

[KHATRA ADIBASI MAHAVIDYALAYA :: 5 YEAR ACADEMIC AUDIT REPORT :: FOR THE SESSION: 2018-19]



KHATRA ADIBASI MAHAVIDYALAYA

KHATRA, BANKURA, WEST BENGAL.

DEPARTMENT OF EDUCATION

ACADEMIC AUDIT: 2018-2019



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Academic Audit:- Department: Education

Period of Audit: 2018-19

I - COLLEGE PROFILE (To be filled in by the IQAC Coordinator)

1	Name of the Department, Website, email and Ph. No.	Department: Education, E-mail id: akinchanpl@gmail.com Phone no: 9333744342						
2	Name of the HOD, email & Mob. No.	Name: Akinchan pal E-mail: akinchanpl@gmail.com Mobile No: 9333744342						
3	Name of the IQAC Coordinator, email & Mob. No.	Name: Dr. Aloke Bhowmik E-mail: aloke.b05@rediffmail.com Mobile No: 8910120338, 9475623715						
4	Year of Establishment/ Year of Affiliation	2016						
5	NAAC Grade with Cycle, Accredited Year (if not Accredited Status of Preparations)	Grade B+ (2.64) Cycle 2, 2016						
6	UGC Recognition (2F & 12 B)	YES						
7	Departmental Working Hours (if shift system, mention details of both shifts & give reasons for shift system)	10.00 a.m.-5.00 p.m. (Monday to Saturday)						
8	No. of Posts Sanctioned for the department: Teaching - Non-Teaching- Supportive Staff - Other if any - (Annexure 1)			Govt. Approved Sanctioned Teaching Post	Present Strength			
		Full time Teacher:		NA	NA			
		Govt. approved SACT:		NA	NA			
		Invitee Lecturer:		NA	01			
9	Course wise & Year wise Enrolled Students- strength particulars (Attachment)	No. of Students [General/ Programme]	Year	1 st year		2 nd year		3 rd year
			1 st Sem	2 nd Sem	3 rd Sem	4 th Sem		
			05	05	04	04	03	
			05	05	03	03	03	
	Course wise & Year wise Passed Students- strength particulars		2018-19					

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II-CURRICULAR ASPECTS (with Attachments)	Session	Statement	Impression/Recommendation/Remark by Academic Advisors	Status	Grade**
01 Departmental Annual Curricular Plans 	2018-19	<p>The department follows the curriculum and syllabus as prescribed by the affiliating of the both university i.e. The University of Burdwan (BU) and The Bankura University (BKU). In each semester the syllabus is distributed in modules and the stipulated syllabus is completed, and the topics are taught as per the credits allocated to each topic.</p> <p>Distribution of syllabus in modules and unitization of syllabus were prepared well before the commencement of classes and executed in a planned and systematic manner (Annexure 2). Departmental meeting regarding the distribution of the syllabus of the Part 3 of BU was held on 23.07.2018 and BKU of 1st and 3rd Semester was held on 23.07.2018. Departmental meeting regarding the distribution of the syllabus of the 2nd and 4th Semester was held on 22.02.2019. Other departmental meetings were held on 10.08.2018, 14.09.2018, 19.11.2018 and 18.03.2019. PO, CO & PSO were also formulated (Annexure 3).</p>			

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II-CURRICULAR ASPECTS (with Attachments)	Session	Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade**
02	Departmental Activities and Records of students' and Teachers' participation for the Academic Year.	2018-19 Every activity is recorded such as Departmental meetings, Class Tests, etc. Departmental meetings were held on 14.09.2018 and 18.03.2019 Internal examination of 1st Semester students was held on 28.09.2018, 29.09.2018 and 3 rd Semester held on 26.09.2018 to 27.09.2018. Practical Examination for Programme (D1), 3 rd semester for SEC-1 examination held on 22.11.2018. Internal examination of 2nd Semester students was held on 27.03.2019 to 28.03.2019 and IV will be held on 28.03.2019 to 29.03.2019. Practical Examination for Programme (D1), 4 th semester for SEC-2 examination held on 30.03.2019.			



