



No. IC/Audit Committee/S-213/1406

Date : 19.01.2024

To
The Principal,
Tehatta Sadananda Mahavidyalaya,
P.O. Tehatta, Dist. Purba Bardhaman.

Sir/Madam,

With reference to your letter vide No.TSM/B.U/Jan24/01 dated 19.01.2024, I am directed to inform you that an Audit Committee duly constituted by the Hon'ble Vice-Chancellor, B.U. consisting of the following members will pay a visit to your college within a short period for Academic/Administrative/Green Audit purpose :

Members of the Audit Committee

- Prof. Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, P.O. Shyamsundar, Dist. Purba Bardhaman & Member of the Court, The University of Burdwan.
- Prof. Tanmoy Dasgupta, Dept. of Business Administration, The University of Burdwan.
- Prof. Apurba Ratan Ghosh, Head, Dept. of Environmental Science, The University of Burdwan.

You are therefore requested to contact the members of Audit Committee for above mentioned purpose.

Yours faithfully,

(S.K. Chowdhury)

Registrar

&

Inspector of Colleges(Addl. Charge)
The University of Burdwan

Date : 19.01.2024

No. IC/Audit Committee/S-213/1406/1(3)
Copy forwarded for information to :-

- Prof. Gouri Sankar Bandyopadhyay, Principal, Syamsundar College, P.O. Shyamsundar, Dist. Purba Bardhaman & Member of the Court, The University of Burdwan.
- Prof. Tanmoy Dasgupta, Dept. of Business Administration, The University of Burdwan.
- Prof. Apurba Ratan Ghosh, Head, Dept. of Environmental Science, The University of Burdwan.

(S.K. Chowdhury)

Registrar

&

Inspector of Colleges(Addl. Charge)
The University of Burdwan

**TEHATTA SADANANDA MAHAVIDYALAYA
TEHATTA, PURBA BARDHAMAN**

ESTD. 2013

**CONSOLIDATED
ACADEMIC & ADMINISTRATIVE
AUDIT REPORT
ACADEMIC YEARS: 2018-'19 TO 2022-'23**

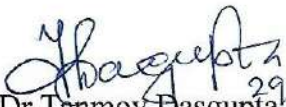
*Prepared by
The Audit Committee
The University of Burdwan
Burdwan*

Date: 29/04/2024

REPORT ON ACADEMIC & ADMINISTRATIVE AUDIT

CERTIFICATE


This is to certify that the Academic & Administrative Audit Report of Tehatta Sadananda Mahavidyalaya, Tehatta, Purba Bardhaman is based on the original data collected during the sessions of 2018-'19 to 2022-'23. This has been independently assessed and is applicable to the service range of providing quality Education, Training and Mental Support to the students for their enriched future and career. Further, it is certified that the baseline data was prepared by Internal Quality Assurance Cell (IQAC) of Tehatta Sadananda Mahavidyalaya, Tehatta and submitted to us. The content of the baseline data of the study has been personally verified by the Expert Team constituted by the University of Burdwan for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Departmental Profiles are used in the report which are taken by the Institutional Academic Audit Team during preparing their Report of the concerned academic years of 2018-'19 to 2022-'23.


29/04/24
Dr Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan

Dr. Tanmoy Dasgupta
Professor
Dept. Of Business Administration
The University of Burdwan
Burdwan - 713104, W.B.


29/4/24
Dr Apurba Ratan Ghosh
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The University of Burdwan
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Professor & Head
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Burdwan, W.B.


