> </tr> </tbody> </table>	2018-19	2019-20	2020-21	2021-22	255	259	271	269
2018-19	2019-20	2020-21	2021-22						
255	259	271	269						
31. Total Number of College Open Days	<table border="1"> <thead> <tr> <th>2018-19</th> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> </tr> </thead> <tbody> <tr> <td>202</td> <td>210</td> <td>202</td> <td>215</td> </tr> </tbody> </table>	2018-19	2019-20	2020-21	2021-22	202	210	202	215
2018-19	2019-20	2020-21	2021-22						
202	210	202	215						
32. Total number of actual teaching days									
33. Orientation Programme	Organized for B.A. Semester I students (initiative by IQAC)								

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34.	<p>Teaching Methods and Teaching Aids Used</p>	<ol style="list-style-type: none"> 1. Lecture Method (Chalk, Duster) 2. Use of Audio - Visual Aids 3. Group Discussions 4. Student Seminars 5. Quiz 6. Invited Lectures 7. Experiential Learning/ Hands-on-Training: Educational Tours, Field Visit 8. WhatsApp, Google Classroom, etc. are used to provide study materials to students. <ul style="list-style-type: none"> ➤ Students are encouraged to participate in discussions and seminars so that their role in the classroom is not limited to that of passive learners. ➤ Interactive sessions are encouraged to understand their needs and modify teaching learning method accordingly.
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35.	<p>Use of ICT/Computer Aided Methods</p>	<ol style="list-style-type: none"> 1. Power Point presentations 2. Tutorials on WhatsApp Group & Google Meet
36.	<p>Student Centric Activities</p>	<ol style="list-style-type: none"> 1. Paper Presentation by students 2. Field Projects 3. Educational Tours 4. Cultural Competitions 5. Youth Parliament Competition 6. Games and Sports <p>08 remedial classes were held for slow learners by each department.</p>
37.	<p>Remedial Classes for Slow learners</p>	<p>Students' Seminars are held for advanced learners. Maintained regularly by each department</p>
38.	<p>Advanced Learners</p>	<p>Yes</p>
39.	<p>Maintenance of Academic Record</p>	<p>Assessed through class performance and participation in academic activities. Assignment based activities, and Viva Voce are also organized</p>
40.	<p>Students Assignments</p>	
41.	<p>Conduct of Continuous Assessment</p>	

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42.	Conduct of Internal Examination (Online/offline)	Yes, first, second and final Class Tests are organized by each department for every semester.																																																																																																																																																																																																																																																																																													
43.	Maintenance of Marks Register/File	Yes, maintained by each department.																																																																																																																																																																																																																																																																																													
44.	Parent-Teacher meeting	IQAC & all departments organize these meetings, and necessary steps are taken based on stakeholder's feedback																																																																																																																																																																																																																																																																																													
45.	Feedback on Teaching-Learning Evaluation	Taken from students, and after analysis, necessary steps have been taken for improvement by IQAC																																																																																																																																																																																																																																																																																													
46.	Result of University Examination (last exam)	Quite Good																																																																																																																																																																																																																																																																																													
47.	Analysis of University Results (Percentage of Passed Students)	<table border="1"> <thead> <tr> <th rowspan="2">Subject</th> <th colspan="3">2018-19</th> <th colspan="3">2019-20</th> <th colspan="3">2020-21</th> <th colspan="3">2021-22</th> </tr> <tr> <th>Appeared</th> <th>Passed</th> <th>Failed</th> <th>Appeared</th> <th>Passed</th> <th>Failed</th> <th>Appeared</th> <th>Passed</th> <th>Failed</th> <th>Appeared</th> <th>Passed</th> <th>Failed</th> </tr> </thead> <tbody> <tr> <td>Bengali</td> <td>33</td> <td>32</td> <td>1</td> <td>40</td> <td>40</td> <td>0</td> <td>53</td> <td>53</td> <td>0</td> <td>31</td> <td>31</td> <td>0</td> </tr> <tr> <td></td> <td>Passed %</td> <td>96.97%</td> <td></td> <td>100%</td> <td></td> <td></td> <td>100%</td> <td></td> <td></td> <td>Passed %</td> <td>100%</td> <td></td> </tr> <tr> <td>English</td> <td>6</td> <td>6</td> <td>0</td> <td>25</td> <td>25</td> <td>0</td> <td>31</td> <td>31</td> <td>0</td> <td>21</td> <td>21</td> <td>0</td> </tr> <tr> <td></td> <td>Appeared</td> <td>6</td> <td>0</td> <td>25</td> <td>25</td> <td>0</td> <td>31</td> <td>31</td> <td>0</td> <td>21</td> <td>21</td> <td>0</td> </tr> <tr> <td></td> <td>Passed %</td> <td>100%</td> <td></td> <td>100%</td> <td></td> <td></td> <td>100%</td> <td></td> <td></td> <td>Passed %</td> <td>100%</td> <td></td> </tr> <tr> <td>Sanskrit</td> <td>36</td> <td>35</td> <td>01</td> <td>44</td> <td>40</td> <td>4</td> <td>42</td> <td>42</td> <td>0</td> <td>35</td> <td>35</td> <td>0</td> </tr> <tr> <td></td> <td>Appeared</td> <td>35</td> <td>01</td> <td>44</td> <td>40</td> <td>4</td> <td>42</td> <td>42</td> <td>0</td> <td>35</td> <td>35</td> <td>0</td> </tr> <tr> <td></td> <td>Passed %</td> <td>97.22%</td> <td></td> <td>90.90%</td> <td></td> <td></td> <td>100%</td> <td></td> <td></td> <td>Passed %</td> <td>100%</td> <td></td> </tr> <tr> <td>History</td> <td>06</td> <td>06</td> <td>0</td> <td>24</td> <td>22</td> <td>2</td> <td>23</td> <td>23</td> <td>0</td> <td>28</td> <td>28</td> <td>0</td> 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Correct.

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51. Research, Innovation & Extension	The College has constituted Research Committee which promotes research culture among faculty and students			
52. Research Guide	One teacher (Dr. Pitas Das, Department of Sanskrit) is acting as a research guide from 2021-22.			
53. Book Chapter & Journal	Nearly 30% of the faculty members have published edited volumes and papers in journals of national and international repute.			
54. Number of Seminars/ Conferences Organized	2018-19	2019-20	2020-21	2021-22
55. Research Projects	06	09	05	09
56. Total Grant Sanctioned	Nil			
57. MOU	1. Maynaguri Sports & Yoga Society 2. Jalpaiguri Sports WUSHU Association			

58. Number of books in General Library	2018-19	Bengali 1716 English 950 Sanskrit 598 History 1067 Political Science 844	Education 109 Geography 324 Philosophy 200 References Book 200	ENVS 538
	2019-20	Bengali 1725 English 950 Sanskrit 598 History 1067 Political Science 905	Education 109 Geography 324 Philosophy 200 References Book 229	ENVS 100
	2020-21	Bengali 1725 English 950 Sanskrit 598 History 1067 Political Science 905	Education 109 Geography 324 Philosophy 200 References Book 229	ENVS 100
	2021-22	Bengali 1725 English 950 Sanskrit 598 History 1067 Political Science 905	Education 109 Geography 324 Philosophy 200 References Book 229	ENVS 100

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Audit Questions Part-II

- The auditors are guided by the questions given in each section in carrying out the academic audit of departments. These questions guide the formulation of the Self-Evaluation Document (SED).

