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Website: [www.pedongcollege.in](http://www.pedongcollege.in)

GOVERNMENT OF WEST BENGAL

*Office of the Principal*

**GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG**

DIST. KALIMPONG – 734311

E-Mail: [pedong.govt.college@gmail.com](mailto:pedong.govt.college@gmail.com)

# GOVERNMENT GENERAL DEGREE COLLEGE AT PEDONG KALIMPONG

## ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)



**A Government Educational Institution  
Affiliated to the University of North Bengal  
Under 2(F) of UGC ACT 1956**

CO-ORDINATOR  
IQAC  
GOVT. GENERAL DEGREE COLLEGE AT PEDONG

Officer-in-Charge  
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**Pedong, Kalimpong**

## **Academic and Administrative Audit (AAA)**

### **Introduction**

Academic and Administrative Audit (AAA) is the process of evaluating the efficiency and effectiveness of an academic institution in terms of development and maintenance of infrastructure, academic and administrative practices and the student support system. NAAC considers AAA as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in Higher Education Institutions. Academic and Administrative Audit (AAA) is usually conducted by an academic institution at regular intervals to review the programs and academic activities in the departments and in the institution. It involves a peer review process including a self-evaluation and a site visit by peers from inside and outside the institution. The objective of Academic and Administrative Audit (AAA) is to analyze and evaluate the institution's academic and administrative processes. It enables the institute to improve the quality of the institution as a whole. AAA gives an insight into the strengths, weaknesses, opportunities and challenges of the institution. Based on the AAA reports, corrective and enhanceive measures are adopted by an institution for its own progress in a futuristic manner.

### **Objectives**

- To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for quality improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative and academic mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.

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- Determining the efficacy of the teaching-learning process and developing a technique to ensure that both instructors and students produce their best work.
- To achieve the goal of updated curriculum and revised learning and evaluation methods.

### **Methodology**

The Audit Team employed a comprehensive and systematic approach to assess the college's facilities and activities. The Audit was conducted in three stages. First, the institution was asked to prepare a Self-Study report and submit it to the Audit Team. Secondly, the Team conducted an on-site data collection and verification of information obtained from the Self Study Report. It commenced with a verbal presentation by the principal, offering a broad overview and setting the context for the committee's visit. It was followed by an insightful overview provided by the IQAC and NAAC Committee coordinators respectively. The committee interacted with faculty and staff, conducted thorough facility inspections, and meticulously reviewed relevant documents. Engaging in discussions with college staff, students, alumni and other stakeholders provided qualitative insights. Subsequently, the gathered information underwent systematic analysis and synthesis, leading to the formulation of observations, and recommendations. This methodology ensured a holistic assessment, laying the foundation for informed decision-making and improvement.

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#### 1. Executive summary

##### 1.1. Introduction:

Government General Degree College at Pedong, established on the 6<sup>th</sup> of April 2015, is a co-educational institution, situated 22 kms away from the main town of Kalimpong, that caters to higher educational needs of the economically challenged students residing in the rural areas of Pedong. The college was established on the 6<sup>th</sup> April 2015, and offers courses in Arts and Science. The college was granted temporary affiliation under the University of North Bengal on the 24<sup>th</sup> April 2019, and was recognized by the University Grants Commission (UGC) under 2(f) of the UGC Act, 1956. At present, the college is successful in offering Honours in both Arts and Science subjects, along with programme courses.

Since the college is located in a rural area, with majority of students coming from Pedong and adjoining areas, the aim of this institution is to provide higher education to the students in this region.

##### 1.2. College Administration:

In accordance with 'vision and mission', the Institution has a well- defined, decentralized, transparent and participative management system with Internal coordination and a close monitoring mechanism. The highest academic body in the college is the Teacher's council, where all decisions concerning academic and other related matters are considered. Further, the existence of various sub-committees ensures an active participation of all the faculty members.

Being a Government College, this institution is administered directly by the Higher Education Department and Education Directorate, Government of West Bengal. They regulate the year wise budget allocation under the plan and non- plan heads for the college. The department of Higher Education has the full authority with regard to appointments, confirmation, career advancement and transfer of Principal, Teaching and Non- Teaching faculties. This department is also responsible for deciding Principal and Teaching faculties participation in any educational programs and foreign tours.

