

6.5.2(c)



JIBANTALA ROKEYA MAHAVIDYALAYA

Affiliated to University of Calcutta | ESTD.: 2007

📍 P.O.- Mallickati, P.S.- Jibantala,
Pin- 743502, Dist.- Sourth 24 Parganas

🌐 www.jibantalarokeyamahavidyalaya.in
@ jmrokeya@gmail.com

President: **Saokat Molla**

Principal & Secretary: **Dr. Anup Maji**

Ref. No.

Date:

6.5.2 C. Quality Assurance initiatives of the institution include:

Documents related to AAA and follow-up action

- 1) AAA Report 2018-2021
- 2) AAA Report 2021-2023
- 3) Declaration Of Follow-Up Action



Dr. Anup Maji
Principal
Jibantala Rokeya Mahavidyalaya
P.O.-Mallickati, 24 Pgs. (S)



ACADEMIC AND ADMINISTRATIVE AUDIT

JIBANTALA ROKEYA MAHAVIDYALAYA

AISHE CODE: C-11977

ACADEMIC SESSION: 2021-2023

INTRODUCTION

Academic and Administrative Audit (AAA)

The Academic and Administrative Audit (AAA) is a process designed to evaluate the efficiency and effectiveness of an academic institution. The college conducts AAA at regular intervals to review the programs and academic activities within its departments and the institution as a whole.

Process of AAA

AAA involves a comprehensive review process that includes self-evaluation and site visits by peers from both within and outside the institution. The primary goal of AAA is to analyse and evaluate the institution's academic and administrative processes, ensuring the proper use and effectiveness of systems, infrastructure, practices, and facilities. This audit provides insights into the institution's strengths, weaknesses, opportunities, and challenges. Based on AAA reports, the institution adopts corrective and enhancement measures with a forward-looking approach.

Aim of the Academic and Administrative Audit

The main aim of the AAA is to solicit reviews from peers inside and outside the institution through site visits and self-study of the institution's processes. This helps ensure quality standards are met in comparison with benchmarks set by the NAAC. Additionally, the institution gains valuable insights into its shortcomings and opportunities for improvement. The AAA evaluates all curricular and co-curricular programs and activities, ultimately helping the institution maintain high education standards over the long term.

The process involved for the AAA by the external members is as below:

- Meeting with the HODs to finalize the date
- Identifying the external academicians on AAA committee
- Taking consent from the external members
- Scheduling the visit date and sending the self-study reports by the departments
- AAA conducted on the scheduled date

As per availability and consent of the experts, Academic and Administrative Committee for the years of 2021-2022 to 2022-2023 consisting of the following members was constituted by the Teacher-in-Charge:

Sl.No	Name of External Member	Affiliation
1.	Dr. Pema Lama, Associate Professor	Department of Commerce, University of Calcutta
2.	Dr. Manas Naskar, Associate Professor	Department of Commerce, Raiganj University
3.	Dr. Ayantika Ghosh, Principal	Naba Ballyganj Mahavidyalaya

Academic and Administrative Audit Committee

The meeting of AAA Committee was fixed on 29.05.2023. The AAA team was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Teacher-in-Charge, Heads of Department and the IQAC during which the Teacher-in-Charge presented the overview of the institution, developments and the achievements made. Members of the team were briefed about the objective of the audit and the procedure involved.

The External Members visited the departments, the infrastructural facilities in the institutions such as classrooms, laboratories and interacted with the teaching staff and the non-teaching staff to know the academic and administrative performance.

Institution Internal Academic Audit Committee

Teacher-in-Charge: Dr. Ramkrishna Mandal

Preparation of the Academic and Administrative Audit: IQAC

- Members: Dr. Ramkrishna Mandal, Teacher-in-Charge, Chairperson
 - Sukanya Pal, Assistant Professor in English, Member IQAC
 - Tina Basu, Assistant Professor in History, Member IQAC
 - Satap Haldar, Assistant Professor in Philosophy, Member IQAC
 - Dr. Shamima Sultana, Co-Ordinator, IQAC

ACADEMIC STRENGTH

a) Number of Full-Time Faculty

Sl.No	Name	Gender	Designation	Highest Qualification
1.	Dr. Ramkrishna Mandal	MALE	ASSISTANT PROFESSOR	Ph.D
2.	Hasnara Khatun	FEMALE	ASSISTANT PROFESSOR	M.Phil
3.	Dr. Chiranjib Mukherjee	MALE	ASSISTANT PROFESSOR	Ph.D
3.	Sukanya Pal	FEMALE	ASSISTANT PROFESSOR	M.Phil
4.	Shamima Sultana	FEMALE	ASSISTANT PROFESSOR	P.h.D
5.	Tina Basu	FEMALE	ASSISTANT PROFESSOR	M.Phil
6.	Sujan Debnath	MALE	ASSISTANT PROFESSOR	-----
7.	Subhajit Saha	MALE	ASSISTANT PROFESSOR	M.Phil
8.	Satap Haldar	MALE	ASSISTANT PROFESSOR	-----
9.	Dr. Sushmita Roy	FEMALE	ASSISTANT PROFESSOR	Ph.D
10.	Narayan Samanta	MALE	ASSISTANT PROFESSOR	M.Phil
11.	Amit Kumar Pandit	MALE	ASSISTANT PROFESSOR	-----

b) Number of State -Aided Contractual Teachers

Sl.No	Name	Gender
1.	Sabana Molla	FEMALE
2.	Nazrul Islam Molla	MALE
3.	Somnath Mondal	MALE
4.	Ananda Naskar	MALE
5.	Mahmadul Hassan Akhand	MALE
6.	Anup Sardar	MALE
7.	Debabrata Mondal	MALE
8.	Arup Koley	MALE
9.	Rabin Adhikary	MALE

c) Library Staff

Sl. No	Name	Designation
1.	Baishakhi Das Kayal	Librarian

ADMINISTRATIVE STAFF STRENGTH

Name	Gender	Designation
Sariful Islam Sardar	MALE	Head Clerk
Masudur Rahaman Laskar	MALE	Accountant
Fazlur Rahaman Molla	MALE	Clerk
Uttam Kumar Mondal	MALE	Peon
Nur Islam Molla	MALE	Peon
Ahammad Ali Tarafdar	MALE	Guard
Rubina Parveen	FEMALE	Data Manager
Samim Haydar Molla	MALE	Data Entry Operator (Casual)
Ranjit Das	MALE	Casual Staff