DEFINING INTENDED LEARNING OUTCOMES

Base decisions on facts

- **Do you seek external input in the formulation of the learning outcomes?**

Yes.

- **If yes, how do you do it? For example, do you use surveys or focus group interviews with employers and alumni?**
Learning outcome is properly approved by IQAC and the Principal of the College.

- **Are data from such surveys analyzed so that you can establish a priori case? Explain.**

Yes, Feedback is taken for students, teachers, alumni and employers, and data collected is analysed for improvement.

- **What have you learnt from former students and employers?**

Increase the number of carrier-oriented and Vocational Programmes and also increase the number of reference books in the library.

- **How do you ensure that there is convergence or agreement on the essential elements of the curriculum?**

By facilitating the demands of the faculties and students in consultation with the affiliated University.

Sueed.
Principal

Dewanhat Mahavidyalaya



DESIGNING TEACHING AND LEARNING PROCESS

- **How are your courses managed?**

The course and curriculum are designed by the affiliating University. We follow State Govt. and University rules and regulations.

- **Is there an appropriate and up-to-date teaching and learning strategy in the Department?**

Yes

- **How are teaching and learning organized for students?**

By educational practices as set forth by UGC and the state government.

- **What pedagogical approaches are used?**

As set forth by UGC, the state Government and the Affiliating University from time to time.

- **What strategies are used to stimulate students' participation in the classroom and enhance student learning?**

ICT based as well as chalk duster methodology of teaching, students' seminar, regular organization of seminar by college, motivational talk by teachers, arrangement of seminar and webinar for career-oriented course etc.

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Navsahai Mahavidyalaya



- **What resources are used in teaching and learning?**
Books and Journals, on-line materials, LMS, PowerPoint presentations.

- **How is quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?**
Feedback from different stakeholders like students, parents, alumni, and faculties' feedback report as prepared by IQAC of the college provide the details as asked for from time to time.

- **How effectively do lecturers draw upon their research, scholarship or professional activity to inform their teaching?**
 - Teachers are regularly attending different International and National Seminars to gain knowledge in research, and professional activities.
 - FDP and short-term courses attended by the faculties of the college to enhance their professional activities.

- **Is there any academic support including handbooks and other written documents that is given to students?**
Yes (through LMS facilities)

- **Were the faculties engaged themselves for their Academic Development during this Academic Period?**
Yes, faculties were engaged in various academic development activities like publication in journals, attending and presenting papers in different Regional, National and International Webinars/Seminars. The department-wise details are given below:

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Department	Journal/ Publications (Calendar Year)	Book/ Chapters (Calendar Year)	Webinar/ Seminar/ Conference/ Workshop (Academic Year)		Skill Development Programme (Academic Year)			Special Counseling (Academic Year)
			Presented	Participated	Orientation Course	Refresher Course	Short Term/ Courses/ Others	
Bengali	2018 -01	2018 - 02,	2018-19: 01	2018-22: 03			2018-19: 01	
		2019 - 04,	2019-20: 03					
		2020 - 02	2021-22: 02					
English	2021 - 01, 2022 - 05	2018 - 01,	2018-19: 01	2018-22: 03	2021-22: 01			
		2022 - 01	2019-20: 01					
			2020-21: 01					
Sanskrit	2018 - 04, 2019 - 02	2018 - 01,	2018-19: 04	2018-22: 06	2019-20: 01	2020-21: 01	2020-21: 01	2021-22: 02
		2022 - 01	2020-21: 01					
			2021-22: 05					
History	2018 - 01, 2019 - 01, 2021- 04, 2022 - 01	2022 - 05	2019-20: 03	2018-22: 05			2018-19: 01	2020-21: 02 2021-22: 01
			2020-21: 02					
			2021-22: 01					
Political Science	2019 - 02, 2020 - 03	2019 - 04,	2018-19: 01	2018-22: 03			2019-20: 01	
		2020 - 05,	2021-22: 01					
		2021 - 03						
Education	00	00		2018-22: 03				
Geography	2019 - 01	2020- 01, 2022 - 01	2019-20: 01	2018-22: 03			2019-20: 01	2018-19: 01
Philosophy	00	00	2021-22: 03	2018-22: 03				

• **What was the role of IQAC for Academic Development during the period?**

IQAC has taken a number of initiatives as mentioned below:

1. FDP for Teaching and Non-Teaching Staff.

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Dewanhat Mahavidyalaya



2. Introduction of Add-on courses
3. MOU signed with different colleges for faculty and student-exchange programmes.
4. Organizing Seminars, Skill-development programmes, Yoga Camp, Self-Defense Programme.
5. Organising Invited Lectures, faculty orientation programmes, and orientation programme for NTS
6. Formation of Alumni Association
7. Initiatives taken for library development of the college
6. Initiatives taken for ICT-enabled classrooms,

• **Is there any Alumni Association of the Institution?**

Yes

• **If yes, what is the Total No. of Members and how many meetings were organized during this period?**

The total no. of members is 165. The members can register themselves through their application. Two Meetings were held during this period.

• **How does Alumni Association contribute for the development of the institution?**

They have arranged different Programmes for college development, like meeting with students, cultural Programmes, social Programmes, etc.

(Signed)

Principal

Dewanhat Mahatma Jyoti Baobaal Education Society

Observations/ Recommendations by the Academic Auditor:

1. The institution should procure more books for the library, catering to the needs of the students. Providing textbooks to the students should remain the primary concern of the HEI, buying reference books for advanced learners should also be considered with equal priority.
2. The college should procure more books in different subjects of study. Departmental Library to be developed.
3. Installation of KOHA software in the library in an urgent need.
4. Number of faculty in each department to be increased.
5. ICT facilities to be improved.
6. There is ample scope in developing research activities in the institution. The administration should chalk out clear policies in creating an ecosystem of research that will encourage faculties to apply to external agencies for research projects or to write articles for peer-reviewed journals.