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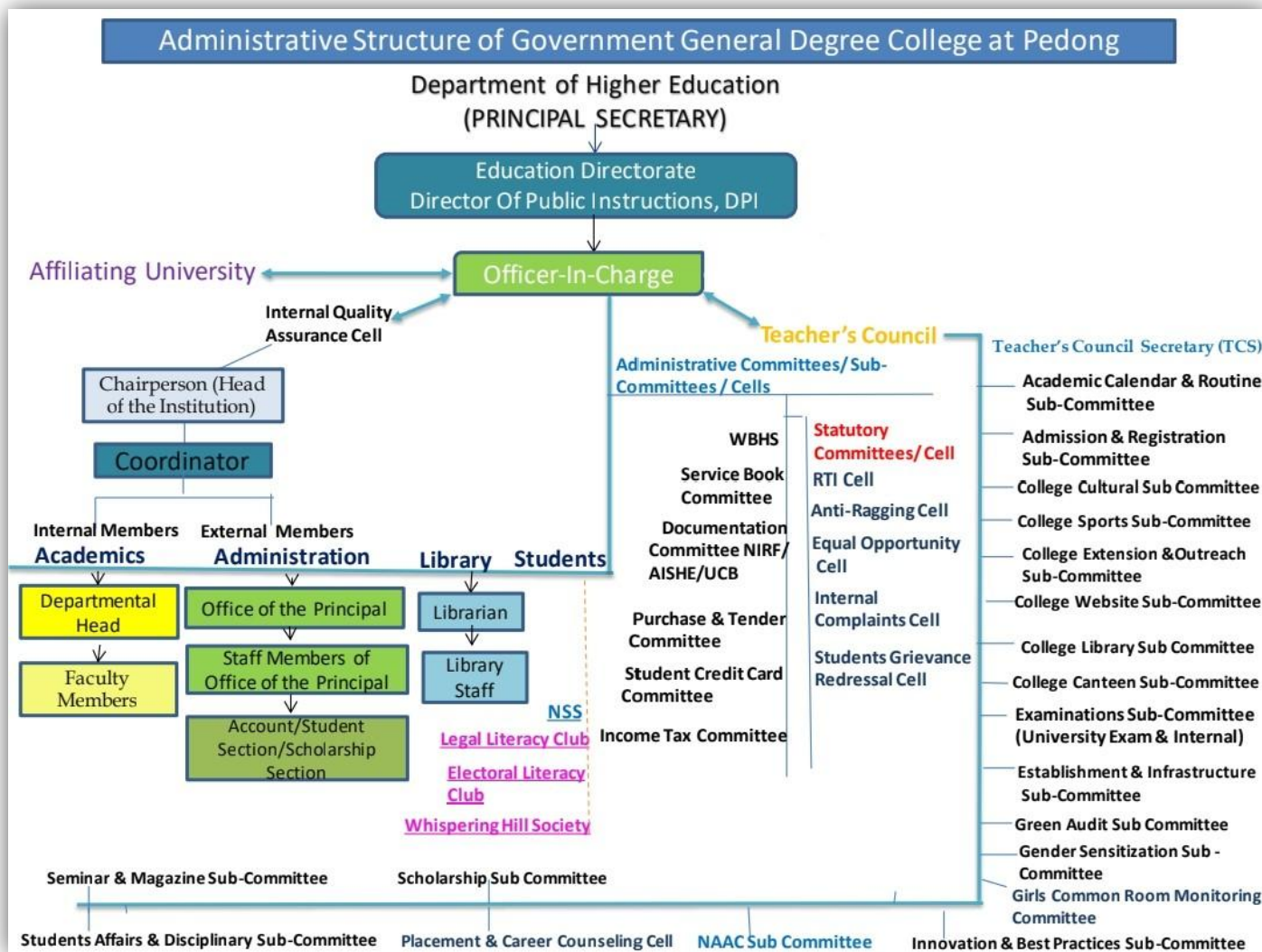
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As the Head of the Institution, the Principal/Officer-in-charge provides leadership in creating a healthy working environment and executes the government policies. The Principal/Officer-in-charge is responsible for formulating and implementing developmental strategies with the help of various committees, the Teacher's Council and the Departmental Heads. Granting permission for special courses and M.Phil/Ph.D lies with the Principal in consultation with the Directorate of Public Instructions.

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The Internal Quality Assessment Cell (IQAC) monitors the academic and overall activities of the college. The Teacher's council is another important body that looks upon the academic and non-academic related programmes. Various committees are formed at the beginning of the new academic session, and their plans of action is supervised by the Teachers Council.

The institution provides technical support to the teachers and the non-Teaching staffs and helps in improving their efficiency. The non-teaching staffs also play a vital role in the improvement of the college administration. They work in close collaboration with the other faculties ensuring a sense of cooperation and belongingness.

#### PROFILE OF THE INSTITUTION

##### 1. BASIC INFORMATION

- Name:** Government General Degree College at Pedong.
- Address:** 1<sup>st</sup> Turn, Pedong Reshi Road, Pedong  
Kalimpong -734311  
West Bengal.
- Website:** [www.pedongcollege.in](http://www.pedongcollege.in)
- Status of the college:** Temporarily Affiliated College.
- Type of Institution:** Co- education, Regular – Day
- Sources of funding:** State fund 7. **Date of Establishment of the college:** 6<sup>th</sup> April 2015
- University to which the college is** University of North Bengal **affiliated**
- Details of UGC recognition:** 2(f) UGC act 1956 **10.** **Campus area in acres:** 5  
**Acres 11.** **Built up area in square meters:** 2318.523 m<sup>2</sup>

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12. Details of program offered by the College (current Academic Year)

Sl. No	Program level	Program/ Course	Duration	Medium of Instruction	Sanctioned / Approved Student/ Strength	No. of Students Admitted
1	Under Graduate	English Hons.	6 sems	English	40	27
2		History Hons.	6 sems	English	32	24
3		Political Science Hons.	6 sems	English	32	25
4		Nepali Hons.	6 sems	Nepali	32	19
5		Sociology Hons.	6 sems	English	40	28
6		Physics Hons	6 sems	English	25	00
7		Chemistry Hon	6 sems	English	25	02
8		Mathematics Hons	6 sems	English	25	03
9		Geology Honss	6 sems	English	25	03
10		B Sc Programme	6 sems	English	40	01
11		BA Programme	6 sems	English	150	41

13. Please fill in the following details if applicable:

Number of Programs	Self-Financed Programs Offered	New Programs Introduced During the Last Five Years
	NIL	NIL

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**14. Number of teaching and non-teaching positions in the Institution**

Positions	Teaching faculty			Non-teaching staff	Technical Staff
	Professor	Associate Professor	Assistant Professor		
Sanctioned Post	NA	NA	45	7	04
Recruited	0	0	23	0	0
Yet to be Recruited	0	0	22	0	0

**15. Qualifications of the teaching staff:**

	Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
		Male	Female	Male	Female	Male	Female	
Total Number of Faculties						15	8	23
	D.Sc./D.Litt.					0	0	0
	Ph.D.	0	0	0	0	11	3	14
	M. Phil.					2	2	4

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16. Number of Guest Faculty engaged with the College: 0

17. Number of faculty on contractual basis: 0


18. Furnish the number of the students admitted to the college during the last three academic years:

Categories	Year 1 2020-21		Year 2 2021-22		Year 3 2022-23	
	Male	Female	Male	Female	Male	Female
SC	3	1	4	1	5	5
ST	7	8	6	6	8	6
OBC	10	8	8	3	9	8
GENERAL	72	71	66	63	79	54

19. Please fill in the following details if applicable:

Unit Cost of Education	Including Salary Component	Excluding Salary Component
55706	28354355	1468519

  
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Extended Profile of the Institution

2. Program:

2.1 Number of Programs offered by the Institution during the last five years:

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number	11	11	11	11	11

2.2 Number of students year wise during the last five years:

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number	441	466	466	374	374

2.3 Number of seats earmarked for reserved category as per GOI/ State Govt. rule year wise during the last five years

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number	229	229	229	178	178

2.4 Number of outgoing/ final year students' year wise during the last five years

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number	91	106	70	66	23

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3. Academic:

3.1 Number of full-time teachers' year wise during the last five years

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number	24	24	24	24	21

3.3 Number of Sanctioned posts year wise during the last five years

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number	45	45	45	33	33

4. Institution:

4.1 Total number of Classrooms and Seminar halls: **23 Classrooms and 2 Seminar Halls**

4.2 Total expenditure excluding salary year wise during the last five years (INR in Lakhs)

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number	14.68	12.29	12.73	21.48	55.7

4.3 Number of Computers: **21 Desktops and 4 Laptops**

4.4 Total number of computers in the campus for academic purpose: **24**

  
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### **CURRICULUM ENRICHMENT AND DELIVERY PLANNING:**

The institution adopts a comprehensive teaching-learning process where efforts are made to impart education beside the 'text-book' knowledge. In addition to the academic syllabus, importance is given to the students to improve their academic performance. The lecture method is imparted in an interactive manner, where the students are encouraged to ask questions. It was also observed that all the departments have an elaborate lesson plan with the details of the sub-topics and the number of classes assigned for each topic.

Besides the 'chalk and talk' method of teaching the Institution adopts student centric methods, such as experiential and participative methodologies. Problem solving methods are also adopted for enhancing learning experiences and teachers use ICT enabled tools including online resources for effective teaching and learning process.

The Institution also organizes seminars, debates, group discussions to help students build up their self-confidence. Rigorous lab-based activities are encouraged for an experiential and better understanding of the subjects. Besides this MoU has been prepared and signed between the Institution and Darjeeling Government College, Kartik Oraon Hindi Government College, Gorubathan Government College for faculty exchange programs and seminars. One program that stands prominent with the Political Science Department is that the department arranges special lectures for students by eminent scholars and advocates in papers relating to Democracy and Legal Awareness.

The slow learners are given special attention in tutorial classes and they are provided with practice questions thereby enhancing their understanding and problem-solving capacity. Special notes are provided to them by the teachers. The Institution maintains a highly effective and integrated mentoring system for all Honours students with the help of all the faculty members. A proper mentor-mentee ratio has been maintained for providing a close assessment of the problems faced by the students.

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The institution also tries to inculcate the values of environmental conservation among its students. As such, the institution follows the culture of nature friendly approach and attaches utmost importance to its environment related activities where the students are made a major stakeholder. Program like campus cleaning, Swaccha Bharat Abhiyan, Clean India Drive and planting of saplings are regular activities of the institution.

Efforts are made to strengthen institute neighbourhood linkages and to sensitize students towards community needs. This Institution takes pride of being the only higher educational institution in the region that provides higher education to students who are economically backward and geographically deprived.

### **CONTINUOUS INTERNAL EVALUATION (CIE)**

The area of Continuous Internal Evaluation (CIE) operates with a commitment to flexibility and autonomy. Each department is empowered to conduct class tests where a continuous evaluation of every student is marked throughout the year. Even during the pandemic efforts were made to evaluate assessments via online mode.

The Internal Quality Assurance Cell (IQAC) along with stakeholder's implements improvement measures to enhance the internal examinations. These measures include project- based evaluation, seminars, group discussions, debates, survey reports from departmental excursions etc. A central internal examination is conducted under the supervision of the internal examination subcommittee. The teachers prepare the question papers, evaluate the answer scripts and display the marks on the departmental notice boards for internal transparency.

Attendance of the students is given importance where monthly attendance is calculated by the departments and is communicated to the students and when necessary, conveyed to the parents.

Any grievance related to the internal examination and evaluation is reported to the Grievance Redressal Subcommittee.

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## **STUDENT SUPPORT MECHANISM OF THE INSTITUTION**

The Institution is located in the rural area of Pedong which is 22kms away from the main town Kalimpong. The majority of the students come from Pedong and its adjoining areas. The fact that the Institution lacks funding sources and is Locational disadvantaged; nevertheless this institution is committed to student centric mechanism in whatever capacity it can. The low enrollment of the students is in a way advantageous as teachers can provide individual attention to the students.

Furthermore, the existence of Anti- Ragging and Anti-Sexual Harassment cells provides platforms for students to raise issues and concerns regarding such matters. At the beginning of every new session orientation program are organized to generate awareness among students. Fortunately, there has been no single case reporting any kind of harassment.

WhatsApp groups have been created for past and present students where teachers can communicate education matters regarding notes, competitive exams and the like. Moreover, these groups help students to keep in regular touch with the institution.