29/4/24
Dr Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
Shyamsundar
Purba Bardhaman
Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
P.O.-Shyamsunder, Dist.-Purba Bardhaman
W.B. 713424

Date: 29/04/2024

To
The Principal
Tehatta Sadananda Mahavidyalaya
Tehatta
Purba Bardhaman
West Bengal

Website: www.collegetsm.in
E-mail: tehatta.sadananda.mahavidyalay@gmail.com

Subject: Audit Report Submission by the University Audit Team


Sir


After verification of all the aspects in the College and necessary assessment of the report on "Academic & Administrative Audit" submitted by your College for the academic years 2018-'19 to 2022-'23, we are hereby submitting the Report on "Academic & Administrative Audit" of your College for the years 2018-'19 to 2022-'23 in the attached sheet for your kind perusal and further necessary action at your end.

We request you to please acknowledge and oblige.

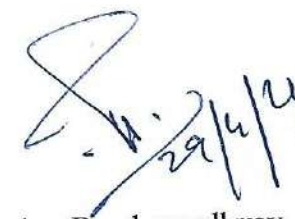
Thanks and regards,

Yours sincerely,


Dr. Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan
29/04/24
Dr. Tanmoy Dasgupta
Professor
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Principal
Syamsundar College
Shyamsundar
Purba Bardhaman
Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
P.O.-Shyamsundar, Dist.-Purba Bardhaman
W.B. 713424
29/4/24

Schedule for Academic & Administrative Audit

(April 29, 2024)

Time	Schedule	Venue
11:30 AM	Introductory Meeting with the Principal	Office Chamber of the Principal
12:00 NOON	Meeting with the IQAC Coordinator & Faculty Members	Office Chamber of the Principal
12:30 PM – 2.30 PM	Presentation of IQAC Coordinator Presentations by Different Departments	
02:45 PM	Lunch	
03:15 PM – 05.30 PM	Presentations by Coordinator of Green Committee & Members Presentations by Different Departments Visit for different facilities	
05:45 PM	Tea	
06:00 PM	Meeting with faculty and administrative members to discuss “Preparedness on NAAC visit”	

[Signature] 29/04/24

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Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan

[Signature] 29/4/24

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Professor & Head
Deptt. of Environmental Science
The University of Burdwan
Burdwan

[Signature] 29/4/24

Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
Shyamsundar
P.O.-Shyamsundar, Dist.-Purba Bardhaman
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1. Introduction

History of College

Tehatta Sadananda Mahavidyalaya, Tehatta, Purba Bardhaman, a co-educational HE Institution is the only Degree College in Kalna Block II was established on 2013 under the affiliation of the University of Burdwan since its establishment. College was established by the generous and enthusiastic people of the local area and gradually became a place of educational opportunity in the heart of rural outskirts

The establishment of Tehatta Sadananda Mahavidyalaya, Purba Bardhaman stands as a testament to the commitment to educational accessibility, addressing the needs of the local students and fostering a conducive environment for higher learning. Now, College offers 6 UG Hons. courses, and three Program Courses. The College possesses a beautiful lush green ambience. The canopy of the trees provides carbon neutrality and also hosts a wide variety of birds.

Since inception College is maintaining its academic and administrative excellence, and has been continuously upgrading the curricula and infrastructure in order to improve the quality of education. College maintains an administrative hierarchy in College management. The authorities in line with one of its mission of improvement by raising the realm of 'fostering passionate pursuit for academic and intellectual excellence'. So, the College is to look into its strengths and weaknesses and identify the scope of further improvement.

Now, the College voluntarily has started the academic & administrative audit for the last five years 2018-'19 to 2022-'23 to look into its strengths and weaknesses and identify the scope of further improvement.

Audit Committee

The authority of the University of Burdwan has constituted a three-member committee to conduct Academic & Administrative Audit of the Tehatta Sadananda Mahavidyalaya, Tehatta, Purba Bardhaman. The Audit Committee is comprised the following members:

- (i) Dr Tanmoy Dasgupta, Professor & Ex-Head, Deptt. of Business Administration, The University of Burdwan, Burdwan.
- (ii) Dr ApurbaRatanGhosh, Professor & Head, Deptt. of Environmental Science, The University of Burdwan, Burdwan.
- (iii) Dr Gouri Sankar Bandyopadhyay, Principal, Shyamsundar College, Shyamsundar, PurbaBardhaman

2. Objective & Scope of the Audit

Dr Nilanjan De, Principal in presence of other faculty members at a preliminary meeting, held on 29-04-2024 at 11.30 am, outlined the broad objectives of the academic audit as an assessment of the College. Accordingly, the audit team members decided to look into the prevailing situation at the college to assess the following aspects in course of the audit.