Signature of the Audit team members:

Mr. Shankhpradip Ghosh
IQAC Member & TCS
Dewanhat Mahavidyalaya

Checked, Verified and Authenticated

Dr. Pitas Das
IQAC Coordinator
Dewanhat Mahavidyalaya
Co-ordinator
IQAC
Dewanhat Mahavidyalaya
Dewanhat, Cooch Behar

Dr. Sankar Chatterjee
Associate Professor
Department Of Sanskrit
A. B. N. Seal College

Head
Department of Sanskrit
Acharya B.N.Seal College (Govt.)
Cooch Behar-736101, W.B



Dr. Aziz Ahmed
Principal
Dewanhat Mahavidyalaya
Principal
Dewanhat Mahavidyalaya
O. Dewanhat, Dist. Cooch Behar
Pin: 736134

Dr. Amitabh Roy
Principal
Alipurduar Mahila Mahavidyalaya
Principal
Alipurduar Mahila Mahavidyalaya
Alipurduar

Dr. Prabr Kumar Halder
Dean Faculty of Science,
CBPBU

Dean, Faculty of
Post-Graduate Studies in Science,
Technology and Vocational Studies,
Cooch Behar Panchanan Barma University
Uttamanda Street, Cooch Behar. Pin:736101



DEWANHAT MAHAVIDYALAYA

ADMINISTRATIVE AUDIT



Session - 1st July 2018 to 30th June 2022 (2018-19, 2019-20, 2020-21, 2021-22)

1.	Administrative Audit Committee (Name, Designation & Address)	<ul style="list-style-type: none">➤ Dr. Amitabh Roy (External) Principal, Alipurduar Mahila Mahavidyalaya Loharpool, New Town, Alipurduar, West Bengal, India - 736121➤ Dr. Sankar Chatterjee (External) Associate Professor HOD, Department of Sanskrit A. B. N. Seal College, Cooch Behar, 736101➤ Dr. Aziz Ahmed (Internal) Principal Dewanhat Mahavidyalaya Dewanhat, Cooch Behar, 736134➤ Dr. Pitas Das (Internal) IQAC Coordinator Dewanhat Mahavidyalaya Dewanhat, Cooch Behar, 736134
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Sl. No	PARTICULARS	ANSWERS	
1	Campus Area	Exemplary	Good (4.29 Acres)
		Good	
		Inadequate	
		Other, Please specify	
2	Campus Ownership	Owned by Management	
3	Office Space	Exemplary	Good, Clean and well-maintained
		Good	
		Inadequate	
		Other, Please specify	
3	IT Facility	ICT-enabled classroom	
	Maintenance of Records	Exemplary	Exemplary, maintained meticulously
		Good	
		Inadequate	
		Other, Please specify	

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Dewanhat Mahavidyalaya



4	a. Area of Library		750 Sq. Ft.
	b. Separate reading area for Student & Staff	Yes	Yes, 160 Sq. Ft.
		No	
	c. Separate stack room	Yes	No
		No	
	d. Separate Reference Section	Yes	No
No			
e. Ethical Guidance is provided to student and staff	Yes	Yes, Code of Conduct is displayed for the students at the entrance. Code of Conduct is also made available in the College Website.	
	No		
5	Security System-		
	i. Lock and Key system		Yes
	ii. CCTV Cameras & Electronic Recoding		No
	iii. Single Door entry - exit for staff and user		Yes
	iv. Observation by Library staff		Continuous monitoring
	v. ID Cards for Students		Mandatory, provided by the College after Registration
	vi. Signature of Staff		Register maintained on daily basis

6	Inventory (Library) -		
	i. Stock Verification		Quarterly
	ii. Library Committee		Functional/Meetings held regularly
	iii. Computer with Bar Code technique		Nil
	iv. Manual counting of books		Counting done at the end of each semester
	v. Accession number assigned to each book		Mandatory
	vi. INFLIBNET facilities		Yes
	vii. OPEC System		NO
7	Reprography Service	Yes	No
		No	
8	Storage Facility	Yes	No
		No	
9	Computer for students and teachers	Yes	Yes
		No	
10	Audio/Visual Facility		<ul style="list-style-type: none"> • Audio Visual Room is available • Portable Projector is available • Wall-fixed Projector is available

Ayed.
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Dewanhat Mahavidyalaya



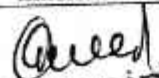
11	Portable Water facility	Exemplary	<ul style="list-style-type: none"> Exemplary, water purifier in each floor of the college building, AMC done for each machine. Satisfactory maintenance
		Good	
		Inadequate	
12	Toilet Facility		<ul style="list-style-type: none"> Separate toilets for students and staff are available. Toilets are cleaned and repaired on a regular basis
13	Parking		Available
14	Class Rooms	Exemplary	<ul style="list-style-type: none"> Good Whiteboard, Teacher's Table and Chair available in all the rooms. Seating Arrangement for the students is adequate.
		Good	
		Inadequate	
		Other, Please specify	
15	Staff Room	Single Staff room with IT facility	No single room, but separate cabin with IT facility
		Staff room with separate cabins	No separate room, but one common room
16	Locker Facility in the Staff Room	Available	Available
		Not-available	
17	Seminar Room	Available	Not- Available
		Not-available	
18	Common Room	Available	Available
		Not-available	
19	Auditorium	Available	Not- Available
		Not-available	
20	Sports Facility		
	Play Ground		Well-maintained
	Sports Equipment		Adequate
	Badminton Court		Available
21	Indoor Sports Facility		Not Available
22	Hostel		Not Available
23	Public Transportation for students		Available
24	Canteen		Available
25	Garden		Available
26	Availability Computers/Laptop for Staff		Yes 10 computers
27	Internet Facility		Available


 Principal
 Dewanhat Mahavidyalaya



28	Overall Maintenance	Satisfactory
	a. Exemplary	
	b. Satisfactory	
	c. Non-satisfactory	
29	Formation of Grievance & Redressal Cell	Yes, records are well-maintained
30	Formation of Anti-Ragging Cell	Yes
	Display of Anti-Ragging message	Yes, prominently displayed and notified within the Campus
31	Formation of Internal Complaints Committee	Yes
32	Facilities for Students with Disability	<ul style="list-style-type: none"> • Wheel Chair is available and usable. • Ramp is available and usable • Differently-abled friendly toilet is available and usable.