COURSES OFFERED

No. of Courses Offered	7 Honours and 12 General Courses
Total Student Strength	2021-2022: 495 2022-2023: 369
Teacher Student Ratio	2021-2022 1: 25 2022-2023 1:19
No. of NSS Units	One (1)
College Publication	Wisdom
Laboratory	Geography Lab, Language Lab
Computer Lab	Available with 25 computers
Certificate Courses/Add-On Courses	a) Relevance of the Thoughts of Great Educators, Dept of Education b) Electoral system, Election Commission and Electoral Reforms in India, Dept of Political Science c) Know Your Constitutional Rights and Duties, Dept of Political Science d) Concept of Innate Idea, Dept of Philosophy e) Gandhian Studies, Dept of History f) Information literacy and Digital Literacy, Central Library g) Soft skills and English Communication, Dept of English h) Media, Speaking and Presentation, Dept of English i) Bangla bhasar byakaron chorcha, Dept of Bengali

AWARDS RECEIVED

a) College

Sl. No.	Name of the Award	Purpose
1.	Certificate of Appreciation for NSS by Dakshin 24 Parganas Sanskriti Parishad.	Cleanliness Drive
2.	Certificate of Appreciation on Outstanding Initiative in Green Campus	Building a Sustainable Environment on the occasion of World Environment Day.
3.	Certificate of Environmental Excellence	Recognition of the spirit to conserve the environment and maintaining high standards of recycling.

b) Teachers

Year	Name of the Award	Awarding Authority	Name of the Teacher
NA	NA	NA	NA

c) Students

Year	Name of the Award	Awarding Authority	Name of the Student
2018-19	Paschim Banga Rajya Jubo Utsab	Block Level Cultural Competition	Swati Banerjee
2018-19	Kanyashree Day Celebration, Cultural Competition	Govt of West Bengal	Swati Banerjee
2018-19	Moner monikotha sankalan	Banga Sahitya Kutir	Kishore Saha
2019-20	Shommanona Potro	Hridoyer Ayna	Kishore Saha

ACADEMIC AUDIT REPORT (CRITERIA WISE)

Curricular Aspects

Curricular Planning and Implementation	<p>The University of Calcutta prepares the syllabus in consultation with subject experts. Once finalized, the syllabus is circulated to the affiliated colleges.</p> <p>Upon receiving the syllabus, institutions distribute the content as modules among the subject teachers. These educators utilize a variety of teaching methods, including lectures, chalk-and-talk, handouts, and PowerPoint presentations, to effectively deliver the course material.</p> <p>Courses offered: B.A, B.Sc, Add on Courses</p>
Curricular design and development	<ul style="list-style-type: none"> • The curriculum provided by the University of Calcutta is strictly followed. • Add-on Course on areas that supplement the curriculum.
Academic Flexibility	<ul style="list-style-type: none"> • Departments have the flexibility in designing the course modules of Add-on Course. • Departments also have flexibility in organizing extracurricular activities • They are also given freedom in organizing and executing departmental outreach programmes.
Curriculum Enrichment	<ul style="list-style-type: none"> • Handouts • Online Article Links • Reference books
Co-Curricular Activities	<ul style="list-style-type: none"> • Annual Social • Teachers' Day Celebration • College Sports
Feedback System	<ul style="list-style-type: none"> • Feedback from students obtained • Feedback from Alumni obtained • Student weaknesses are screened and intimated through class mentoring

Student Enrolment and Profile

Teaching - Learning and Evaluation

Academic Session	Programme Code	Intake Capacity	Applications Received	Enrolled
2018-2019	BNGA	90	44	39
	ENGA	25	05	05
	HISA	60	52	23
	PHIA	36	16	07
	PLSA	36	21	17
	EDCA	---	---	---
	SANA	36	04	01
	BA(GEN)	1410	453	237
	B Sc (GEN)	60		0
2019-2020	BNGA	90	44	41
	ENGA	25	17	06
	HISA	60	45	06
	PHIA	36	03	05
	PLSA	36	09	05
	EDCA	10	61	10
	SANA	36	0	00
	BA (GEN)	1410	378	248
	B.Sc (GEN)	60		0
2020-2021	BNGA	90	47	33
	ENGA	25	31	14
	HISA	60	64	41
	PHIA	36	04	01
	PLSA	36	19	16
	EDCA	10	34	09
	SANA	36	01	00
	BA(GEN)	1410	458	261
	B.Sc(GEN)	60	7	3
2021-2022	BNGA	90	57	32
	ENGA	25	27	13
	HISA	60	89	38
	PHIA	36	05	02
	PLSA	36	22	15
	EDCA	10	44	07
	SANA	36	0	00
	BA(GEN)	1410	670	387
	B Sc(GEN)	60		0
2022-2023	BNGA	90	35	24
	ENGA	25	27	13
	HISA	60	71	38
	PHIA	36	03	00
	PLSA	36	33	18
	EDCA	10	30	04
	SANA	36	01	00
	BA(GEN)	1410	448	272
	B Sc(GEN)	60		0

Student Profile	Academic Session	No. of Seats	No. of students admitted	No. of seats earmarked as reserved					No. of students admitted under reserved category				
				SC	ST	OBC	GEN	OTH	SC	ST	OBC	GEN	OTH
	2018-2019	1693	329	372	102	289	930			37	10	31	251
2019-2020	1748	370	384	106	299	959			47	8	32	283	
2020-2021	1748	378	384	106	299	959			59	15	24	280	
2021-2022	1748	495	384	106	299	959			49	9	25	412	
2022-2023	1748	364	384	106	299	959			29	6	21	308	

