



INTERNAL QUALITY ASSURANCE CELL (IQAC) Khudiram Bose Central College

71/2A, Bidhan Sarani, Kolkata - 700 006

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Ref:

Date: 26/12/23

SCHEDULE FOR INTERNAL ACADEMIC & ADMINISTRATIVE AUDIT

Sl. No.	Date	Time	Department
1	15/01/2024	11:00 AM - 12:30 PM	Commerce
2	15/01/2024	1:00 PM - 2:30 PM	English
3	16/01/2024	11:00 AM - 12:30 PM	Political Science
4	16/01/2024	1:00 PM - 2:30 PM	Economics
5	17/01/2024	11:00 AM - 12:30 PM	Bengali
6	17/01/2024	1:00 PM - 2:30 PM	Hindi
7	18/01/2024	11:00 AM - 12:30 PM	Journalism & Mass Communication
8	18/01/2024	1:00 PM - 2:30 PM	Education
9	19/01/2024	11:00 AM - 12:30 PM	Geography
10	20/01/2024	3:00 PM - 2:30 PM	Physical Education
11	20/01/2024	11:00 AM - 12:30 PM	History
12	20/01/2024	1:00 PM - 2:30 PM	Library JMC
13	22/01/2024	11:00 AM - 12:30 PM	Office

22/01/2024 1:00 PM - 2:30 PM

Geography

Anamika Nandy 26/12/23
Coordinator, IQAC

IQAC Co-ordinator
Khudiram Bose Central College

Teacher-in-Charge
26/12/23

T.I.C. / Secretary
Khudiram Bose Central College
Kolkata-700006



As per notice dated 26/12/23, Academic and Administrative Audit (Internal) is being held as per schedule. The Department of Commerce will present their documents from 11:00 AM.

Signature of members of Internal AAA :-

1. ~~Jan~~ 15/01/2024
2. Anamika Nandy, IQAC Coordinator
3. Shukta, NAAC, Coordinator
4. Arabinda Mridha 15/01/24 (As Bursar of the college)
5. ~~Shukta~~ (Accountant)

Day I Session I (15/1/2024)

Department of Commerce :-
The following faculty members remained present:-

1. Tapan Kumar Datta 15/01/2024
2. Arnab Basu 15/01/2024
3. Anuradha Banerjee 15/1/24
4. Chitta Ranjan Karmakar 15.1.24

Prepare Program Outcome, Course Outcome and Attainment in result. Prepare SWOC at end of each semester. All teachers will be present in departmental meeting. Weaker students to be addressed as 'weakness' and as ^{challenge} ~~opportunity~~ for next semester. Low attendance is also challenge.

Anamika Nandy
15/01/2024
IQAC Coordinator
Khudiram Bose Central College
Kolkata-700006

Shukta
15/1/24
Bursar
145 Khudiram Bose Central College
Kolkata-6

Shubham Dubey
16/01/2024
T.I.C. / Secretary
Khudiram Bose Central College
71/2A, Bidhan Sarani,
Kolkata-700006

Shukta
15/01/24
Accountant
Khudiram Bose Central College
Kolkata-6



Day I Session II (15/1/2024)

Department of English

The following faculty members remained present:-

1. Rinjee Lama 15/01/2024
2. Somnath Bhattacharya 15/01/2024
3. K. Ganguly 15/01/24
4. Rajdeep Mondal 15/1/24.

Observations

1. Data of Communicative English subject to be included in Student-teacher ratio component.
2. Attainment of PO & CO to be enumerated.
3. Drop out data in terms of intake report and result to be included.
4. Merit Scholarship received by students of the department need to be reflected in the report.
5. College awards including memorial awards may be mentioned in report.
6. Presentation is all rounded and conclusive.