33	List out Progressive Practice (s) of the Institution	<ul style="list-style-type: none"> • Creation of WhatsApp Group for smoother administrative functioning.
34	Student Support and Progression	
	<ul style="list-style-type: none"> ➤ Most of the outgoing B.A. students pursuing higher studies in different Universities. ➤ About 60% students receive financial support from different state and central Government sources. ➤ Students are given career guidance by the college which assist them for preparing themselves for various types of competitive examinations. ➤ Skill oriented training programmes have been introduced in collaboration with various institutions for improving the chance of employability in the job market for our students. ➤ SMS service subscribed for delivering urgent information to the students and staff of the college. ➤ The college has an institutional membership of students' Health Home, Govt. of West Bengal. Student can avail medical facilities and specialized treatment with an annual subscription of Rs. 10/- only. 	
35	Governance, Leadership and Management	
	<ul style="list-style-type: none"> ➤ Vision, Mission and Core Values of the institution stated clearly and also available in college website. ➤ The Management and Principal provide excellent leadership to the Institution. ➤ Decentralized transparent administration with participative management. ➤ Various Committees for monitoring academic and administrative activities. ➤ Staff welfare exists. ➤ Record of all G.B. Meeting properly maintained. ➤ Notice/Agenda/Resolution of different meetings are circulated in time. ➤ Roster, Register and Service Book properly maintained. ➤ Finance Committee and Purchase Committee records are well-maintained. ➤ Transparency is maintained at all levels. ➤ Accounts and regular auditing by the professional auditor in place. ➤ The College is effective in resource mobilization, planning and development strategies. ➤ Records of IQAC are systematically maintained and recorded. 	
36	Institutional Values and Best Practice	
	Institutional Values: <ol style="list-style-type: none"> 1. Investment in Human Resource 2. Striving for Excellence 3. Honesty is the Best Policy 4. Social Responsibility 5. Nurturing Liberal Values 6. Respect for the Natural Environment Best Practice: <ol style="list-style-type: none"> 1. Environmental Awareness 2. Efficient Feedback System of the college 	


Principal
 Dewanhat Mahavidyalaya



Part - III

Financial Report

Funds Category	2018-19	2019-20	2020-21	2021-22
UGC	-	-	-	-
State Government	11552030/-	11357268/-	20425689/-	20414739/-
Others (Including Opening Balance)	201446/-	0	0	0
Total	11753476/-	11357268/-	20425689/-	20414739/-

Income

Income Source	2018-19	2019-20	2020-21	2021-22
Income from Students	6237165/-	6122404/-	4667945/-	4573614/-
Income from Others	184697/-	236072/-	674455/-	770689/-
Total	6421862/-	6358476/-	5342400/-	5344303/-

Fund Utilization

Fund Utilized	2018-19	2019-20	2020-21	2021-22
Expenditure for Infrastructure augmentation	2,54,628/-	33,120/-	2,04,396/-	2,26,165/-
Expenditure on maintenance of Academic facilities (Excluding Salary for human resources)	8,24,606/-	11,22,583/-	7,05,339/-	6,90,330/-
Expenditure on maintenance of Physical facilities (Excluding Salary for human resources)	2,94,365/-	43,176/-	32310/-	41,195/-
Total expenditure excluding salary (INR in Lakh)	13,73,599/-	11,98,879/-	9,42,045/-	9,57,690/-

Due to non-appointment of Auditor by the department of Higher Education, Govt. of West Bengal, the financial report is prepared on the basis of Internal Audit Report of the College duly appointed by the Governing Body.

Observations/ Suggestions for further development:

1. The College may include a provision after differently-abled friendly toilet for physically challenged students.
2. The Governing Body of the College may consider to instal solar panels in near future.

Anil
Principal
Dewanhat Mahavidyalaya



3. Student Support Centre, Library Reading Room, and Meeting Room should be kept in the new extended part of college building.
4. Establishing innovation and incubation centres for skill development to encourage students for entrepreneurship.

Checked, Verified and Authenticated

Dr. Pitas Das
IQAC Coordinator
Dewanhat Mahavidyalaya
Co-ordinator
IQAC
Dewanhat Mahavidyalaya
Dewanhat, Cooch Behar

Dr. Aziz Ahmed
Principal
Dewanhat Mahavidyalaya
Principal
Dewanhat Mahavidyalaya
P.O.-Dewanhat, Dist.-Cooch Behar
Pin: 736134

Dr. Sankar Chatterjee
Associate Professor
Department Of Sanskrit
A. B. N. Seal College

Head
Department of Sanskrit
Acharya B.N.Seal College (Govt.)
Cooch Behar-736101, W.B

Dr. Amitabh Roy
Principal,
Alipurduar Mahila Mahavidyalaya
Loharpool, New Town, Alipurduar
Principal
Alipurduar Mahila Mahavidyalaya
Alipurduar



DEWANHAT MAHAVIDYALAYA

ACADEMIC AUDIT

Session - 1st July 2022 to 30th June 2023

1. Academic Audit Committee
(Name, Designation & Address)

- Dr. Amitabh Roy
Principal,
Alipurduar Mahila Mahavidyalaya
Loharpool, New Town, Alipurduar,
West Bengal, India - 736121
- Prof. (Dr.) Prabir Kumar Halder
Ex. Dean, Faculty of Science,
Cooch Behar Panchanan Barma University
Cooch Behar, 736101
- Dr. Sankar Chatterjee
Associate Professor
HOD, Department of Sanskrit
A. B. N. Seal College,
Cooch Behar, 736101

Prud.
Principal
Dewanhata Mahavidyalaya



2.	Steering Committee for Academic Audit	<p>➤ Dr. Aziz Ahmed Principal, & Chairperson of IQAC Dewanhata Mahavidyalaya, Dewanhata, Cooch Behar, 736134</p> <p>➤ Dr. Pitas Das IQAC Coordinator Dewanhata Mahavidyalaya Dewanhata, Cooch Behar, 736134</p> <p>➤ Sri Shankhpradip Ghosh IQAC Member & TCS Dewanhata Mahavidyalaya Dewanhata, Cooch Behar, 736134</p>
3.	Academic years for which Academic Audit conducted	2022-2023
4.	Submission of document from Department for the Academic Audit	<p>The documents from all the departments incorporating different aspects of academic proceedings of the College for the period 2022-23 have been submitted. The report contains</p> <ul style="list-style-type: none">• Institutional Data• Profile of the departments• Profile of the activities of different Associations and Committees• Library• Financial Support from UGC and other funding agencies
5.	Day and date of Visit	15/07/2023
6.	Time Spent	10.00 A.M. To 5.00 P.M.