Teaching-Learning Process	<p>Processes adopted are lectures, classroom participation in discussions, assignments. Smart classroom with smartboard aids in the dissemination of lessons.</p> <p>Other practices include self-study course materials, handouts on topics discussed in class. Possible questions are discussed and handouts on them provided.</p>
Teacher Profile and Quality	<ul style="list-style-type: none"> • Sound knowledge of subject. • Faculty is engaged in research, publication of papers and books • Faculty feedback taken and duly analysed • Effective utilization of staff • Participation in FDP is encouraged.
Evaluation Process and Reforms	<ol style="list-style-type: none"> a) Classroom interactions b) Tests and exams c) Assignments and Project work d) Internal Assessments
Student Performance and Learning Outcome	<p>Student oriented Initiatives:</p> <ol style="list-style-type: none"> a) Students' seminars and workshops b) Introduced CBCS c) Celebration of World Environment Day, National Days, International Mother Language Celebration,
Student Satisfaction Survey	<p>Regular feedback from the students is taken and the problem areas are identified and addressed.</p> <ul style="list-style-type: none"> • Student oriented initiatives like seminars and workshops are organized on varied subjects to provide them with the much-needed exposure on thought provoking subjects. • Student-aid Fund caters to the needs of the students who belong to the economically challenged sections having family income less than 10,000/-per month. • Scholarships like Kanyashree Prakalpa, Swami Vivekananda Merit and Means Scholarship, Post Matric Scholarship schemes, Minorities CS and Central Sector Scheme of scholarships for college, Aikyashree (WB Govt) provide the much-needed financial aid to the students' pursuing studies. • Student Credit Card under the aegis of the Hon'ble Chief Minister WB further enables the students to pursue higher education seamlessly without any financial constraints. • Canteen facility at the college premises provide cheap healthy and hygienic food to the students. • Students Feedback mainly focusses on <ol style="list-style-type: none"> a) Whether the institution meets the expectation of the students b) Whether the academics satisfy the grades of excellence c) Flexibility offered by the institution in the completion of the courses and programmes d) The admission policy is student centric e) Whether the fee structure assists the students and grievances if any f) Add-on Courses and if they are adequate and relevant enough.

Research Consultancy and Extension

Promotion of Research	Although many of the faculty members are actively engaged in Ph.D programmes, and seminars are organized on current topics of interest both subjective as well as academic, the institution is yet to develop its areas of research and development.
Academic Publications	Jagriti: Students Magazine Wisdom: Teachers' Publication
Seminars	College Sponsored Seminars, Youth Parliament Session
Research/ Consultancy Facilities	The college has a library with internet browsing facilities so as to cater to the needs of research. Consultancy is an area that is yet to be explored by the institution.

Library

Books/ Journals	Total number of books: 3200 Database of the books is maintained subject wise. Reading room has the capacity to accommodate 20 students. Lending of books and reference services are available. Reading room is open during college hours.
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Collaborations

Jibantala Thana	Women and Child Trafficking
Canning BDO	Workshop on Voting Through Ballot
BMOH, Canning II	Awareness Programme on Thalassemia
Canning II Thana	Safe Drive, Safe Life
Training in Value-Added Course	a) Relevance of the thoughts of great educators, Dept of Education b) Electoral system, Election Commission and Electoral Reforms in India, Dept of Political Science c) Know Your Constitutional Rights and Duties, Dept of Political Science d) Concept of innate Idea, Dept of Philosophy e) Gandhian Studies, Dept of History f) Information literacy and Digital Literacy, Central Library g) Soft skills and English Communication, Dept of English h) Media, Speaking and Presentation, Dept of English i) Bangla bhasar byakaron chorcha, Dept of Bengali j) Karate for Self Defence k) Yoga for all
Environmental Awareness	Plantation drives, use of rain water harvesting in garden, use of solar panel

Placement

Career Counselling and Placement Cell	Works towards preparing and providing exposure students for competitive exams and other career opportunities

Infrastructure

The institution is dedicated towards excelling in academic activities. In this regard the institution is committed towards the development of infrastructure, library facilities and IT facilities.

Student Support and Progression

Student Mentoring	<ul style="list-style-type: none"> • Identification of slow learners • Non-performers identified and extra classes taken to address issues
Student Participation	<ul style="list-style-type: none"> • Students participate in NSS activities • Cleanliness drives and awareness campaigns undertaken with student participation
Persons with Disability	Ramp Facility, Hand rails in washroom, wheelchair
Sports Centre	Indoor Sports- Carrom, Ludo Outdoor Sports- Intra-College Football Match

Governance, Leadership and Management

Institutional Vision	<ul style="list-style-type: none"> • Achieving Inclusivity • Striving towards achieving academic excellence with social outreach • Institute supports students from economically marginalized segments of the society • Thrust on encouraging faculties to pursue Ph.D. • Encouragement to be provided to faculties for pursuing the Faculty Development Programmes.
Strategy Development	<ul style="list-style-type: none"> • Admission Policy followed by the Admission Committee is strictly in line with the Institution's policy of honoring merit. • Decentralization in all levels <ol style="list-style-type: none"> 1. The Departmental HODS manage their departments by distributing the syllabus and the workload among the departmental teachers. 2. Several Sub-Committees function and take decisions regarding matters related to the committees. 3. Collective efforts are taken by the Governing Body for the smooth functioning of the Institution. • Grievance Redressal System looks into all types of grievances of the students and accepts suggestions from all stakeholders for better functioning of the institution. • Internal Complaints Committee strives to promote awareness among the students about gender issues, rights and responsibilities. • Anti-Ragging Cell strictly follows the UGC Guidelines regarding anti-ragging. • Students' Union is an elected body formed as per the guidelines and notification by the government. It organizes the extra-curricular activities with the help of teachers.
Alumni Association	The Alumni Association is formed but not registered and efforts are on to get it registered.
Internal Quality Assurance System	<ul style="list-style-type: none"> • Faculty Appraisal System • Student Feedback is taken and analyzed for improvement in quality standards.

