PRESIDENCY UNIVERSITY
KOLKATA

Academic and Administrative Audit

2021-2022

Presidency University

Introduction to Academic Audit

The main objective of an academic audit is to ascertain departments have put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education.

An increasingly prevalent trend in the higher education scenario in India in recent years is the willingness and drive by institutions and universities to introduce systems and practices in their work environment and establish high standards and benchmarks to guide their performance in keeping with the institution's vision and mission. More and more of Institutions and universities in the country volunteer to subject their activities and performances to be critically reviewed and audited by national and international agencies. The contributions by national bodies such as the National Assessment and Accreditation Council (NAAC) in the educational sector, NABH in healthcare practices and NABL in laboratory practices have sensitized an increasing number of forward-looking establishments in the country to participate, learn and benefit from the expertise and readiness of these agencies to foster such participatory learning. Creation of internal quality assurance mechanisms that help to inculcate the gains made from such efforts in the day-to-day work ethics and organizational culture of the institution is an indispensable requirement in any quality assurance scheme.

Part – A

SL. No	Particulars				Answers
1	Has Institution appointed a permanent VC?				
2	Is she/he Ph.D.?				Yes
3	Number of professional Programmes held for non-teaching staff in the last two years:				4
4	Is the perspective and strategic plan prepared and being followed in the Institution?				Yes
5	Office Automation				
	1	Administration			
		a.	Admission Processes		
			-	Online Admission	Yes
		b.	Enrolment		Yes
		c.	Maintenance of Records		Yes
		d.	Declaration of Results		Yes
	2	Accounts			
		a.	Fees Collection		Yes
		b.	Maintenance of accounts		Yes
6	Is there a University website?				Yes
7	Is it updated till 2022-23?				Yes
8	Is the University Library automated?				Yes
	a.	Record of Books			Yes
	b. Issue and Return of Books				Yes
9	Does the library provide open access facility?				
	a.	To all			Yes
10	Is there Internet facility in the library?				
	a.	For all			Yes
11	Is there an Anti-ragging Cell in the University?				Yes
12	Are there any Welfare schemes?				Yes
13	Is there a Women's Development Cell/Anti Sexual Harassment Cell?				Yes
14	Is there a functional Alumni Association? (minimum of 1 meeting per year)				Yes
15	Do you organize Institution & Stake holders meet (minimum one meeting per year)				Yes

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Sl.No	Particulars	Answers
1	Total Permanent Staff (Teaching)	213
2	A. How many faculties have attended FIP?	124
3	B. Faculties who have attended Refresher or Orientation Courses	124
4	Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc)	Nil
5	Innovative Practices	Yes

Sl.No	Particulars	Answers
1	Percentage of teachers with M.Phil as the highest qualification:	10.30% Rest are all Ph.D
2	Articles in refereed Journals, Books and Edited volumes	1645
3	Are you generating resources through consultancy?	Yes
4	Sponsorship of events and resources generated	Yes
5	State /National/ International level Seminars/workshops/conferences organized during last 1year/ 2 years.	Yes
	a. Sponsored research projects:	292

Sr. No	Particulars	Score
1	Number of effective teaching days (Number of working days – Exam days)	240
2	Use of Power Points in Classes	Yes
3	Does the Institute do anything for the improvement in learning quality enhancement?	Yes
4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes
5	Are any Personality development programmes conducted?	Yes
6	Do you organize & document various extra-curricular activities?	Yes
7	a. Is there a student council in place?	Yes
	b. How often do they meet?2 or more times	More than twice
8	Does your College have any Feedback Mechanism (students, Faculties & Industry)?	Yes
9	Do you have any Community Audit Mechanism? (through Stake holders)	No
10	Discipline, Decorum & Ambience (in class and campus.)	Yes
11	Innovative Practices (Specify)	N.S.S, Yoga Practices, Remedial

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		classes, FRPDF Grant, Publication of papers by students in peer reviewed journals

Sl.No	Particulars	Answers
1	Campus Area	Main Campus 9.152 acres, Rajarhat (Second Campus) 10 acres.
2	Campus Ownership	State Property
3	Office Space	Yes
4	Do you have separate reading area for student & Staff?	Yes
5	Laboratories	Yes
6	Security	Yes
7	Potable Water facility	Yes
8	Power Backup facility	Yes
9	Washroom facility (for Male)	Yes
11	Washroom facility (for Female)	Yes
12	Washroom facility (for Staff)	Yes
13	Parking	Yes
14	Class rooms (as per requirement)	Yes
15	Staff room (Tick only one) Staff room with separate cabins	Yes
16	Seminar Room	Yes
17	Common room (Girls)	Yes
18	Health Centre facility	Yes
19	Sports Facility	Yes
20	Indoor Sports facility	Yes
21	Gymnasium	Yes
22	Hostel (Boys)	Yes
23	Hostel (Girls)	Yes
24	Transportation for students	No
25	Support services (Bank/PO/Xerox)	Yes
26	Canteen	Yes

27	Approach Road		Yes
28	Garden		Yes
29	Auditorium/ Assembly hall		Yes
30	Internet facility: For Staff & students		Yes
31	Overall Maintenance		Yes

Summary of Report:

- Number of volumes of textbooks in the library is well maintained to support the academic needs of the students.

- The institution maintains a well-structured and efficient admission process, ensuring fairness and transparency for prospective students.

- The University is committed to focusing on achieving the learning outcomes and objectives.

- The institution provides a balanced mix of curricular and co-curricular activities to create a holistic teaching and learning environment for the students.

- The teaching, learning, and evaluation processes at the institution are known for their rigor and vitality, upholding high educational standards.

- The Internal Quality Assurance Cell (IQAC) actively collects feedback from stakeholders such as students, faculty, alumni, and employees to drive continuous improvement.

- Through the IQAC, the institution takes the initiative to organize seminars and conferences, facilitating knowledge sharing and professional development within the organization.

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Recommendations

- More faculty maybe encouraged to attend FDP, orientation programs etc
- The number of professional programs held for non-teaching staff can be increased.
- Consultancy projects and revenue generated through consultancy maybe Improved.
- Incubation centre may be set up to aid start-ups
- More number of inter disciplinary seminar and conferences maybe conducted
- Number of publication and books per teacher maybe improved

Suman Nandy

Campus Technology

Suman Nandy, CISA, CISSP, ITIL (Foundation)