Sayed
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Dewanhata Mahavidyalaya

7.	<p>Proceedings of the Academic Audit</p>	<p>The process of Academic Audit was systematically planned and shared with external Audit Experts through</p> <ul style="list-style-type: none"> • Principal's Presentations • Departmental Presentations • Presentations of Sub-committees & Associations • Verifications of documents • Interactions with faculty • Visits to Library, Laboratory and other activity centres. • Interaction with office and non-teaching staff
8.	<p>Curricular Aspects</p>	<ul style="list-style-type: none"> • The College has defined Vision, Mission and its goals and objectives clearly, which have been communicated systemically to all its stakeholders. • The College follows the curriculum of Cooch Behar Panchanan Barma University. • The College follows Choice Based Credit System (CBCS) • The College has a wide range of Undergraduate Programmes B.A. Total: (9) • Classes are conducted as per Timetable and Academic Plan, and Semester-wise prepared modules based on the Academic Schedule of the affiliating University. • Examinations and other activities are carried out as per the Academic Calendar prepared at the beginning of each academic year. • The college introduced Add-on courses from 2019, and the courses received positive response from students. • After gathering feedback from stakeholders and conducting analysis, the Principal addressed the relevant staff individually, making them aware of the feedback report.
9.	<p>Programme of Study</p>	<p>09</p> <ul style="list-style-type: none"> • B.A. Honours in Bengali • B.A. Honours in English • B.A. Honours in Sanskrit • B.A. Honours in History • B.A. Honours in Political Science • B.A. Honours in Education • B.A. Honours in Geography • B.A. Honours in Philosophy • B. A. Programme Course





10.	Number of Honours Departments with year of establishment	08	Bengali, 2008 English, 2009 Sanskrit, 2008 History, 2013 Political Science, 2010 Education, 2019 Geography, 2019 Philosophy, 2019	37	62	40	48	15	15	25	886	
11.	Programme Course with year establishment	01	Bengali, Sanskrit, English, Political Science, History, 2007 Geography, 2013 Education, Philosophy, 2014									
12.	Intake Capacity in Honours Courses	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	Programme		
		62	37	62	40	48	15	15	25	886		
13.	Intake Capacity in the Programme Course	886										
14.	Number of Applicants in Semester I	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	Programme		
		637	438	677	597	612	217	108	71	746		
15.	Number of Students admitted	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	Programme		
		30	15	34	21	29	06	09	00	262		
16.	Total Number of Students enrolled (3 Years)	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	Program Course		
		71	54	83	55	80	28	24	09	1149		
17.	Intake Capacity of SC/ST/OBC in Honours & Programme Courses	SC	14	08	14	09	11	03	03	06	195	
		ST	04	02	04	02	03	01	01	02	54	
		OBC	10	07	10	07	08	03	03	03	05	151
		GEN	34	20	34	22	26	08	08	12	456	
		SC	10	07	13	06	10	01	03	00	109	
		ST	00	00	00	00	00	00	00	00	00	01
		OBC	06	05	03	04	04	01	00	00	00	39
		GEN	14	03	18	11	15	04	06	00	00	113
		Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	Programme		
		18:1	14:1	28:1	14:1	40:1	28:1	24:1	8:1	5:1		
19.	Student-teacher Ratio (Honours Course)											


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 Dewanhat Mahavidyalaya

	Number of classes allotted for each Department (in a week)	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	
20.		66	66	51	66	36	15	15	30	
21.	Percentage (%) of classes taken by each Department (in a year)	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	
	Add-on/Certificate Courses	88	91	92	90	89	86	88	88	
22.		<ul style="list-style-type: none"> • Skill Development Courses on Tailoring, Beautician, Yoga, Self-defense, Computer, Gardening (Medicinal Plants), Financial Planning, Visit to Buds Tea Industries Limited. • Add-on Course: <ol style="list-style-type: none"> 1. Department of Sanskrit, Philosophy & Geography: "Practicing Environmental Sustainability for Water and Plants: Ancient Sanskrit Literature, Philosophy and Modern Perspectives" 2. Department of Political Science: "Indian Political Thought" 3. Department of History: "Sustainable Development in Humanitarian Action" 4. Department of Bengali: "Cooch Behar er Kavi O Kavya Charcha" (Poets & Poetic Practices of Cooch Behar) 5. IQAC: " Basic Computing" • Faculty Exchange Programme by the Departments of English, Philosophy, Sanskrit • FDP for Teaching & Non-teaching Staff Both: 01 E-filing & Documentation • Awareness Programmes: <ol style="list-style-type: none"> i. On National Dengue Day, World AIDS Day ii. On Sexual Harassment and Human Trafficking iii. On Anti-ragging for a safe campus environment iv. On Violence Against Women v. Mental Harassment in Working Place vi. Plantation of Medicinal Plants vii. Conservation of Wild-Life and Forests 								
23.	Academic Calendar	Yes								
24.	Annual Curricular Plan	Yes								
25.	Maintenance of Attendance of students	Yes								
26.	Coverage of Syllabus	100%								


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 Dewanhat Mahavidyalaya



27.	Do departments conduct Department Meetings regularly	Yes, 4 in each year (Avg)
Teaching Learning and Evaluation		
28.	Online Admission	Online admission is done purely on the basis of merit
29.	Total number of Permanent Faculty	10+11 = 21 (Assistant Professor - 10, SACTs - 11)
30.	Number of Permanent Faculty with Ph.D.	03
31.	Total Number of College Open Days	267
32.	Total number of actual teaching days	226
33.	Orientation/Induction Programme	i. Organized for B.A. Semester I students (initiative by IQAC) ii. Library Orientation Programme
34.	Teaching Methods and Teaching Aids Used	1. Lecture Method (Chalk, Duster) 2. Use of Audio - Visual Aids 3. Group Discussions 4. Student Seminars 5. Quiz 6. Invited Lectures 7. Experiential Learning/ Hands-on-Training: Educational Tours, Visit to Tea Factory, Field Visit 8. WhatsApp, Google Classroom, etc. are used to provide study materials to students. ➤ Students are encouraged to participate in discussions and seminars so that their role in the classroom is not limited to that of passive learners. ➤ Interactive sessions are encouraged to understand their needs and modify teaching learning method accordingly
35.	Use of ICT/Computer Aided Methods	1. Power Point presentations 2. Tutorials on WhatsApp Group & Google Meet 3. Use of Google Classroom 4. Use of Smart Classroom
36.	Student Centric Activities	1. Paper Presentation by students 2. Field Projects