## **ACADEMIC AND ADMINISTRATIVE UNIQUENESS OF THE INSTITUTION**

Due to its location, the Institution being the only source of imparting higher education to the economically backward students, tries in its full capacity to uphold its mission. The Institution strives to work as a catalyst for bringing about change in the region fostering a culture of inquiry and addressing pressing regional, human, social and scientific challenges. Furthermore, the institution is committed to championing gender equality by actively supporting local women in their pursuit of education, overcoming social and economic barriers.

This Institution therefore indeed is a transformative force in the educational landscape of Pedong, Kalimpong, and beyond, pioneering holistic sustainable development fostering innovation and nurturing leaders who drive positive change in the society.

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The Internal Quality Assessment Cell (IQAC) keeps a regular check on the academic aspects and activities of the college. The Teachers Council is another important forum where issues relating to academic matters and overall development of the college are taken up. Research activities and publications of papers and book chapters in various peer reviewed journals by the teaching faculties is highly encouraged which is reflected in the college website.

A feedback mechanism has been established to collect the feedback from the different stakeholders like the students, teachers and the parents.

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Sr. No.	OBSERVATION ON KEY ASPECTS	
1	Academic Management	<ul style="list-style-type: none"><li>● Poor Student Enrolment</li><li>● Limited number of UG program</li><li>● Qualified and Experienced Teachers.</li><li>● Limited Use of ICT tools in teaching learning.</li><li>● Faculty appraisal system.</li><li>● Holistic 'Teaching-Learning' Process.</li><li>● Focus on inter-disciplinary approach.</li><li>● Adequate student support system (career growth in terms of counseling and 'mentor-mentee mechanism)</li><li>● Good community outreach program.</li><li>● Faculty are encouraged to attend seminar/conferences/workshop/and present their papers.</li><li>● Publication of college academic calendar every year.</li><li>● Activities are aligned with academic calendar.</li></ul>
2	Administration & management	<ul style="list-style-type: none"><li>● Decentralized transparent and participatory administrative management.</li><li>● Limited number of support staff, especially in the office.</li></ul>

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3	Academic practices	<ul style="list-style-type: none"><li>● Curriculum delivery lesson plan for each department.</li><li>● Students are encouraged for seminars and extracurricular activities.</li><li>● Inter-departmental activities/exchanges are well institutionalized.</li><li>● Departmental seminar and similar activities are organized.</li><li>● Faculty attend refresher/ orientation for professional development.</li></ul>
4	Infrastructure, Financial and support facilities for academic activities	<ul style="list-style-type: none"><li>● Adequate number of class rooms and seminars halls.</li><li>● Inadequate ICT facilities for teaching learning.</li><li>● Library with limited numbers of books.</li><li>● Some portions of land is preserved for plantations.</li><li>● Availability of Govt. Scholarships ● Limited Sports infrastructure</li></ul>
5	Institutional Social Responsibilities	<ul style="list-style-type: none"><li>● Extension activities through NSS.</li><li>● Awareness program on various social issues.</li><li>● Sensitization program on issues of critical importance such as human trafficking.</li><li>● Participation in various outreach program/extension activities.</li></ul>
<b>OVERALL OBSERVATIONS</b>		

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1	Institutional strengths	<ul style="list-style-type: none"><li>● Student centric approach in terms of imparting education and individual attention.</li><li>● Qualified and experienced faculty.</li><li>● Adopts holistic 'Teaching-Learning' approach and the students are encouraged to go beyond the 'text-book' learning.</li><li>● Adopts a nature friendly approach.</li><li>● Availability of adequate infrastructure and space for development.</li><li>● Have internet facilities.</li></ul>
2	Institutional Weaknesses	<ul style="list-style-type: none"><li>● Student enrolment is low.</li><li>● Library infrastructure needs digitization.</li><li>● Research activity is in its nascent stage.</li><li>● Sports facility needs up gradation.</li><li>● Hostel facilities are not available.</li><li>● Positional disadvantage.</li></ul>
3	RECOMMENDATIONS	<ul style="list-style-type: none"><li>● Improvement of ICT Facilities</li><li>● Enrichment and digitization of the Library</li><li>● Need to introduce skill development and Career Oriented programs.</li><li>● Need to increase the number of UG/Research program.</li><li>● Internet connectivity/speed needs upgradation.</li><li>● Need augmentation and development of indoor and outdoor sports infrastructure and facilities</li></ul>

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NAAC		Observations
1	Curricular aspects	<ul style="list-style-type: none"> <li>● FYUG Programme has been implemented as per the new curriculum.</li> <li>● Curriculum delivery is done through a planned and documented process.</li> <li>● Furnished classrooms, audio-visual &amp; ICT facilities.</li> <li>● Library with fair number of books.</li> <li>● Online mode of knowledge dissemination is followed even after the COVID-19 phase.</li> </ul>
2	Teaching-learning and Evaluation	<ul style="list-style-type: none"> <li>● Tutorial and remedial classes organized for slow &amp; advanced learners.</li> <li>● Holistic teaching-learning' approach.</li> <li>● ICT enabled teaching can be improved.</li> <li>● 50% teachers with Ph.D. degree.</li> <li>● All the substantive teachers availed Refresher/Orientation programmes.</li> <li>● Internal assessment mechanism is transparent and robust.</li> <li>● Academic calendar is followed for CIE.</li> <li>● UG pass percentage is over 90%.</li> <li>● Students admitted less than student's sanctioned strength.</li> </ul>
3	Student Support and progression	<ul style="list-style-type: none"> <li>● Student receives support in terms of education through various means.</li> <li>● A significant number of students are benefitted by Govt. Scholarships.</li> <li>● Significant number of students is pursuing or has pursued higher studies.</li> <li>● The Alumni association has just been formed.</li> </ul>
4	Governance, Leadership and management	<ul style="list-style-type: none"> <li>● The vision and mission of the institution is in tune with the objectives of higher education.</li> <li>● The institution practices decentralized and participative administration through various bodies and committees.</li> <li>● The management functions in transparent and in an inclusive manner.</li> </ul>

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5	Institutional Values and Best Practices	<ul style="list-style-type: none"> <li>Adopts interdisciplinary and holistic approach.</li> <li>Environmental consciousness is carried out.</li> <li>Gender equity promotion programmes are organized</li> <li>Safety and security measures like CCTV, day and night guards are available.</li> </ul>
6	B- Office Administration and Financial audit	<ul style="list-style-type: none"> <li>The number of support staffs especially office staffs need to be increased.</li> <li>Digitization should be implemented.</li> <li>Income Tax related documents are maintained properly.</li> <li>Internal audit has been conducted on regular basis.</li> </ul>

Observations and Recommendations for different departments

1. All departments have maintained the following details as per NAAC guidelines:

- a. Department Meeting Minutes
- b. Department Routine, Class Distribution
- c. Department Students Profile
- d. Department Teachers Profile
- e. Teaching Learning Evaluation File
- f. Parents Teachers Meeting Records
- g. Stock Register
- h. CIE

1	<b>Observations</b>
	The departments follow student-centric approach
	Conducted satisfactory number of internal seminars and departmental exchanges
	Students are performing well in university examinations

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	Student and teacher ratio is satisfactory
2	<b>Recommendations</b>
	There is scope for research
	To develop facility for e-resources
	Increase the number of books in departmental library
	Many initiatives need formal institutionalization

I hereby agree with the observations made and recommendations given by AAA Team.

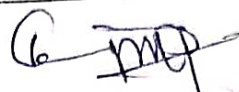
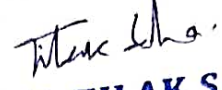
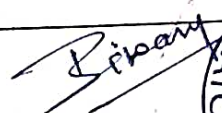

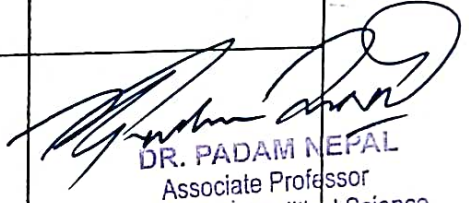
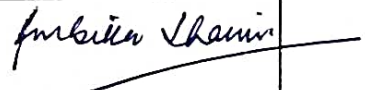
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**ACADEMIC AND ADMINISTRATIVE AUDIT**

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I hereby agree with the observations made and recommendations given by AAA  
Team /Committee.

  
15/7/24  
**Navin Poudyal, W.B.E.S.**  
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