SWOC ANALYSIS

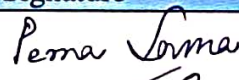

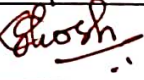
Institutional Strengths	<ul style="list-style-type: none"> • Efficient Administration • Committed Faculty • Sincere and persevering students • Healthy Student Teacher Ratio • ICT Infrastructure with Wi-Fi access for teachers. • Community Outreach and Extension Activities inculcate social accountability in students and equips them with skills and life values to face the challenges thereby contributing towards nation building. • The Career Guidance and Placement Cell facilitates counselling and placement opportunities. • Forward looking and visionary leadership of the college authority. • Willingness of leadership for all round continuous quality improvement • Enforcement of discipline in a fair and just manner • Committed and supportive non-teaching staff • Students are motivated, disciplined and well-mannered. • Books and references are relevant • Chalk and talk method with combined ICT • Appointment of SACT for different subjects
Institutional Weakness	<ul style="list-style-type: none"> • Limited space is a major limitation of the college. • Lack of funds have hindered the introduction of professional courses which is the need of the hour. • Lack of sufficient permanent non-teaching staff to manage the workload and administrative responsibilities. • Only one smart classroom at times creates problems in accommodating all classes. • No full-time faculty in the department of Sanskrit and Arabic. • With qualified teachers and varied departments, there is scope and plans for interdisciplinary add on courses.
Institutional Opportunities	<ul style="list-style-type: none"> • The NSS unit of the college is very active and has hosted many programmes for the betterment of the students and nation building. • The college believes in promoting an inclusive environment and promotes tolerance and social harmony. • The college can work towards creating opportunities for career counselling and job prospects. • The introduction of CBCS promises to contemporize education with the changing pedagogies but the restricted size of sanctioned teachers hampers the fulfilment of the objectives of CBCS curriculum.
Institutional Challenges	<ul style="list-style-type: none"> • Managing funds for academics, co-curricular academics and extension activities is a challenge to the institution with requirement to appoint full-time and part-time faculties. • With the introduction of NEP Syllabus 2020, active participation of all faculties is very much needed. • As the students take up part-time jobs to make ends meet, their participation and active involvement in classes is hampered to a great extent. • Mushrooming and functioning of several educational/ professional tutorial homes during college hours makes students irregular for their classes thereby creating challenges for both the teacher and the student. • The rising cost of daily commuting leads to the students staying in far-off places to stay away from college. Motivating them to come to college is thus a challenge.

Recommendations

- Faculty to be encouraged to go for minor and major research projects funded by UGC/ICSSR/TISS
- Infrastructural facilities and laboratories to be upgraded with the latest equipment including ICT.
- More thrust on IT in teaching learning be given.
- Augmentation in ICT, library and sport resources is required.
- Placement Cell of the institution may be strengthened.
- Alumni Association may be formalized with updated records.
- Language Lab may be improved.
- Separate Reading Room in the library may be introduced.
- All classes need to have white boards.
- Best practices of individual departments for various aspects need to be institutionalized.
- More students should be involved in the extension activities.
- The collaborations with institution should include faculty exchange, student exchange and internships.
- Coaching classes for competitive examinations for students should be organized on regular basis.
- Faculty should be encouraged to go for membership in different bodies.
- More faculties should include ICT facilities in the teaching learning process.
- Academic Calendar should be dynamic in nature. More of student centric programmes required.
- Efforts to be made on the part of the departments to include educational tours.
- Research culture needs attention and interdisciplinary research to be initiated.
- Shortage of classrooms should be addressed and the provisions to be made for the simultaneous running of classes of diverse subjects of the CBCS Curriculum.

Concluding Remarks:

The Academic Audit Team visited the College and assessed the departments, administrative office and the facility centres. They analyzed the entire academic and administrative arena on the Criteria and offered suggestions and recommendations to be implemented for further improvement.

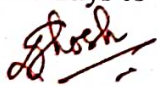
Member of the Audit Team	Signature
Dr. Pema Lama, Associate Professor, Dept. of Commerce, University of Calcutta	
Dr. Manas Naskar, Associate Professor, Dept. of Commerce, Raiganj University	
Dr. Ayantika Ghosh, Principal, Naba Ballyganj Mahavidyalaya	

PEMA LAMA
Associate Professor
Department of Commerce
University of Calcutta

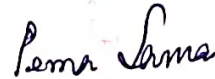
DR. MANAS NASKAR
Associate Professor & Head
Department of Commerce
Raiganj University
Raiganj, Uttar Dinajpur, W.B.
Kolkata-700042


Gratitude:

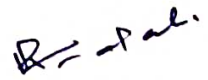
The Institution is honoured and indebted to the External Audit Team to have kindly consented to conduct the Academic and Administrative Audit for the session 2021-2022 and 2022-2023. The institution accepts the recommendations of the audit team and would strive towards achieving them in the days to come.

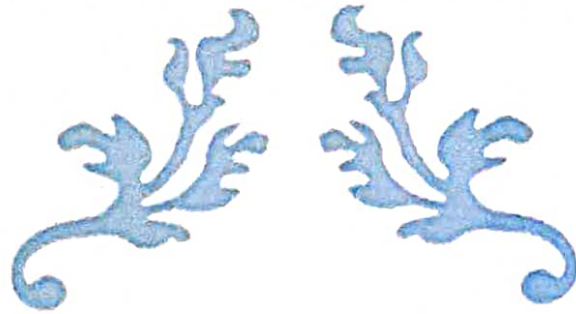


Principal
Naba Ballyganj Mahavidyalaya
27E, Bosepukur Road
Kolkata-700042


PEMA LAMA
Associate Professor
Department of Commerce
University of Calcutta


DR. MANAS NASKAR
Associate Professor & Head
Department of Commerce
Raiganj University
Raiganj, Uttar Dinajpur, W.B.
Kolkata-700042


Signature with seal:
Teacher-in-Charge
Naba Ballyganj Mahavidyalaya
27E, Bosepukur Road
Kolkata-700042



**ACADEMIC AND
ADMINISTRATIVE AUDIT
SESSION 2018-2021**





ACADEMIC AND ADMINISTRATIVE AUDIT

JIBANTALA ROKEYA MAHAVIDYALAYA

AISHE CODE: C-11977

ACADEMIC SESSION: 2018-2021

INTRODUCTION TO THE INSTITUTION

Jibantala Rokeya Mahavidyalaya, situated in Jibantala under Canning Sub-Division of the South 24 Parganas district, is affiliated with the University of Calcutta. Established in June 2007, the college received its affiliation from the University of Calcutta on 28th May 2007 and was recognized by the UGC under Section 2(f) and 12(B) of the UGC Act on 26th September 2018. The college possesses undisputed ownership of its total land area of 5.08 Acre and a constructed area of 9722.58 sq.mt.

