

ACADEMIC & ADMINISTRATIVE AUDIT (AAA)**(Departmental Format)****Academic Session: 2022-2023****[Data is to be prepared on annual (July –June) basis]****1. General**

1.1. Name of the department : Microbiology

1.2. Year of establishment : 1999

General	
Honours	√

1.3. Number of teaching staff (Cadre-wise):

Associate Professor	01
Assistant Professor	01 (vacant)
SACT	03
Superannuated Teacher	
Academic Counsellor	

1.4. Number of Non-Teaching and technical staff:

Non- Teaching Staff	Substantive	02
	College Paid	
	Other	
Technical Staff	Substantive	
	College Paid	
	Other	

1.5. Programme/ Programmes offered:

UG	Honours	√
	General	

2. Admission

2.1.

Year	Programme	Intake Capacity	Applications Received	Students Admitted
2022-23	UG	47		47

2.2. Were there any difficulties in realizing the sanctioned strength of students?

: None

2.3. If Yes, what were they? : NA

3. Attendance

3.1. Is the record of attendance maintained for all the courses offered by the faculty/ department for the sessions? : Yes

3.2. Number of students who were detained on the grounds of poor attendance for the sessions : None

4. Result and Student Progression

4.1 Results for CBCS Batch of 2022 – 23 (attach separate sheet if required)

Semester	Appeared	Passed	SGPA	Number Of Students	Highest Score & Equivalent Percentage
			7 – 7.99	06	
Sem I	15	15	8 – 8.99	08	
			9 – 9.99		
			10		
Sem 2	15	15	7 – 7.99	04	
			8 – 8.99	12	
			9 – 9.99		
			10		
Sem 3	15	15	7-7.99	01	
			8 – 8.99	02	
			9 – 9.99	01	
			10		
Sem 4	15	15	7-7.99	12	
			8 – 8.99	02	

			9 – 9.99		
			10		
Sem 5	15	13	7-7.99	08	
			8 – 8.99	02	
			9 – 9.99		
			10		
			CGPA		
Sem 6	18	16	7 – 7.99	12	
			8 – 8.99	02	
			9 – 9.99		

4.2 STUDENT PROGRESSION

Batch of 2022

	Name	Progression after B.Sc
1	Rupsa Sardar	M.Sc Microbiology Vijaygarh Jyotish Roy College ,University of Calcutta
2	Purnendu Chakraborty	M.Sc Microbiology Vijaygarh Jyotish Roy College ,University of Calcutta
3	Nimisha Majumder	M.sc Bioinformatics And Biotechnology, IBAB, Bengaluru
4	Sattwik Biswas	M.Sc Bioinformatics Amrita School,Kerala
6	Ayendrilla Dutta	M.Sc Microbiology Vijaygarh Jyotish Roy College ,University of Calcutta
	Priti Das	M.Sc Microbiology Vijaygarh Jyotish Roy College ,University of Calcutta
	Shreya Chatterjee	M.Sc Microbiology Vijaygarh Jyotish Roy College ,University of Calcutta

	Tamoghna Dey	M.Sc Microbiology Lady Brabourne College ,University of Calcutta
	Tamosa Mondal	M.Sc Microbiology Lady Babourne College,C.U

4.3. Student Employment 2020-2021 (Batch) NA

	Name	Batch	Organization, Position, Salary
1			
2			
3			
4			
5			
6			
7			
8			

5. Timetable and workload (with supporting documents) 2022-23:

5.1. Are timetable for all courses offered by the department for the sessions?
: Yes

5.2. Are detailed teaching Plans made available to students at the beginning of sessions
: Yes

5.3. Has provision being made for UG tutorial in the timetable : Yes

5.4. Are details of seminar presentation for the Semesters / sessions available
: NA

5.5. Total number of teaching hours of the dept. :

5.5.1. B. A./B.Sc

Year	Semester	Total no. of contact hours/ week	Total no. of theory hours	Total no. of Practical/ Lab./ Tutorial hours
2022-23	Odd	65	38	27
	Even	65	38	27

5.5.2 B .Com:

Year	Semester	Total no. of contact hours/ week	Total no. of theory hours	Total no. of Practical/ Lab./ Tutorial hours
2022-23	Odd			
	Even			

5.6. Average no. of contact hours for SACT/ Superannuated Teacher/ Academic Counsellor: 36hours per week

5.7. Average no. of hours allotted for research Independent Projects, Study Material Development etc. per week for faculty Member during the session: Approx. 10 hours per week

5.8. Number of hours devoted for Extension Activities during the session:

- i. Academic: Extension Lectures, Seminars, Students activities (Project, Presentation etc.)
- ii. Co-curricular & Extra-curricular activities.