Scope

- Methodology of teaching and learning adopted for the different courses run by the different departments
- Activities of the Internal Quality Assurance Cell
- Functioning of IQAC towards institutionalization and internalization of quality enhancement in the institution

- Functioning of the computer facilities
- Functioning of the administrative committees including Finance section
- Functioning of the Central Library and other activities
- Outreach Programmes conducted by the NSS unit of the College
- Alumni and their contributions to the college
- Opportunities and scope of improvements in the major functional areas.

The team is empowered and expected to express their views and give suggestions for the improvement of the systems being followed by the College.

3. Methodology

Primarily, at the beginning a discussion was made with the Principal, Coordinator of IQAC and other faculty members & officials, which gave a general and broad profile of the facilities and activities of the College. The new facilities that have been added and some new initiatives, which are in the process of being developed during 2023-'24, were also noted by the audit team.

The Audit team enquired from the In-charge/Coordinators about the departmental activities and facilities, and had brief interactions with the faculty and support staff of each department. Visits to the laboratories, computer facilities, the library and some of the other facilities of the College were accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information.

Based on the departmental profile, information/data from the available documents and the interactions with the Head/ Coordinator/ In-Charge relating to different components of the department/institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the college as intended.

4. Distinctiveness of Institutional achievements

1. College mainly runs Arts programmes and one Science program in Mathematics.
2. All the faculty members are registration in VIDWAN portal.
3. College has signed 22 MoUs, most of them are functional during these years.
4. College has introduced 33 Add-on Courses for the students; College also introduced SWAYAM courses for the students.
5. College conducts Gender Audit year-wise on regular basis.
6. Feedback analysis is performed for students, parents and teachers.
7. College maintains greenery in and around the campus.
8. College maintains some fruit plants within the campus and also motivate the students in campus cleaning programs and pollution free campus.
9. Some of the best practices such as campus cleaning, maintaining tree plantation, and introducing plastic free zone, No Smoking Zone, *etc.*, are followed in the campus.
10. College is taking care of disposing the wastes in and around the campus.
11. All teaching and non-teaching staff members, and students are aware about cleanliness and hygiene, water conservation, *etc.*
12. Teachers are following CIA and monitoring the students accordingly.

13. Most of the departments are organizing seminar/ series of lectures/ webinars on regular basis to motivate the students; so far 43 such programmes are organised.
14. Students of some of the departments are preparing wall Magazines on regular basis.
15. Some of the faculty members are publishing their research articles in UGC Care listed journals, book chapters having proper ISBN, conference proceedings, etc.
16. College has one unit of NSS and organised so far 41 activities as well as doing community services.
17. College has planned for SOLAR System-on-grid Solar Power Plant and Rainwater Harvesting System
18. Students participated in Govt. sponsored Environmental Fair.

However, after detailed paper examinations and physical verification it is noted that, some of the academic practices are required to be followed by the College positively inconsonance with NAAC criteria. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

5. Suggestions

- ✚ College is required to implement ERP for better functioning.
- ✚ Purchase of books, journals in Library may be enhanced; Library has 2300 numbers of books as on catalogue; Library Management System be introduced; more access to journals is required, like-journals.
- ✚ No new minor or major projects during the year of assessment.
- ✚ Overall pass percentage is 80%.
- ✚ Teachers are well-experienced
- ✚ The support staffs are very happy with the College administration.
- ✚ The IQAC may be strengthened for effective functioning.
- ✚ There are total 14 Classrooms, 1 IQAC Room, 1 Auditorium in the name of "MAHATMA GANDHI SABHA KAKSHA".
- ✚ There are total 09 full-time teachers against 10 sanctioned posts and 10 SACT members; and 4 non-teaching members.