Currently, the college hosts 09 departments offering regular Honours courses in 7 subjects and general courses in 12 subjects. Notably, new programmes introduced during recent times include Honours in English and Education, along with three pass subjects: Physics, Computer Science, and Mathematics.

The teaching faculty comprises 19 full-time positions, supplemented by SACT teachers to fill any shortages. Additionally, the college faculty also includes 1 librarian, 1 guest lecturer, and 07 support staff. The NSS Unit is highly active, facilitating student engagement in various community service activities.

Name and Address of the College	Jibantala Rokeya Mahavidyalaya
Year of Establishment of College	2007
Name and Address of the Teacher-in-Charge	Dr. Ramkrishna Mandal, Jibantala Rokeya Mahavidyalaya, Jibantala, South 24 Parganas
AISHE CODE	C-11977
Website Address	www.jibantalarokeyamahavidyalaya.in
No. of Faculty and Staff of the College	Faculty: 2018-2019—21 2019-2020—23 2020-2021—21 Staff: 2018-2019—7 2019-2020—8 2020-2021—9
Enrolment of Students	2018-2019=329 2019-2020=370 2020-2021=373
Campus Area	9722.58 sq.mt.
Departments and Programmes Offered	
Arabic	B.A General
Bengali	B.A (Hons & General)
English	B.A (Hons & General)
Education	B.A (Hons & General)

Geography	B.A General
History	B.A (Hons & General)
Philosophy	B.A (Hons & General)
Political Science	B.A (Hons & General)
Sanskrit	B.A (Hons & General)
Computer Science	B.Sc General
Mathematics	B.Sc General
Physics	B.Sc General
No. of Add-on/ Certificate Course	1(Add-On Course on Spoken English), Yoga for All, Karate for Self Defence
Recognition & Affiliation	Section 2(f) and 12(b) of UGC Act 1956

INSTITUTION MISSION

Our mission is dedicated to the holistic development and perfection of human potential. We strive to impart quality education that enables students to excel in their areas of interest, equipping them with the skills to meet contemporary demands through innovative techniques and practices. We firmly believe that education is the key to uplifting economically challenged rural youth.

Jibantala Rokeya Mahavidyalaya is situated in a region with economically and educationally disadvantaged reserved and minority communities, and we are committed to providing meaningful education to them. Our mission includes:

1. Ensuring quality education.
2. Inculcating self-confidence and morality through value-based education.
3. Empowering students to face future challenges energetically and vigorously.
4. Instilling social commitment and adaptability to global changes.
5. Fostering confidence and self-sufficiency.

The majority of our students are girls, and we are dedicated to their education, empowerment, and emancipation, aiming for not only individual growth but also financial independence.

Our vision and mission align with the objectives of national higher education policies, focusing on moulding human resources to meet contemporary challenges. The institution follows a three-fold system encompassing academic, co-curricular, and extra-curricular programs. The academic design aims to enhance and empower the knowledge base of our students.

In brief, our vision and mission encompass:

- a) Pursuit of Excellence
- b) Social Responsibility
- c) Moral Uprightness

INSTITUTION VISION

Our vision is to achieve excellence in higher education through **patience, perseverance, and a persistent pursuit of knowledge**. We aim for inclusive growth that drives socio-economic change and sustainable development. Our institution is committed to not only enlightening our students but also fostering their holistic development into responsible, exemplary, and informed global citizens.

The college aspires to shape minds that are intellectually competent, morally upright, psychologically integrated, physically healthy, and socially accepted. We strive to cultivate individuals who champion the causes of justice, truth, and peace while remaining open to continuous growth and development.

ACADEMIC AND ADMINISTRATIVE AUDIT

Academic and Administrative Audit (AAA) is a systematic evaluation aimed at assessing the efficiency and effectiveness of an academic institution. Conducted periodically, this process allows the college to comprehensively review its programs and academic activities across departments. AAA entails a peer review process that includes self-assessment and on-site evaluations by peers from both internal and external contexts. The primary goal of AAA is to scrutinize and appraise the academic and administrative operations of the institution, thereby facilitating overall quality enhancement. It ensures optimal utilization and effectiveness of systems, infrastructure, practices, human resources, and facilities within the institution. AAA provides valuable insights into the institution's strengths, weaknesses, opportunities, and challenges. Based on the findings and recommendations from external peers, corrective and enhancement measures are implemented to address identified shortcomings.

OBJECTIVE OF ACADEMIC AND ADMINISTRATIVE AUDIT

The main objective of the audit has been to review, assess and evaluate the performance in the domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution.