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II-CURRICULAR ASPECTS (with Attachments)		Session	Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade**
3	Add-on/Certificate Courses completed during Academic Year	2018-19	NIL			

II-CURRICULAR ASPECTS (with Attachments)		Session	Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade**
4	Plan for introduction of new Add-on/Certificate Courses in Academic Year	2018-19	NIL			



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II-CURRICULAR ASPECTS (with Attachments)		Session	Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade**
5	Coverage of Syllabus (Average Percentage)	2018-19	Syllabus is covered for all courses of UG program within the stipulated time period. Records are kept in the individual Teacher's Diary. In each semester 100% syllabus is completed. Students for The University of Burdwan of 3 rd Year classes will be started on 25.07.2018 and in CBCS system students of the Bankura University of 1 st and 3rd Semester classes began on 25.07.2018 syllabus was completed on 24.11.2018 and classes were dissolved on 08.12.2018. 2nd and 4 th semester classes began on 25.02.2019, syllabus was completed on 30.05.2019 and classes were dissolved on 05.06.2019.			

II-CURRICULAR ASPECTS (with Attachments)		Session	Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade**
6	Maintenance of Student Attendance Registers	2018-19	Day to day attendance is recorded in the Student Attendance Registers.			



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II-CURRICULAR ASPECTS (with Attachments)	Session	Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade**
7 Feedback forms on Curriculum from students	2018-19	NIL			

** Grade A (Good) / B (Satisfactory) / C (Poor)



III - TEACHING, LEARNING & EVALUATION (with Attachments)	Year	Statement	Impression / Recommendation / Remark by Academic Advisors	Status	Grade**
1 Teaching Diaries & Plans in the Prescribed Formats	2018-19	NIL			
2 Co-Curricular Activities (Departmental Level)	2018-19	Students of the department participate in various co-curricular activities such as Field trip on Education and cultural programmes organized in the college. (Annexure 4).			
3 Degrees offered	2018-19	UG programs are run by the department.			

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4	Conduct of Internal Examinations-continuous assessment & Mid-Term Test	2018-19	<p>Continuous assessment is carried out by the department in the form of Class Test carried out in written form as well as verbally. Internal assessment examinations are held in the form of assignments and viva-voce. In CBCS system of The Bankura University, Internal Assessment for 1st Semester started on 28.09.2018, 29.09.2018 and 3rd Semester held on 26.09.2018 to 27.09.2018, at room no 31, 16, Hall no 3, 4, 5. Practical Examination for Programme (D1), 3rd semester for SEC-1 examination held on 22.11.2018.</p> <p>In CBCS system of The Bankura University, Internal Assessment of Semester II, held on 27.03.2019 to 28.03.2019 and IV will be held on 29.03.2019 to 28.03.2019. Practical Examination for Programme (D1), 4th semester for SEC-2 examination held on 30.03.2019.</p>			
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5	Remedial Classes	2018-19	Remedial classes are conducted for each semester on the basis of suggestions provided by the student representatives who propose the topics that require special attention. Sometimes in the remedial classes, evaluated and assessed answer scripts are shown to the students for their self-analysis and better understanding of the subject. Remedial classes of 1 st and 3 rd semester students were taken on 26.11.2018 to 05.12.2018. Remedial classes of 2 nd semester students were taken on 01.06.2019 to 04.06.2019.			
6	Record of Mentoring of students by teachers	2018-19	NIL			
7	Result Analysis for the years	2018-19	YES (Annexure 5).			

** Grade A (Good) / B (Satisfactory) / C (Poor)



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IV - RESEARCH AND CONSULTANCY (with Attachments)		Year	Statement							Impression/Recommendation/ Remark by Academic Advisors	Status	Grade* *		
1	No. of Research Guides in the Department	2018-19	Nil											
2	No. of Faculty registered for Ph. D	2018-19	Nil											
3	Number of Major/Minor/Other Research Projects	Year	Major	Minor			Others							
		2018-19	Nil	Nil			Nil							
4	Number of Research Papers Published in Academic year (Internationals/Nationals Journals)	Year	International	National			State Level							
		2018-19	NA	NA			NA							
5	Number of Papers Presented in Academic year 2018-19 (International/National/State Level Conference) (attach details)	Year	International	National			State Level							
		2018-19	Nil	Nil			Nil							
6	Number of Books Published in Academic year 2018-19 (Single Author/Co Author) (attach details)***	Year	As a Single Author			As a Co-Author								
		2018-19	Nil			Nil								
7	Number of Seminars / Workshops / Training Program Conducted in the Academic year (International / National / State) (attach details) [I – International, N – National, S – State Level]	Year	Seminars			Workshops			Training Program					
			I	N	S	I	N	S	I	N	S			
		2018-19	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil		
8	Student Seminars/ Workshop/ Exhibition/ Project in the Academic Year (other than University)	Year	Seminar			Workshop		Exhibition	Project					
		2018-19	Nil			Nil		Nil	Nil					
9	Record of Consultancy in Academic year (attach details)	2018-19	Nil											
10	Record of MOUs in Academic year (attach details)	2018-19	Nil											