Awardey
15/1/2024

IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006

15/1/24

Shubhra Dubey
16/01/2024
T.C. / Secretary
Khudiram Bose Central College
71/2A, Bidhan Sarani,
Kolkata-700006

15/01/24

Bursar
Khudiram Bose Central College
Kolkata-6

15/1/24

Accountant
Khudiram Bose Central College
Kolkata-6



Khudiram Bose Central College
71/2A, Bidhan Sarani, Kolkata-700047

Day II Session I (16/1/2024)

Department of Political Science :-

The following faculty remained present :-

1. Supreeta Mehta 16/1/24
2. Shilpa Wandy 16/1/24.
3. Somiran Das 16/1/24.

Observation :-

1. Signature by HOD is necessary for student related data and self attested document for teacher wise data.
2. PO and CO with Attainment to be included
3. Class test for continuous evaluation to be included
4. Dept. routine should include remedial and Tutorial classes
5. Departmental Achievements to be elaborated
6. Future Plan may include departmental initiatives.
- 7 Overall well presented and documented.

Aswandy
16/1/24

IOAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006

16/1/24

Bursar

Khudiram Bose Central College
Kolkata-6

Shubh
16/1/24

Accountant

Khudiram Bose Central College
Kolkata-6

Shubhna Debey
16/01/2024

T.I.C. / Secretary
Khudiram Bose Central College
71/2A, Bidhan Sarani,
Kolkata-700006



Day II Session II (16/1/2024)

Department of Economics :-

The following faculty remained present

1. Anuradha Banerjee 16/01/24

Observation :-

1. Attachment of PO and CO to be included.
2. Mention annexure in serial order
3. Economics to be reflected as a department catering to both B.A/B.SC and B. Com streams
4. Weakness as mentioned in SWOC needs to be addressed by the College authority
5. Overall well presented by the single SACT.

S. Anuradha
16/1/24

Shubhra Debey
16/01/2024
T.I.C. / Secretary
Khudiram Bose Central College
71/2A, Bidhan Sarani,
Kolkata-700006

Anandya
16/1/24
IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006

B. Anandya
16/01/24
Bursar
Khudiram Bose Central College
Kolkata-6

A. Anandya
16/1/24
Accountant
Khudiram Bose Central College
Kolkata-6



Day III Session III (17-1-24)

Department of Bengali :-

1. ~~Tarun Kumar~~ 29/01/2024
2. Sharmistha Ghosh (Simha)
3. Subrata K. Mallik 17.01.2024
4. Ramkishu Ghosh 17.1.2024
5. Soma Paul 17.01.2024

Observations :-

1. PO and CO with attainment must be included.
2. SWOC can be revised both in format and content.
3. Over all well presented and documented by all the faculty members of the department.

Anandya
IQAC

IQAC Co-ordinator

Khudiram Bose Central College
Kolkata-700006

Subrata
NAAC

Bursar

Bursar
Khudiram Bose Central College
Kolkata-6

Shubhra Dubey
TIC 17/01/2024

Shubhra Dubey
T.I.C./Secretary
Khudiram Bose Central College
Kolkata-700006

Arjit
Accountant

Accountant
Khudiram Bose Central College
Kolkata-6



Khudiram Bose Central College
71/2A, Bidhan Sarani, Kolkata-700016

Day III Session III (17-1-2024)

Department of Hindi :-

1. Madhusingh 17/01/2024
2. Rahul Gond 17.01.2024

Observations:-

1. PO and CO with attainment must be included.
2. Student strength and result to be shown separately both Hons. & general.
3. SWOC may be revised.
4. Overall well presented and documented by the two SACT of the department.

Mandy
17/1/24

Shubh
17/1/24

Shubhra
17/01/24

Shubhra Dubey

IQAC

NAAAC

Bursar

TIC 17/01/2024

IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006

Bursar
Khudiram Bose Central College
Kolkata-6

Shubhra Dubey
T.I.C./Secretary
Khudiram Bose Central College
Kolkata-700006

17/1/24

Accountant

Accountant
Khudiram Bose Central College
Kolkata-6



Day IV Session IV (18-1-2024)

Library of the College :-

1. Jayeeta Muklick 18/01/24.
2. Sujit Deb. 18/1/24
3. Swarnistha Mukherjee 18/01/24

Observation :-

1. Focus to be shifted from manual to library digitization.
2. Mob record keeping regarding footfall and visitors library access to be maintained
3. Procurement of audio books for visually challenged candidates.