The review process is usually carried out by the internal committee members and the external academicians. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the criteria specified by NAAC. The criteria-wise evaluation of the department includes:

- Course Content
- Teaching -Learning Process
- Examination and Evaluation System
- Results
- Extra-curricular Activities
- Infrastructure
- Departmental Administration

PROCESS INVOLVED

The process involved for the AAA by the external members is as below:

- Meeting with the HODs to finalize the date
- Identifying the external academicians on AAA committee
- Taking consent from the external members
- Scheduling the visit date and sending the self -study reports by the departments
- AAA conducted on the scheduled date

As per availability and consent of the experts, Academic and Administrative Committee for the years of 2018-2019 to 2020-2021 consisting of the following members was constituted by the Teacher-in-Charge:

Academic and Administrative Audit Committee:

Sl.No	Name of the External Member	Affiliation
1.	Prof. (Dr) Ram Prahlad Choudhury	University of Calcutta
2.	Md. Sharique Imroze, Assistant Professor	University of Calcutta
3.	Dr. Ayantika Ghosh, Principal	Naba Ballyganj Mahavidyalaya

The meeting of AAA Committee was fixed on 07.02.2022. The AAA team was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Teacher-in-Charge, Heads of Department and the IQAC during which the Teacher-in-Charge

presented the overview of the institution, developments and the achievements made. Members of the team were briefed about the objective of the audit and the procedure involved.

The External Members visited the departments, the infrastructural facilities in the institutions such as classrooms, laboratories and interacted with the teaching staff and the non-teaching staff to know the academic and administrative performance.

All the related documents were presented to the members. After completing all stages of inspection and interactions in the departments, the AAA Report covering all the observations was prepared by the members. Also, the members visited the central facilities such as Examination Section, Computer Centre, Library and had discussions with the coordinators. Other general facilities were also verified. The Committee after completing all stages of inspection and interactions prepared the AAA Report for the college covering the summarized observations and recommendations.

ACADEMIC AND ADMINISTRATIVE AUDIT PROCESS AND SCHEDULE

Date: 07.02.2022

Time	Activities	
11:00 am- 11:30am	Welcome and briefing by the Teacher-in-Charge regarding the objective of the audit.	
11:45am- 1:45pm	Visit to the department by the external members	<ul style="list-style-type: none"> • Meeting with the faculty members • Visiting the facilities of the institution such as classrooms, labs • Verification of the documents. • Interaction with the faculty and the technical staff after verification process.
2:00pm -2:30pm	Lunch	
3:00pm-4:00pm	Visit to the central facilities- library and administrative office	<ul style="list-style-type: none"> • Interaction with Librarian • Interaction with Office Head and staffs • Interaction with Convenors/Coordinators of different sub-committees • Verification of necessary documents.
4:00pm-5:00pm	Report preparation and Exit Meeting	Report writing & Exit Meeting with Teacher-in-Charge, HoDs and Convenors/Coordinators.

Institution Internal Academic Audit Committee

Teacher-in-Charge: Dr. Ramkrishna Mandal

Preparation of the Academic and Administrative Audit: IQAC Cell

- Members: Dr. Ramkrishna Mandal, Teacher-in-Charge, Chairperson
 - Sukanya Pal, Assistant Professor in English, Member IQAC
 - Tina Basu, Assistant Professor in History, Member IQAC
 - Satap Halder, Assistant Professor in Philosophy, Member IQAC
 - Dr. Shamima Sultana, Co-Ordinator, IQAC

Report of Academic and Administrative Committee

Category	Description	Availability	Remarks
Approvals and Accreditation Documents	Affiliation of University	Yes	Affiliated to the University of Calcutta from
	NAAC Accreditation	No	Initiative Needs to be Taken
	UGC Recognition	Yes	Section 2(f) and 12(b) of UGC Act 1956
	NIRF	No	Should be done
	ISO	No	Should be done
Governance	Governing Body Notification and Proceedings Book	Yes	As per guidelines of the Department of Higher Education, Govt. of West Bengal
	Academic Committee and Proceeding books	Yes	Notifications and updated Resolution books are available
	Infrastructure Committee	Yes	Notifications and updated Resolution books are available
	Purchase Committee	Yes	Notifications and updated Resolution books are available
	Examination	Yes	Internal Examinations and Class Assessments are conducted by the Examination Committee with the help of Departments and through a proper notification in the college website as well as in college notice board and the WhatsApp groups created for the students by the teachers. Notifications and updated Resolution books are available
	IQAC	Yes	There is a IQAC Core Committee responsible for day-to-day activities of the institution. Notifications and updated Resolution books are available
	Mandatory Committees	Yes	Six committees as per directions from appropriate authorities. These are functional in the college viz. Internal Complaints Committee (Anti-Sexual Harassment Cell),

Category	Description	Availability	Remarks
			SC/ST Welfare Cell, OBC Welfare Cell, Minority Welfare Cell, Grievance Redressal Cell and Anti-Ragging Committee.
	Other Committees and Cells	Yes	For smooth functioning of the college and Cells and for promotion of other activities in the college, the IQAC constituted various committees and cells Library Management and Monitoring Committee, Career Counselling and Placement Cell, NSS and Extension Activity Cell, Sports Committee, Cultural and Literary Activities Committee, Value Education Cell (Yoga Centre) and Language Lab Management Committee. Besides these committees, for the smooth conduct of the general administrative works some committees are also constituted by the Teacher-in-Charge and Governing Body of the college. Some of them are Admission committee, Routine Committee, Prospectus committee, Infrastructure and Purchase Committee etc. Notifications and updated Resolution Books of these committees are available
	Alumni Association	Yes	Yet not registered
	Office Automation	Yes	Partial
	Personal Files and Service Books	Yes	Available and updated.
	Student Scholarship and Free-ships Details	Yes	Application data for post-metric scholarship for SC/ST/OBC/Minority are available but the amount disbursed is not available as funds are directly transferred to beneficiaries' account. However, records of free-ships offered to beneficiaries is preserved.
	Institutional Website	Yes	Functional and updated