5. College Campus & Facilities:

College campus consists of the following sections -

a. Main Campus comprises -

- i) Academic-cum-Administrative Building: Administrative building includes College Office, Principal's Chamber, Smart Classroom.
- ii) Library Building includes Auditorium, Guest Rooms and classrooms
- iii) Cycle Shed
- iv) Ramp at ground floor
- v) Green area including plants, medicinal garden, etc.

b. Main campus

The College possesses a total campus area of 20477.09 sq.m./acres with a built-up area of 1821.08 sq.m./acres and maintaining a green area of 18656.01 sq.m./ acres.

6. Goals of the College

- (a) Provide an inclusive educational environment; enhance the strength and capabilities of the students coming from diverse socio-economic backgrounds.
- (b) In pursuit of an inclusive developmental mode, the college teaches its students to appreciate, respect and promote the perspectives, rights and dignities of each individual.
- (c) Encourage students to realize their own potential.
- (d) Prepare students to become analytical and responsible citizens.
- (e) Build an empowered young generation who can act as an essential component for the sustainable development of the society.
- (f) Promote teamwork and collaborative learning among the students and nurture a community of learners motivated by a quest for academic excellence.

7. Awards and Accolades

Now, College is preparing for the First Cycle of accreditation by NAAC.

8. Management

The College has two decision making bodies:

- Governing Body
- Internal Quality Assurance Cell

The various aspects of the Academic affairs and administration of the College are organized and looked after by the different committees constituted by the Members of the Management and Faculty. In some of these committees, representatives of the students and alumni are also present.

9. Critical Observations

Observations based on the documents provided by the college authorities and meeting with the different stakeholders of the College on May 29, 2024 are given below:

- ✓ College must be more focussed on setting its Vision and Mission statements and has to make a good linkage of missions for reaching the goals.
- ✓ College has to prepare planning and implementation strategies for quality enhancement of the institute through ERP.
- ✓ College has to prepare its own 'Ethics & Code of Conduct' for all stakeholders as per University guidelines.
- ✓ Student progression is taken care off.
- ✓ Departments are requested to be more concern about their SWOC analysis.
- ✓ Department should take more initiative to prepare progression of the students in regard to academics as well as employment.
- ✓ More number of teachers will be included in the University administration/academic part.
- ✓ Skill development courses are framed properly.

10. Courses of learning

Table 1: Departments in the College Stream	Programme	Total
Arts		07
B. A. Bengali (Honours)	UG	
B. A. Education (Honours)	UG	
B. A. Geography (Honours)	UG	
B. A. History (Honours)	UG	
B. A. Philosophy (Honours)	UG	
B. A. Sanskrit (Honours)	UG	
B. A. (General)	UG	
TOTAL	07	

11. Assessment of Courses

Language groups

1. B.A.

- ❖ Vision and Mission of the departments be reframed
- ❖ Student progression from UG to PG is not satisfactory.
- ❖ Teachers are well experienced and 9 teachers are awarded with PhD degrees.
- ❖ Students' enrichment programmes be conducted more for the benefit and exposure of them.
- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ New topics be proposed to be added during syllabi orientation after getting feedbacks from alumni, passed and final year students.
- ❖ More emphasis on Career counselling be given.
- ❖ Placement process is initiated by the College authority.

Humanities and Social Sciences

2. B.A. & Education

- ❖ Vision and Mission of the departments be more focused.
- ❖ Records of student progression from UG to PG be maintained
- ❖ Departments are conducting seminars/webinars on regular basis.
- ❖ More Students' enrichment programmes be conducted for their benefit and exposure.