Principals
Principal
Dewanhat Mahavidyalaya



	<p>3. Educational Tours</p> <p>4. Cultural Competitions</p> <p>5. Cultural Programmes</p> <p>6. Youth Parliament Competition & Extempore</p> <p>7. Games and Sports</p>																																																		
37.	<p>Remedial Classes for Slow learners</p> <p>08 remedial classes were held for slow learners by each department.</p>																																																		
38.	<p>Advanced Learners</p> <p>Students' Seminars are held for advanced learners.</p>																																																		
39.	<p>Maintenance of Academic Record</p> <p>Maintained regularly by each department</p>																																																		
40.	<p>Students Assignments</p> <p>Yes</p>																																																		
41.	<p>Conduct of Continuous Assessment</p> <p>Assessed through class performance and participation in academic activities. Assignment based activities</p>																																																		
42.	<p>Conduct of Parent-Teacher Meeting</p> <p>IQAC & all departments organize these meetings, and necessary steps are taken based on parents' feedback</p>																																																		
43.	<p>Conduct of Internal Examination (Online/offline)</p> <p>Yes, first, second and final Class Tests are organized by each department for every semester.</p>																																																		
44.	<p>Maintenance of Marks Register/File</p> <p>Yes, maintained by each department.</p>																																																		
45.	<p>Feedback Mechanism</p> <p>Taken from students, teachers, Principal, parents, alumni, employers and non-teaching staff. Analysis and necessary steps have been taken for improvement by IQAC.</p>																																																		
46.	<p>Result of University Examination (last exam)</p> <p>Quite Good</p>																																																		
47.	<table border="1"> <thead> <tr> <th></th> <th>Bengali</th> <th>English</th> <th>Sanskrit</th> <th>History</th> <th>Political Science</th> <th>Education</th> <th>Geography</th> <th>Philosophy</th> <th>Program Course</th> </tr> </thead> <tbody> <tr> <td>Appeared</td> <td>21</td> <td>22</td> <td>30</td> <td>18</td> <td>17</td> <td>11</td> <td>11</td> <td>4</td> <td>343</td> </tr> <tr> <td>Passed</td> <td>21</td> <td>17</td> <td>23</td> <td>10</td> <td>12</td> <td>10</td> <td>11</td> <td>4</td> <td>90</td> </tr> <tr> <td>Failed</td> <td>0</td> <td>5</td> <td>7</td> <td>8</td> <td>5</td> <td>1</td> <td>0</td> <td>0</td> <td>253</td> </tr> <tr> <td>Passed</td> <td>100%</td> <td>77.27%</td> <td>76.66%</td> <td>55.55%</td> <td>70.59%</td> <td>90.90%</td> <td>100%</td> <td>100%</td> <td>26.23%</td> </tr> </tbody> </table>		Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	Program Course	Appeared	21	22	30	18	17	11	11	4	343	Passed	21	17	23	10	12	10	11	4	90	Failed	0	5	7	8	5	1	0	0	253	Passed	100%	77.27%	76.66%	55.55%	70.59%	90.90%	100%	100%	26.23%
	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	Program Course																																										
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Failed	0	5	7	8	5	1	0	0	253																																										
Passed	100%	77.27%	76.66%	55.55%	70.59%	90.90%	100%	100%	26.23%																																										
48.	<p>Participation of Teachers in OP/RC/STC/FDP/Workshop</p> <p>RC- 03 OP-01 FDP. 22 Workshop- 02</p>																																																		
49.	<table border="1"> <thead> <tr> <th></th> <th>Bengali</th> <th>English</th> <th>Sanskrit</th> <th>History</th> <th>Political Science</th> <th>Education</th> <th>Geography</th> <th>Philosophy</th> </tr> </thead> <tbody> <tr> <td>Number of departmental teachers who delivered</td> <td>02</td> <td>04</td> <td>04</td> <td>04</td> <td>03</td> <td>01</td> <td>02</td> <td>02</td> </tr> </tbody> </table>		Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy	Number of departmental teachers who delivered	02	04	04	04	03	01	02	02																																
	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy																																											
Number of departmental teachers who delivered	02	04	04	04	03	01	02	02																																											

Devika

Principal
Dewanhat Mahavidyalaya

	Guest Lectures in Other Institutions									
50.	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy		
51.	02	02	02	02	02	02	02	02	The College has constituted Research Committee which promotes research culture among faculty and students	
52.	One teacher (Dr. Pitas Das, Department of Sanskrit) is acting as a Research Guide.									
53.	Nearly 30% of the faculty members have published edited volumes and papers in journals of national and international repute. Faculty members are encouraged to publish research papers in reputed journals and also to formulate research projects for submission to different funding agencies.									

54.	09	Number of Seminars/ Conferences Organized									
55.	NIL	Research Projects									
56.	NIL	Total Grant Sanctioned									
57.	MOU The College has signed MOU with: 1. Raja Birendra Chandra College 2. Maynaguri (R) Paribesh Preme Sangathan 3. Buds Tea Industries Limited 4. East Indian Society for The Studies of Social Sciences 5. Mr. Subhanker Dutta, Advocate 6. Netaji Subhas Open University 7. Dr. P. K. Mitra, MBBS 8. Ms. Priyanka Sen, Beautician, Swapnapuran Makeover & Beauti Parlour 9. Mr. Tapan Chanda, Tailor, Beauty Garments 10. Thakur Panchanan Mahila Mahavidyalaya 11. Gen Next Information Technology										
58.	Bengali	English	Sanskrit	History	Political Science	Education	Geography	Philosophy			
60.	28	23	25	24	25	22	20	30	ENVS 100		
	Bengali 1725 English 1078 Sanskrit 660 History 1131 Political Science 1033 Education 271 Geography 394 Philosophy 343 References Book 229										

Sainik
Principal
Dewanhat Mahavidyalaya

Audit Questions Part-II

- The auditors are guided by the questions given in each section in carrying out the academic audit of departments. These questions guide the formulation of the Self-Evaluation Document (SED).



DEFINING INTENDED LEARNING OUTCOMES

Base decisions on facts

- Do you seek external input in the formulation of the learning outcomes?

Yes.

- If yes, how do you do it? For example, do you use surveys or focus group interviews with employers and alumni?

Learning outcome is properly approved by IQAC and the Principal of the College.

- Are data from such surveys analyzed so that you can establish a priori case? Explain.

Yes, Feedback is taken from various stakeholders, and data collected is analysed for improvement.

- What have you learnt from former students and employers?

Increase the number of carrier-oriented and Vocational programmes and also increase the number of reference books in the library.

- How do you ensure that there is convergence or agreement on the essential elements of the curriculum?

By facilitating the demands of the faculties and students in consultation with the affiliated University.

Sud.
Principal
Dewanhat Mahavidyalaya

DESIGNING TEACHING AND LEARNING PROCESS



- **How are your courses managed?**

The course and curriculum are designed by the affiliating University. We follow State Govt. and University rules and regulations.

- **Is there an appropriate and up-to-date teaching and learning strategy in the Department?**

Yes

- **How are teaching and learning organized for students?**

By educational practices as set forth by UGC and the state government.

- **What pedagogical approaches are used?**

As set forth by UGC, the state Government and the Affiliating University from time to time.

- **What strategies are used to stimulate students' participation in the classroom and enhance student learning?**

ICT based as well as chalk duster methodology of teaching, students' seminar, regular organization of seminar by college, motivational talk by teachers, arrangement of seminar and webinar for career-oriented course etc.