Aruna
IQAC

IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006

Swarnistha

NAAE

Shubhra
18/01/24

Bursar

Bursar
Khudiram Bose Central College
Kolkata-6

Shubhra Dubey
18/01/2024

Shubhra Dubey
T.I.C./Secretary
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18/1/24

Accountant

Accountant
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Kolkata-6



Day IV Session IV (18-1-2024)

Department of Education:-

- 1. Shreli Biswas Adhikary
- 2. Dalia Pramanik 18/1/2024
- 3. Santa K...

Observations :-

1. PO and CO with attainment to be included
2. Students who received merit scholarship to be mentioned
3. Semester wise student intake and ratio to be given in breakup
4. Overall well presented.

Wandy

IQAC

IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-70006

Schutta

18/1/24

NAAE

[Signature]

18/01/24

Bursar

Bursar
Khudiram Bose Central College
Kolkata-6

Shubhra Dubey

T.I.C./Secretary
Khudiram Bose Central College
Kolkata-70006

[Signature]

Accountant

Accountant
Khudiram Bose Central College
Kolkata-6



Day V Session V (20-1-2024)

Department of Physical Education :

1. Konshik Mondal 20.01.2024
2. Subimal Das 20.01.2024

Observations

1. Certain areas need revision
2. SWOC with future plan needs to be included.
3. PO and CO with attainment to be included
4. Faculty profile to be included

Anandya 20/1/24

IQAC

IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006

Subhojit 20/1/24

NAAC

[Signature] 20/01/24

Bursar

Bursar
Khudiram Bose Central College
Kolkata-6

Shubhra Dubey

TIC 20/01/2024

Shubhra Dubey
T.I.C./Secretary
Khudiram Bose Central Coll
Kolkata-700006

[Signature] 20/1/24

Accountant

Accountant
Khudiram Bose Central College
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15/4

Day I Session V (20-1-2024)

College Office

1. ~~20/1/24~~
2. ~~20/1/24~~
3. ~~20-01-24~~
4. ~~20/1/2024~~

Observations :-

1. Mention Components where digitization has been completed / in process
2. All Students' Concession related document to be well preserved
3. Cash Book to be updated.
4. Personal file and Service Book of all incumbents (Substantive) to be updated.
5. Staff member profile to be maintained.
6. Supporting documents to be maintained as and where required.
7. AAA team appreciated the effort put in by office and encouraged them to perform even better!

~~20/1/24~~

~~20/1/24~~

~~20/01/24~~

Shubhra Dubey

IQAC
Co-ordinator
Khudiram Bose Central College
Kolkata-700006

NAAE

Bursar
Bursar
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TIC
20/01/2024
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~~20/1/24~~
Accountant

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Day VI Session VI (22/1/2024)

Department of Geography

1. ~~Priyanka~~ 22.1.24
2. Priyanka Singueta. 22/1/24.
3. Reya Chakrabasthy. 22/01/24.

Observations :-

1. Student teacher ratio in break-up to be given for each Academic year
2. PO and CO with attachment to be included
3. Scholarly activity of the departmental students to be elaborated.

Preemdy 22/1/24

IQAC

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Shubh 22/1/24

NAAE

22/01/24

Bursar

Bursar
Khudiram Bose Central College

Shubhra Dubey

22/01/2024

Shubhra Dubey
T.I.C./Secretary
Khudiram Bose Central Col
Kolkata-700006

Accountant

Accountant
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Day VI Session (22/1/2024)

Department of History:

1. Payel Handi 22.1.24.
2. Debajit Bhattacharya 22.1.24.

Observation :-

1. Student-Teacher ratio in break-up, semesterwise to be included.
2. PO/CO attainment to be included.
3. The department has its own incubation centre - "Local History Study Circle" - the work done by the dept. is truly commendable.
4. Overall the dept. has performed very well.

Wandy 22/1/24

(Co-AC)

IQAG Co-ordinator
Khudiram Bose Central College
Kolkata-700006

Wandy

Santa 22/1/24

(NAAC)

[Signature]
22/01/24

(Bursar)

Bursar
Khudiram Bose Central College

Shubhra Dube
22/01/2024

(T.I.C.)

Shubhra Dube
T.I.C./Secretary
Khudiram Bose Central
Kolkata-700006

(Accountant)

Accountant
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