Category	Description	Availability	Remarks
	Attendance System	Yes	As per the rules laid down by the Dept of Higher Education and Govt. of West Bengal
Other Facilities	Safety and Security Measures	Yes	Availability of Fire Extinguisher should be increased. First Aid Box available.
	Canteen facilities	Yes	Available but with limited supplies. Needs to be improved
	Hostel	Yes	Not occupied
	Sports Facility	Yes	Needs to be improved
	Parking Facilities	Yes	Needs to be expanded
	Break up Electric Supply	No	Needs to be developed
	Drinking water Facility	Yes	Supply of drinking is made from the Panchayat and Bore well. Provisions of drinking water supply to be increased.
	Existing Welfare Measures		PF, Gratuity, Medical insurance as per govt rule. Child Care Leave for female faculty and staffs. Collective financial assistance is provided to the needy at the time of distress. Advance payments are made as festival advance which is recovered in installments from the non-teaching staffs.
	Sewage Disposal System	No	Needs to be developed
	Rain water Harvesting	No	Needs to be developed
	Waste Management	Yes	Needs to be improved
	Green Campus Initiatives	Yes	Audit requires to be done
Language Laboratory	No	Needs to be developed	
Computer Lab	Yes	Needs to be improved	

Criteria Wise Observation and Comment

Criteria	Key Indicators	Observation & Comments
Curricular Aspects	Curriculum Planning and Implementation	<p>A well-planned and documented mechanism is in place for curriculum delivery. Based on the Academic Calendar of the University of Calcutta, the college prepares its own Academic Calendar to facilitate smooth academic operations. Effective curriculum delivery is ensured and documented through a meticulously designed timetable, academic calendar, teaching plans, and systematic evaluation. Departmental timetables are prepared based on a master timetable.</p> <p>The progression of courses is recorded and monitored through departmental meetings. Student participation in class discussions is encouraged by engaging them in debates, guiding them in project preparation, and assigning relevant tasks.</p>
	Academic Flexibility	<p>Since the curriculum is prepared by the University of Calcutta, the college follows the mandates set by the university without alteration. All courses are offered in semester mode under the Choice Based Credit System (CBCS), allowing students the freedom to choose any subject combination within their stream.</p>
	Curriculum enrichment	<p>To promote learning beyond the curriculum, the college integrates topics related to gender, human values, environment, and sustainability. These initiatives aim to enhance the students' learning experience.</p>
	Feedback system	<p>Feedback from students, teachers, and alumni is collected through a well-structured offline mechanism. After thorough analysis, a comprehensive report is prepared</p>

Criteria	Key Indicators	Observation & Comments
		and submitted to the appropriate authority. Following careful deliberation, the authority takes initiatives to implement the suggestions provided by the stakeholders.
Teaching, Learning and Evaluation	Student Enrollment & Profile	Online admission process of the college is robust and transparent. Reservation policy is maintained as per Govt rules.
	Catering to student diversity	Enrollment of students is carried out on merit basis and with diverse socio-economic background. A significant percentage of students belonging to economically challenged sections of the society get admission in the college
	Teaching learning process	<p>Faculties practice a variety of teaching methods to make the teaching learning process effective and successful.</p> <p>Student centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing the learning experience. With the increasing demand of ICT in imparting quality education, the college has incorporated traditional ICT tools for effective learning.</p>
	Teacher Profile & Quality	Teachers attend RCs and OPs as well as short term courses for skill enhancement.
	Evaluation Process & Reforms	University of Calcutta guidelines with regard to the conduct of internal evaluation is strictly followed.
	Student performance and learning outcome	Due to the geographic location of the institution and the socio-economic condition of the people, the college maintains a satisfactory pass percentage.
	Student satisfaction survey	It is conducted through offline mode.

Criteria	Key Indicators	Observation & Comments
Research, Innovation & Extension	Research Publication and awards	Faculties of the college engage in publishing research articles in journals, book chapters with ISSN/ISBN numbers.
	Extension activities	The college organizes and participates in extension activities not only to sensitize the students but also to contribute to the community and strengthen community participation.
	Collaboration	The college has conducted MoU with a number of institutions for faculty exchange programmes and other collaborative activities.
Infrastructure & Learning Resources	Physical facilities	Adequate infrastructure facilities are available for carrying out daily activities and to meet the needs of the students for their all-round development. The College has Thirteen (13) Classrooms, and majority of the classrooms are furnished with blackboards and few with whiteboards for clear visibility as well as for clean and dust free classrooms. One classroom facilitated with LCD Projectors.
	Library as a Learning Resource	Library is not automated using Integrated Library Management System (ILMS). There are more than 3200 text & reference books.
	IT Infrastructure	One laptop and 25 desktop computers are available and most of them are used for academic purpose. LCD projectors are also available as ICT tool & Wi-Fi facilities are also available in the campus.
	Maintenance of Campus Infrastructure	There are well established procedures & policies for maintain & utilizing physical, academic & support facilities of the college. The college authority has constituted a number of committees to take care of infrastructure and other facilities

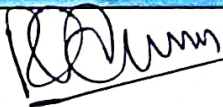

Suggestions and Recommendations of Auditors

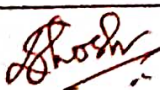
1. Best practices in each department to be highlighted.
2. Motivation for students to participate in other co-curricular activities needs to be encouraged.
3. Considering the vision and mission of the college, a perspective and strategic plan needs to be evolved on priority basis.
4. To focus on strengthening IT infrastructure and online resources in library.
 - a. To introduce more capability development and skill enhancement courses.
 - b. To establish linkage with industry so that Industry-Academia Innovative practices may be promoted.
 - c. To promote collaborative activities with institutions, other universities, industries, corporate houses etc. for Faculty exchange, Student exchange/ internship
 - d. The Career Counselling cell needs to be more active by extending guidance to students for competitive examinations.
5. The IQAC should play a dynamic role in initiating quality enhancing measures.

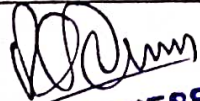
Declaration

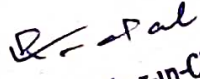
This Academic and Administrative Audit (AAA) Report of Jibantala Rokeya Mahavidyalaya is prepared after examining all the facts and documents supplied by the college authority. Internal Academic Audit Report of the reporting years were also studied for preparing the report. Norms and guidelines of NAAC with regard to AAA has been rigidly followed in preparing the report. We, the members of the Academic and Administrative Audit team have conducted the Academic and Administrative Audit for the 2018-19 to 2020-21 (Three Academic Years) of Jibantala Rokeya Mahavidyalaya on 07.02.2022.

