



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
Sarifur 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

<i>Curricular Planning and Implementation</i>	<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>
<i>Curricular design and development</i>	<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.
<i>Academic Flexibility</i>	<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.
<i>Curriculum Enrichment</i>	<ul style="list-style-type: none"> • Handouts • Online Article Links • Reference books
<i>Co-Curricular Activities</i>	<ul style="list-style-type: none"> • Annual Social • Teachers' Day Celebration • College Sports
<i>Feedback System</i>	<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"> Classroom interactions Tests and exams Assignments and Project work Internal Assessments
Student Performance and Learning Outcome	<p>Student oriented Initiatives:</p> <ol style="list-style-type: none"> Students' seminars and workshops Introduced CBCS 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"> Whether the institution meets the expectation of the students Whether the academics satisfy the grades of excellence Flexibility offered by the institution in the completion of the courses and programmes The admission policy is student centric Whether the fee structure assists the students and grievances if any 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 charcha, 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

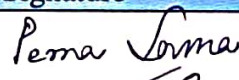

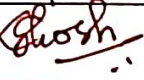
Institutional Strengths	<ul style="list-style-type: none"> • Efficient Administration • Committed Faculty • Sincere and persevering students • Healthy Student Teacher Ratio • ICT Infrastructure with Wi-Fi access for teachers. • Community Outreach and Extension Activities inculcate social accountability 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	

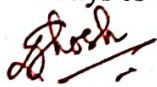
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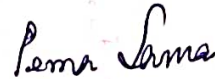
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Gratitude:

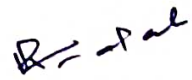
The Institution is honoured and indebted to the External Audit Team to have kindly consented to conduct the Academic and Administrative Audit for the session 2021-2022 and 2022-2023. The institution accepts the recommendations of the audit team and would strive towards achieving them in the days to come.



Principal
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