- ❖ Faculty members should be encouraged to publish their research articles in the UGC care listed journals.
- ❖ Teachers should take initiative to publish chapters in books, and in edited volumes.
- ❖ Senior faculty members will take initiative to incorporate the relevant new topics in the syllabi for the subject enrichment, skill orientation and more job opportunities and development of entrepreneurship amongst the students.
- ❖ Placement process, counselling be initiated by the College authority.

12. Strengths & Opportunities for Improvements

Strengths

The audit committee is satisfied with the inherent strengths of the College and these are mentioned below:

- ✓ Forward looking and visionary leadership of the College authority
- ✓ Willingness of leadership for all round continuous quality improvement
- ✓ Apolitical ambience of the College
- ✓ Good and competent teaching faculty using updated pedagogy with supportive IT facility.
- ✓ Committed and supportive non-teaching staff
- ✓ Academically above-average students use to abide by the rules and code of conduct of the College.
- ✓ Proper cleanliness of the campus are maintained
- ✓ Canteen is providing average quality food.
- ✓ NSS unit is active.

Opportunities for Improvement

The College can easily raise the bar of its achievement if the following points are taken care of:

- ✓ More research initiatives
- ✓ More publications
- ✓ Innovations in teaching-learning
- ✓ Initiation of skill-development programmes
- ✓ Proper framing of more number of Add-on courses focussing the employability opportunity of the students

13. General Conclusion

- The College has good ambience of teaching-learning process.
- Student discipline is satisfactory.
- Stands out as an institution of academic excellence
- Emphasis on skill development/job-oriented programmes

14. Declaration

I agree with all the recommendations and observations mentioned in this report.

Date: 29/04/2024

Place: Tehatta Sadananda Mahavidyalaya

Tehatta, Purba Bardhaman



Milajee De
Signed by 29.04.24.
College Principal with Seal

Principal
Tehatta Sadananda Mahavidyalaya
Tehatta, Purba Bardhaman

15. Gratitude

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended during the audit.

Tanmoy Dasgupta
29/04/24

Dr Tanmoy Dasgupta
Professor & Head
Deptt. of Business Administration
The University of Burdwan
Burdwan

Dr. Tanmoy Dasgupta
Professor
Dept. Of Business Administration
The University of Burdwan
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Apurba Ratan Ghosh
29/4/24

Dr Apurba Ratan Ghosh
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Deptt. of Environmental Science
The University of Burdwan
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Professor & Head
Deptt. Environmental Sc.
The University of Burdwan
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Gouri Sankar Bandyopadhyay
29/4/24

Dr Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
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Purba Bardhaman

Dr. Gouri Sankar Bandyopadhyay
Principal
Syamsundar College
P.O.-Shyamsundar, Dist.-Purba Bardhaman
W.B. 713424

**Academic and Administrative
Audit Certificates of the Institution**

2018 - 2019



MANAGEMENT SYSTEM CONSULTANCY

Service Provided: Legal, Safety, Fire, Environment, Energy Audit and ISO, Information Security, Automotive, NABL, NABH, CSR, Food, Medical Certification and Training services

ACADEMIC AND ADMINISTRATIVE AUDIT CERTIFICATE

The External Quality Assurance Cell has conducted Academic and Administrative Audit of the Academic Year 2018-19 for Tehatta Sadananda Mahavidyalaya, Tehatta, Kalna, Purba Bardhaman, West Bengal, 713122.

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

During the initial planning of the audit, an analysis was conducted in order to identify, evaluate and prioritize the quality parameters in line with the global accreditation standards. The analysis was based upon an examination of the policies, manuals and standards that govern the academic quality and sustainability, on data analysis, and on the results of preliminary interviews with personnel considered key in the academic/administrative management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection, review of the relevant documentation, and interviews. Reliance was placed on the third-party data provided by the institution.

Statement of Assurance

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

In our professional judgment, 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.