- **What resources are used in teaching and learning?**

Books and Journals, on-line materials, LMS, PowerPoint presentations.


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- **How is quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?**

Feedback from different stakeholders like students, parents, alumni, and faculties' feedback report as prepared by IQAC of the college provide the details as asked for from time to time.

- **How effectively do lectures draw upon their research, scholarship or professional activity to inform their teaching?**

- Teachers are regularly attending different International and National Seminars to gain knowledge in research, and professional activities.
- FDP and short-term courses attended by the faculties of the college to enhance their professional activities.

- **Is there any academic support including handbooks and other written documents that is given to students?**

Yes (through LMS facilities)

- **Were the faculties engaged themselves for their Academic Development during this Academic Period?**

Yes, faculties were engaged in various academic development activities like publication in journals, attending and presenting papers in different Regional, National and International Webinars/Seminars. The department-wise details are given below:

S. S. S.
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Dewanhat Mahavidyalaya

Department	Journal/ Publications (Calendar Year)	Book/ Chapters (Calendar Year)	Webinar/ Seminar/ Conference/ Workshop (Academic Year)		Skill Development Programme (Academic Year)			Special Counseling (Academic Year)
			Presented	Participated	Orientation Course	Refresher Course	Short Term Courses/ Others	
Bengali	00	00	01	02	01		04	
English	07	01	06	03	01	02	04	
Sanskrit	00	01	05	03		01	04	
History	01	03	10	01			4	02
Political Science	00	00	02	02			2	
Education	00	00	01	01			01	
Geography	00	01	01	01			01	
Philosophy	00	00	04	03			02	

• **What was the role of IQAC for Academic Development during the period?**

IQAC has taken a number of initiatives as mentioned below:

1. Library is fully-automated with software named KOHA.
2. FDP for Teaching and Non-Teaching Staff.
3. Introduction of Add-on courses
4. MOU signed with different colleges for faculty and student-exchange programmes.
5. Free Wi-Fi zone is created for the students.
6. Android-based mobile app is introduced to provide easy access to LMS and other necessary information for the students.
7. Organizing Seminars, Skill-development programmes, Yoga Camp, Self-Defense Programme.



Qued.
Principal
Dewanganhat Mahavidyalaya



• **Is there any Alumni Association of the Institution?**

Yes

• **If yes, what is the Total No. of Members and how many meetings were organized during this period?**

The total no. of members is 165. The members can register themselves through their application. Two Meetings were held during this period.

• **How does Alumni Association contribute for the development of the institution?**

They have arranged different programmes for college development, like meeting with students, cultural programmes, social programmes, etc.

Compliance with Observations made by Auditor for the session 2021-22

1. More books required in the Central Library.
2. Department Library to be developed.
3. Library to be automated.
4. ICT facilities to be improved.
5. Number of faculty in each department to be increased.


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Dewanhat Mahavidyalaya



Observations/ Recommendations by the Academic Auditor:

1. More MOUs to be signed, especially for skill development & Vocational Course of students.
2. Publication by teachers in UGC Care listed journals to be increased.
3. More seminars and projects funded by IPCR/ICSSR etc. to be organised.
4. Number of faculty in each department to be increased.
5. More books in the library are required.

Signature of the Audit team members:

Mr. Shankhapradip Ghosh
IQAC Member & TCS
Dewanhat Mahavidyalaya

Checked, Verified and Authenticated

Dr. Pitas Das
IQAC Coordinator
Dewanhat Mahavidyalaya
Co-ordinator
IQAC
Dewanhat Mahavidyalaya
Dewanhat, Cooch Behar

Dr. Sankar Chatterjee
Associate Professor
Department Of Sanskrit
A. B. N. Seal College

Head
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Acharya B.N.Seal College (Govt.)
Cooch Behar-736101, W.B

Dr. Aziz Ahmed
Principal
Dewanhat Mahavidyalaya
Principal
Dewanhat Mahavidyalaya
P.O.-Dewanhat, Dist.-Cooch Behar
Pin: 736134

Dr. Amitabh Roy
Principal
Alipurduar Mahila Mahavidyalaya
Principal
Alipurduar Mahila Mahavidyalaya
Alipurduar Page 14 | 14

Dr. Prabir Kumar Haldar
Ex. Dean Faculty of Science,
CBPBU

Ex. Dean, Faculty of
Post-Graduate Studies in Science,
Technology and Vocational Studies,
Cooch Behar Panchanan Barma University
Wakanda Street, Cooch Behar, Pin:736101



DEWANHAT MAHAVIDYALAYA

ADMINISTRATIVE AUDIT

Session - 1st July 2022 to 30th June 2023



1.	Administrative Audit Committee (Name, Designation & Address)	<ul style="list-style-type: none">➤ Dr. Amitabh Roy (External) Principal, Alipurduar Mahila Mahavidyalaya Loharpool, New Town, Alipurduar, West Bengal, India - 736121➤ Dr. Sankar Chatterjee (External) Associate Professor HOD, Department of Sanskrit A. B. N. Seal College, Cooch Behar, 736101➤ Dr. Aziz Ahmed (Internal) Principal Dewanhat Mahavidyalaya Dewanhat, Cooch Behar, 736134➤ Dr. Pitas Das (Internal) IQAC Coordinator Dewanhat Mahavidyalaya Dewanhat, Cooch Behar, 736134
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Sl. No	PARTICULARS	ANSWERS	
1	Campus Area	Exemplary	Good (4.29 Acres)
		Good	
		Inadequate	
		Other, Please specify	
2	Campus Ownership	Owned by Management	
3	Office Space	Exemplary	Good, Clean and well-maintained
		Good	
		Inadequate	
		Other, Please specify	
3	IT Facility	Campus is Wi-Fi enabled	
3	Maintenance of Records	Exemplary	Exemplary, maintained meticulously
		Good	
		Inadequate	
		Other, Please specify	

A. Red.
Principal
Dewanhat Mahavidyalaya



4	a. Area of Library		750 Sq. Ft.
	b. Separate reading area for Student & Staff	Yes	Yes, 160 Sq. Ft.
		No	
	c. Separate stack room	Yes	No
		No	
	d. Separate Reference Section	Yes	Yes
No			
e. Ethical Guidance is provided to student and staff	Yes	Yes, Code of Conduct is displayed for the students at the entrance. Code of Conduct is also made available in the College Website.	
	No		
5	Security System-		
	i. Lock and Key system		Yes
	ii. CCTV Cameras & Electronic Recoding		Yes
	iii. Single Door entry - exit for staff and user		Yes
	iv. Observation by Library staff		Continuous monitoring
	v. ID Cards for Students		Mandatory, provided by the College after Registration
	vi. Attendance of Staff		Register maintained on daily basis & Biometric attendance is maintained

