

ACADEMIC AUDIT REPORT OF MAHARAJA MANINDRA CHANDRA COLLEGE 2023-24

Report generated by the Academic Audit Committee of the college Comprising of the following members:

Name of the Members:

1. Dr. Amita Majumdar. T.I.C, M.M.C College
2. Dr. Sunanda Roy. T.I.C, Maharaja Sris Chandra College.
3. Dr. Sima Chakraborty, Principal, Maharani Kasiswari College.
4. Prof. Monali Poddar, Convenor AAA Committee.
5. Prof Sujatro Bhattacharya, Associate Prof in Economics, Maharaja Sris Chandra College, Kolkata.
6. Prof. Tanmoy Sarker, Assistant Prof in Commerce, Maharani Kasiswari College, Kolkata.

This academic audit was conducted on 15.01.2025 of all the departments based on questions related to criterion wise status of each individual department.

The report is prepared according to seven broad categories:

1. Academic planning
2. Teaching methods & student enrolment
3. Infrastructure & learning resources
4. Student progression -
5. Governance & Leadership
6. Best Practice

1. Academic planning

All the departmental heads along with departmental faculties have performed the following activities

1. All records for meeting are saved and copy maintained.
2. Reports of data for students' mentoring is kept.
3. Records of slow learners and remedial classes are kept.
4. Database of outstanding students are kept.
5. Achievements by the teachers and students apart from regular academic activity is maintained.

Almost all the departments have recorded teachers' activity regularly.

2. Teaching Learning

Some of the departments have adopted one or two unique methods of teaching, such as using smart classroom, remedial teaching, and guidance for job opportunities. Almost all the departments, except a very few, have mentoring group of students under the mentorship of teachers.

3. Infrastructure & Learning Resources

We have stand-alone laboratories for both honours and general students, in Physics, Chemistry, Botany, Zoology, Mathematics, Computer Science and Journalism departments.

ICT enabled class rooms are used by Computer Science, Mathematics, Commerce, Chemistry and Economics.

Many seminars and webinars were conducted on interdisciplinary subjects. Courses on DSE for several subjects was held in both online and offline mode.

4. Student support and progression

Student placement records are best maintained by Placement Cell.

5. Governance & Leadership

Records of Refresher Courses, Orientation Courses as well as different short term courses are all maintained by the respective department.

7. Best Practices:

We have advised all the departments to prepare their respective SWOT analysis and initiate any waste management as well as green initiative taken up by them.

Recommendations:

It is recommended that lesson plans should be arranged and shared with the students prior to the beginning of each course by the respective teacher. This is not practiced by most of the departments.

All the departments are advised to keep records of internal/ tutorial assessment as well as course program outcomes. '

All the departments are advised to keep the student progression data as far as possible.

The college can produce the documents, if required.

Amazumdar

TIC

Maharaja Manindra Chandra College

Kolkata-700003

Members' signatures

1. *Amazumdar*
2. *Sunanda Ray*
3. *Suharekha*
4. *Honali Poddar*
5. *Sujatra Bhattacharya*
6. *Tanmay Sarker*

Teacher-in-charge
M. M. C. College, Kolkata-9