** Grade A (Good) / B (Satisfactory) / C (Poor)



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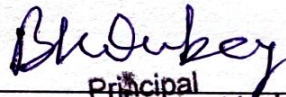
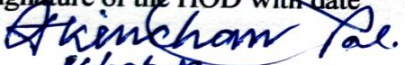



V - EXTENSION ACTIVITIES (with Attachments)		Year	Statement	Impression/Recommendation/ Remark by Academic Advisors	Status	Grade **
1	Record of Subject/Department Related Extension Activities (attach details)	2018-19	NIL			
2	Field Visit (attach records)	2018-19	YES (Annexure 4).			
3	Industry Visit (attach records)	2018-19	NIL			
4	Any Other Club (attach records)	2018-19	NIL			
5	Any other social service activity undertaken by the students and teachers/students/teachers of the department (attach records)	2018-19	NIL			

** Grade A (Good) / B (Satisfactory) / C (Poor)



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Recommendation/Suggestions by Academic Advisors

Sl No	Suggestions for improvement /progress of the department	Sheet attached		
1		Sl No	Signatures of Academic Advisor with designation	Seal
2		1	 Principal	
		2	Onda Thana Mahavidyalaya P.O.-Murakata, Dist.-Bankura	
3		3		
Signature of the HOD with date  14/08/2019 Head Department of Education Khatra Adibasi Mahavidyalaya				
Signature of the TIC with date  14/08/2019 Teacher in Charge Khatra Adibasi Mahavidyalaya Khatra :: Bankura		 14/08/2019 Coordinator IQAC Khatra Adibasi Mahavidyalaya Khatra : Bankura		


 14/08/2019
 Teacher in Charge
 Khatra Adibasi Mahavidyalaya
 Khatra :: Bankura

Declaration by the TIC

On behalf of the College Governing Body and as Institutional Head, I will forward the observations by the Academic Advisors to IQAC and also to the Governing Body of the Institution for further necessary action regarding Academic development of the department.

Date: 14/08/2019




14/08/2019
Signature of TIC
Teacher-in-Charge
Khatra Adibasi Mahavidyalaya
Khatra :: Bankura

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Annexure 1: Staff Pattern of Department of Education

Faculty profile with name, qualification, designation, specialization(D.Sc./ D.Litt./ Ph. D./ M. Phil. etc.,)					
Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Akinchan Pal	M.A. (Education), M. Ed.	Invitee Lecturer: (08.08.2016 to Continue)	Inclusive Education & Teacher Education	3 Years	Nil

Annexure 2: Syllabus Module



Session	Link
2018-2019	https://kamv.ac.in/dept_catg/1719119682_2018-2019%20Edu%20Syllabus%20Module.pdf



Annexure 3: CO, PO

Link for CO, PO is [https://kamv.ac.in/dept_catg/1719604417_2018-19%20Plan%20of%20Action%20\(1\).pdf](https://kamv.ac.in/dept_catg/1719604417_2018-19%20Plan%20of%20Action%20(1).pdf)

Annexure 4: Field Trip

Link for Field Trip is https://kamv.ac.in/dept_catg/1720506504_2018-19%20Academic%20Activities.pdf

Annexure 5: Result Analysis of 2018-2019 Session-

Name of the Course/programme	Total No. of Students Appeared	1st Class	2nd Class	P. Div	SNC	No of Students Passed	Pass Percentage
U.G. Part 3 General (BU)	03	00	00	03	00	03	100%
U.G. 1 st Semester Programme (BKU)	05	01	00	04	00	05	100%
U.G. 2 nd Semester Programme (BKU)	05	00	00	05	00	05	100%
U.G. 3 rd Semester Programme (BKU)	04	01	01	01	01	03	75%
U.G. 4 th Semester Programme (BKU)	04	01	02	00	01	03	75%