6	Inventory (Library) -		
	i. Stock Verification		Quarterly
	ii. Library Committee		Functional/Meetings held regularly
	iii. Computer with Bar Code technique		Operational
	iv. Manual counting of books		Counting done at the end of each semester
	v. Accession number assigned to each book		Mandatory
	vi. INFLIBNET facilities		Yes
	vii. OPEC System		Yes
7	Reprography Service	Yes	Yes
		No	
8	Storage Facility (Bibliometric Data)	Yes	Yes
		No	
9	Computer for students and teachers	Yes	Yes
		No	
10	Audio/Visual Facility		<ul style="list-style-type: none"> • Audio Visual Room is available • Portable Projector is available • Wall-fixed Projector is available

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11	Portable Water facility	Exemplary	<ul style="list-style-type: none"> • Exemplary, water purifier in each floor of the college building, • AMC done for each machine. Satisfactory maintenance
		Good	
		Inadequate	
12	Toilet Facility		<ul style="list-style-type: none"> • Separate toilets for students and staff are available. • Toilets are cleaned and repaired on a regular basis
13	Parking		Available
14	Class Rooms	Exemplary	<ul style="list-style-type: none"> • Good Whiteboard, Teacher's Table and Chair available in all the rooms. • Seating Arrangement for the students is adequate.
		Good	
		Inadequate	
		Other, Please specify	

15	Staff Room	Single Staff room with IT facility	No single room, but separate cabin with IT facility
		Staff room with separate cabins	No separate room, but one common room
16	Locker Facility in the Staff Room	Available	Available
		Not-available	
17	Seminar Room	Available	Available
		Not-available	
18	Common Room	Available	Available
		Not-available	
19	Auditorium	Available	Not-available
		Not-available	
20	Sports Facility		
	Play Ground		Well, maintained
	Sports Equipment		Adequate
	Badminton Court		Available
21	Indoor Sports Facility		Not Available
22	Hostel		Not Available
23	Public Transportation for students		Available
24	Canteen		Available
25	Garden		Available
26	Availability Computers/Laptop for Staff		Yes, 16 Computers


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27	Internet Facility	Available, Wi-Fi enabled Campus (20 MBPS)
28	Overall Maintenance	Satisfactory
	a. Exemplary	
	b. Satisfactory	
	c. Non-satisfactory	
29	Formation of Grievance Redressal Cell	Yes, online Grievance Redressal Cell is in operation
30	Formation of Anti-Ragging Cell	Yes
	Display of Anti-Ragging message	Yes, prominently displayed and notified within the Campus. Our College Website is linked with UGC Anti-Ragging Cell. Anti-Ragging Declarations are obtained from students at the time of admission to 1 st Semester.
31	Formation of Internal Complaints Committee	Yes
32	Facilities for Students with Disability	<ul style="list-style-type: none"> • Wheel Chair is available and usable. • Ramp is available and usable

33	List out Progressive Practice (s) of the Institution	<ul style="list-style-type: none"> • Automation of College office • Creation of WhatsApp Group for smoother administrative functioning • Digitization of the Library (Implementation of KOHA along with OPAC).
34	Student Support and Progression	
	<ul style="list-style-type: none"> ➤ Most of the outgoing B.A. students pursuing higher studies in different Universities. ➤ About 60% students receive financial support from different state and central Government sources. ➤ Students are given career guidance by the college which assist them for preparing themselves for various types of competitive examinations. ➤ Skill oriented training programmes have been introduced in collaboration with various institutions for improving the chance of employability in the job market for our students. ➤ SMS service subscribed for delivering urgent information to the students and staff of the college. ➤ The college has an institutional membership of students' Health Home, Govt. of West Bengal. Student can avail medical facilities and specialized treatment with and annual subscription of Rs. 10/- only. 	


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35	Governance, Leadership and Management <ul style="list-style-type: none">➤ Vision, Mission and Core Values of the institution stated clearly and also available in college website.➤ The Management and Principal provide excellent leadership to the Institution.➤ Decentralized transparent administration with participative management.➤ Various Committees for monitoring academic and administrative activities.➤ Staff welfare exists.➤ Record of all G.B. Meeting properly maintained.➤ Notice/Agenda/Resolution of different meetings are circulated in time.➤ Roster, Register and Service Book properly maintained.➤ Finance Committee and Purchase Committee records are well-maintained.➤ Transparency is maintained at all levels.➤ Accounts and regular auditing by the professional auditor in place.➤ The College is effective in resource mobilization, planning and development strategies.➤ Records of IQAC are systematically maintained and recorded.
36	Institutional Values and Best Practice <p>Institutional Values:</p> <ol style="list-style-type: none">1. Investment in Human Resource2. Striving for Excellence3. Honesty is the Best Policy4. Social Responsibility5. Nurturing Liberal Values6. Respect for the Natural Environment <p>Best Practice:</p> <ol style="list-style-type: none">1. Environmental Awareness2. Efficient Feedback System of the college

Part - III

Financial Report

Funds Category	2022-23
UGC	-
State Government	20590954/-
Others (Including Opening Balance)	0
Total	20590954/-

Income

Income Source	2022-23
Income from Students	3403990/-
Income from Others	1046551/-
Total	4450541/-

Fund Utilization

Fund Utilized	2022-23
Expenditure for Infrastructure augmentation	4,84,696/-

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Dewanhat Mahavidyalaya

Expenditure on maintenance of Academic facilities (Excluding Salary for human resources)	9,49,200/-
Expenditure on maintenance of Physical facilities (Excluding Salary for human resources)	2,89,341/-
Total expenditure excluding salary (INR in Lakh)	17,23,237/-

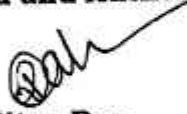


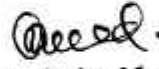
Due to non-appointment of Auditor by the department of Higher Education, Govt. of West Bengal, the financial report is prepared on the basis of Internal Audit Report of the College duly appointed by the Governing Body.

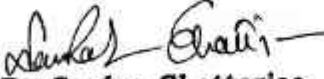
Observations/ Suggestions for further development:


1. As suggested in the Report for the Academic Session 2021-22, the college has made provision for office and library automation.
2. The construction of gymnasium may be considered by the Governing Body and necessary action may be initiated for collection of funds for this purpose from government sources & Alumni Association.
3. The College may consider to construct a new Seminar Hall.

Checked, Verified and Authenticated


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 IQAC Coordinator
 Dewanhat Mahavidyalaya
 Co-ordinator
 IQAC
 Dewanhat Mahavidyalaya
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