Anilash K. Mondal



MANAGEMENT SYSTEM CONSULTANCY

Authorization:

- ISO 9001:2015 (Quality) (NABET Accredited, Certificate No. IRCLASS/QMS/2016/02/03/01 of 07) Lead Auditor Certificate
- ISO 9001:2015 (Quality) (CQI-IRCA Accredited, Certificate No. 44514, CQI-IRCA Delegate ID: 111285) Lead Auditor Certificate

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Website: www.managementsystemconsultancy.in



MANAGEMENT SYSTEM CONSULTANCY

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Academic & Administrative Audit Certificate

This Certificate is awarded to

Tehatta Sadananda Mahavidyalaya

As part of the Institution's Initiatives for a Healthy & Sustainable College the
audit was conducted.

We appreciate the immense efforts taken by Staff and Students towards the
Efficient Academic & Administrative Management of the Institution.

Issued on April, 2018 valid till March, 2019

Amalash K. Mandal

MANAGEMENT SYSTEM CONSULTANCY



Authorization:

- ISO 14001:2015 (Environment) (CQI-IRCA Delegate ID: 173839, Certificate No. 46957) Lead Auditor Certificate
- ISO 9001:2015 (Quality) (NABET Accredited, Certificate No. IRCLASS/QMS/2016/02/03/01 of 07) Lead Auditor Certificate
- Certified PG Diploma in Environment and Sustainable Development (En Roll No-BU/13/706432) from Bundelkhand University.
- Certified PG Diploma in Fire and Safety Management from Jawaharlal Nehru Technological University Hyderabad (Cert. No. 15359120506)

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2019 – 2020



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Amalash Kr. Mandal



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Tehatta Sadananda Mahavidyalaya

As part of the Institution's Initiatives for a Healthy & Sustainable College the audit was conducted.

We appreciate the immense efforts taken by Staff and Students towards the Efficient Academic & Administrative Management of the Institution.

Issued on April, 2019 valid till March, 2020

Amalish Kr. Mandal

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2020 – 2021



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Anilish K. Mondal



MANAGEMENT SYSTEM CONSULTANCY

Authorization:

- ISO 9001:2015 (Quality) (NABET Accredited, Certificate No. IRCLASS/QMS/2016/02/03/01 of 07) Lead Auditor Certificate
- ISO 9001:2015 (Quality) (CQI-IRCA Accredited, Certificate No. 44514, CQI-IRCA Delegate ID: 111285) Lead Auditor Certificate

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Academic & Administrative Audit Certificate

This Certificate is awarded to

Tehatta Sadananda Mahavidyalaya

As part of the Institution's Initiatives for a Healthy & Sustainable College the
audit was conducted.

We appreciate the immense efforts taken by Staff and Students towards the
Efficient Academic & Administrative Management of the Institution.

Issued on April, 2020 valid till March, 2021

Amalish Kr. Mandal

MANAGEMENT SYSTEM CONSULTANCY



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2021 – 2022



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ACADEMIC AND ADMINISTRATIVE AUDIT CERTIFICATE

The External Quality Assurance Cell has conducted Academic and Administrative Audit of the Academic Year 2021-22 for Tehatta Sadananda Mahavidyalaya, Tehatta, Kalna, Purba Bardhaman, West Bengal, 713122.

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

During the initial planning of the audit, an analysis was conducted in order to identify, evaluate and prioritize the quality parameters in line with the global accreditation standards. The analysis was based upon an examination of the policies, manuals and standards that govern the academic quality and sustainability, on data analysis, and on the results of preliminary interviews with personnel considered key in the academic/administrative management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection, review of the relevant documentation, and interviews. Reliance was placed on the third-party data provided by the institution.

Statement of Assurance

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

In our professional judgment, 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.

Amalendu K. S. Mondal



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Analesh Kr. Mondal

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Amalendu K. Dasgupta



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Amalash kr. mandal

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