Signature of the Members of External Academic and Administrative Audit Team

Member of the Audit Team	Signature
Prof. (Dr) Ram Prahlad Choudhury, University of Calcutta	 PROFESSOR Department of Commerce University of Calcutta
Md. Sharique Imroze, Assistant Professor, University of Calcutta	Md Sharique Imroze Assistant Professor Dept. of University of Calcutta
Dr. Ayantika Ghosh, Principal, Naba Ballyganj Mahavidyalaya	 Naba Ballygunge Mahavidyalaya 27E, Bosepukur Road Kolkata-700042


Principal
Naba Ballygunge Mahavidyalaya
27E, Bosepukur Road
Kolkata-700042


PROFESSOR
Department of Commerce
University of Calcutta

 Pal
Teacher-in-Charge
Jibantala Rokeya Mahavidyalaya
P.O. Mallickati, 24-Pgs (S)
Md Sharique Imroze
Assistant Professor
Dept. of
University of Calcutta



JIBANTALA ROKEYA MAHAVIDYALAYA

Affiliated to University of Calcutta | ESTD.: 2007

📍 P.O.- Mallickati, P.S.- Jibantala,
Pin- 743502, Dist.- South 24 Parganas

🌐 www.jibantalarokeyamahavidyalaya.in
@ jmrokeya@gmail.com

Ref. No.

Date:

Academic and Administrative Audit (2018-2021)

Action Taken Report

Name of External Auditors: Prof (Dr). Ram Prahlad Choudhury, University of Calcutta

Md. Sharique Imroze, Assistant Professor, University of Calcutta

Dr. Ayantika Ghosh, Principal, Naba Ballyganj Mahavidyalaya

Criteria	Observations and Suggestions given by Audit Committee	Action Taken
Curricular Aspects Teaching, Learning and Evaluation	Motivating students to participate in co-curricular activities.	All departmental heads are requested to look into the participation of students in co-curricular activities.
Research, Innovation and Extension	Collaborative activities should be promoted with institutions, other institutions and facilitate student exchange.	MoUs signed are to be made functional and efforts should be taken in this connection.
Infrastructure and Learning Resources	IT infrastructure should be strengthened. Library should be automated.	Efforts are to be taken to automate the library.
Student Support and Progression	Career Counselling Cell should take active stance.	Career counselling cell has been reconstituted
Governance, Leadership and Management	Considering the mission and vision of the college, a perspective and strategic plan needs to be evolved on priority basis. IQAC	Efforts are on for preparing a perspective and strategic plan.
Institutional Values and Best Practices	Best Practices of each department to be highlighted.	All the departments have been notified to study and incorporate best practices.

Shamima Sultana
Signature 7.3.22.

IQAC Co-ordinator
Jibantala Rokeya Mahavidyalaya

IQAC Co-ordinator
Jibantala Rokeya Mahavidyalaya

R. Pal

Signature
Teacher-in-Charge
Jibantala Rokeya Mahavidyalaya

Teacher-in-Charge
Jibantala Rokeya Mahavidyalaya
P O.-Mallickati, 24-Pgs. (S)



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Pin- 743502, Dist.- South 24 Parganas

www.jibantalarokeyamahavidyalaya.in
@ jmrokeya@gmail.com

Ref. No.

Date:

Academic and Administrative Audit (2021-2023)

Action Taken Report

Name of External Auditors: Dr. Pema Lama, Associate Professor, Department of Commerce, University of Calcutta
Dr. Manas Naskar, Associate Professor, Department of Commerce, Raiganj University
Dr. Ayantika Ghosh, Principal, Naba Ballyganj Mahavidyalaya

Criteria	Observations and Suggestions given by Audit Committee	Action Taken
Curricular Aspects	Academic Calendar should be dynamic in nature	Efforts are being taken to include activities as part academic calendar.
Teaching, Learning and Evaluation	Thrust to be given on inclusion of IT in teaching and learning. Inclusion of educational tours required.	Departmental allocation funds to be made to facilitate educational tours. Budgetary allocation to be made in this regard.
Research, Innovation and Extension	Faculty to be encouraged to go for Minor and Major Research Projects	IQAC to take the responsibility to create awareness in this regard and do the needful.
Infrastructure and Learning Resources	Infrastructural facilities and laboratories to be upgraded. Separate reading room in the library. Augmentation in ICT, library and sport resources	Funds to be allocated for infrastructural augmentation and upgradation of laboratories.
Student Support and Progression	Placement Cell to be further strengthened. Coaching classes for competitive exams.	Rice, a coaching institution for signing of MoU so that the students can be benefitted.
Governance, Leadership and Management	Faculty should be encouraged to go for membership in different bodies.	Funds to be allocated in budget for teachers willing to gain membership in professional bodies.
Institutional Values and Best Practices	More students should be involved in extension activities.	NSS Unit to take proactive measures in this regard and ensure maximum student participation.

Sharrima Sultana

Signature 30.5.23

IQAC Co-ordinator

Jibantala Rokeya Mahavidyalaya

IQAC Co-ordinator
Jibantala Rokeya Mahavidyalaya

R. Pal

Signature

Teacher-in-Charge

Jibantala Rokeya Mahavidyalaya

Teacher-in-Charge
Jibantala Rokeya Mahavidyalaya
P.O.-Mallickati, 24-Pgs (S)

CERTIFICATE

No. 911257



This is to certify that the Environmental Management System of the company



JIBANTALA ROKEYA MAHAVIDYALAYA
CANNING -II, SOUTH 24 PGS, WEST BENGAL
JIBANTALA , CANNING -II, 743502
India

has been assessed and found to be in compliance with the Standard

ISO 14001:2015

applicable to

College Education Services leading to B.A.

The certificate has been issued under No. 911257 for the registration period from
09 May 2024 to 08 May 2027.
The first certificate date of issue is 09 May 2024.

R. N. Kowal
Approved by

SKayal
Printed by



validity code: **25F933E3-C88**
Check the validity of this certificate using this code at www.ll-c.info

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