6. Departmental Committee Reports: Yes

6.1. Dates of the meeting of the departmental Committee (DCM) during the sessions :

6.2. Are the minutes of the DCM maintained :

6.3. Major follow-up action initiated at the dept. level on the basis of discussions at the DCM :

7. Student Activities:

7.1. Are field visits arranged for students : Yes

7.2. If 'Yes', mention the dates & details of field visit
for the sessions :

7.3. If 'No', Please specify reasons for not arranging
Field visits :

7.4. Initiative taken for remedial programme for Slow learners
:

7.5. Initiatives taken by the faculty/ department
To bring out the students' talents :

7.6. No. of research based mini projects undertaken
by students under guidance of faculty members:
(2022-23)

Name of the Project	No. of Participating students	Name of the Guiding Faculty
Microplastic pollution	12	Madhuwrita Saha
Human impact on environment	02	Aryoma Chakrabarti
Acidrain And its effect on environment	01	Sharmila Chakraborty
Marine Pollution	02	Pamela Duttaroy

8. Faculty Research (Enclose relevant documents) Nil

8.1. Number of PhD theses submitted by the faculty
in the last 5 years :

8.2. No. of PhDs awarded to the faculty members
in the last 5 years :

8.3. No. of faculty members enlisted for PhD
programme :

8.4. No. of faculty members enlisted as research
guide/ co-guide with dates :

8.5. No. of research colloquiums organized within
the faculty/ department during the sessions :

9. Research Proposal (Enclose relevant documents) Nil

9.1. No. of Research Proposal sent by the faculty members to various agencies during the sessions :

9.2. No. of Research Projects sanctioned during the sessions :

9.3. Total funds mobilized through projects during the sessions:

10. Infrastructure Development during the period:

10.1. Major addition to the infrastructure of the department (List of Equipments, facilities & cost to be provided)

List of Equipments or Facilities	Source of Funds (UGC/ RUSA/ College/ Other- Specify)	Amount
Digital BOD Meter (Systonic)	College fund	Rs. 6500.00

11. Seminars/ Conferences (Enclose relevant documents) :

11.1. No. of seminars/ conferences organized by the dept. during the sessions :

11.2. No. of papers presented in the above seminars/ Conferences :

State level:

National :

International :

11.3. No. of participants in the above seminars/ conferences from outside state :

11.4. Have the proceedings of the conferences/ workshops/

Seminars organized been published? :

11.5. No. of papers presented per faculty member during the sessions-

State level:

National: :

International:

:

11.6. How many international visits were made by the faculty members during the session (Faculty, Country visited and purpose in tabular form)

12. Publications (Enclose relevant documents):

12.1. No. of publications per faculty member in National/ International Journals or Books: 2022-23

Name of the faculty	Title of the Paper/ chapter with journal/ book name, publication date/year and other relevant detail	National or International publication	ISSN/ eISSN/ ISBN no.	Whether UGC enlisted

12.1. No. of publications per faculty member in Regional Journals/ Books:2022-23

Name of the faculty	Title of the Paper/ chapter with journal/ book name, publication date/year and other relevant detail	ISSN/ eISSN/ ISBN no.	Whether UGC enlisted

13. Others

13.1. Awards/ Recognition received by staff in last 5 years

(Mention detail with document/s) :

13.2. Invited Lecture, Faculty Exchange or any other activity
 Contributing to dissemination of domain knowledge
 by faculty member :

13.3. Membership of faculty member in academic/
 Administrative, Professional bodies :

13.4. Is there any MoU signed in this session?
 (If 'Yes', Give details) :

13.4. How many National/ International acclaimed experts have visited the Faculty/ Dept./
 Centre (Date, Name, designation and purpose of visit) :

13.5. Any contribution of faculty member/s of the dept.
 in corporate sector/ social cause :

Signature of the Head of the Department/ Coordinator

Signature of the Internal Academic Audit Team :
 (attach Audit report)

Signature of the Principal:

Signature of the External Audit team:

