ACADEMIC AUDIT REPORT

(Assessment period)

Evaluating the Efficiency of Academics
(Academic Year July, 2018-June, 2023)

JATINDRA RAJENDRA MAHAVIDYALAYA
Amtala, Murshidabad – 742121

ACADEMIC AUDIT COMMITTEE

On 14.09.2023 constituted a five-member committee to conduct the Academic Audit of the Jatindra Rajendra Mahavidyalaya

DECLARATION BY THE AUDIT TEAM

Considering our professional assessment, we affirm that adequate and relevant audit procedures have been thoroughly performed. The cumulative evidence validates the accuracy of the conclusions documented in this report. These conclusions are based upon a thorough comparison of the situations prevailing at the time of the audit. This declaration serves to highlight the reliability of the presented findings.

ACADEMIC AUDIT REPORT

Session: **2018-2023**

Date of visit by the auditors: **02.11.2023**

Date of report submission by the auditors: **06.12.2023**

ACADEMIC AUDIT

(Academic Year July, 2018-June, 2023)

Introduction

The dynamics of higher education depend on an institution's Academic Audit in order to attain and sustain academic excellence. Its goal is to compile data based on evidence on the caliber of academic programs. It promotes a culture of ongoing assessment and quality enhancement while maintaining the best practices of the various educational programmes. The Academic Audit process emphasizes reflection and improvement rather than compliance with predetermined standards.

The purpose of an Academic Audit is to encourage departments or programs to evaluate their "education quality processes" – the key faculty activities required to produce, assure, and regularly improve the quality of teaching and learning. An audit takes into account how faculty members approach educational decision making and organize their work, using the resources available to them, and endeavor collegially to provide quality education in the best interests of the discipline and for the purpose of student learning mechanism.

The methods of instruction, learning, assessment, and curriculum need to be reviewed and examined periodically. The curriculum, teaching, learning, and evaluation techniques regularly require significant changes in the higher education landscape to provide a competitive learning experience for the students. In order to make higher education relevant to the modern world and fit the needs of the academic and administrative realms globally, new teaching and learning methodologies are required.

The Academic Audit (for the last 5 years) was initiated by the IQAC to evaluate the implementation of UG curriculum, teaching, learning methodologies and to ensure continuous improvement for quality assurance.

The key necessities of an audit are as follows:

- Establish a faculty-driven procedure for ongoing development.

- Encourage communication between educators, students, and administration.

- Provide a self-evaluation report based on the benchmark of quality.

- Encourage programmes and discipline-wise integration

The aims and objectives of Academic Audit are as
follows:

- To review the vision and goals of departments and make suggestions for improvements.
- To gather key baseline data about the departments' academic ecosystem.
- To discuss the departments' accomplishments, obstacles, challenges, strengths and weaknesses with the faculty.
- Determining the efficacy of the teaching-learning process and developing a technique to ensure that both instructors and students produce their best work.
- To guarantee accountability in the classroom.
- To comprehend the current system, evaluate the departments' and administrative units' strengths and weaknesses, and offer suggestions for their improvements.
- To achieve the goals of updated curriculum, revised learning and evaluation methods. (UGC and National Curriculum)

Methodology

The Audit Committee employed a comprehensive and systematic approach to assess the college's facilities and activities during their visit. It commenced with a verbal presentation by the Head of the institution, offering a broad overview and setting the context for the committee's visit. It was followed by an insightful overview provided by

the IQAC Coordinator. The committee interacted with the faculty and staff, conducted thorough facility inspections, and meticulously reviewed relevant documents. Engaging in discussions with the college fraternity provided qualitative insights. Subsequently, the gathered information underwent systematic analysis and synthesis, leading to the formulation of views, observations, and recommendations. The committee presented its findings to the stakeholders and facilitated a platform for collaborative discussions. The report concluded with the expectation that the implemented recommendations would enhance the overall performance and effectiveness of the institution, emphasizing a forward-looking approach. This methodology ensured a holistic assessment, laying the foundation for informed decision-making and improvement.

Profile of the College:

Jatindra-Rajendra Mahavidyalaya, better known as Amtala College, is a government-aided college in the district of Murshidabad. It was established in 1986 by the philanthropic endeavor of Sri Jayanta Biswas, an influential political leader and the former Assistant Teacher of Amtala High School. He had the enterprising vision of gathering support from academicians, social workers and teachers who together strove to go beyond their narrow perceptions of what constitutes the "Self". The culmination of these efforts translated their vision to today's reality - Jatindra-Rajendra Mahavidyalaya, with the land provided by Amtala High School, became the only college to be founded in Amtala within a radial distance of 25 kms. The process of establishing this educational institution was furthered by Guru Prasad Biswas and Birendranath Biswas. They donated 1.5 lakhs for the stated purpose and the college was named after their respective fathers, Jatindranath and Rajendranath.

Jatindra-Rajendra Mahavidyalaya is affiliated to University of Kalyani and offers undergraduate courses in the faculty of Arts. At present there are 8 departments in the college – Bengali, English, Sanskrit, History, Political Science, Education, Philosophy and Arabic. The college is recognized by the University Grants Commission (UGC) and in 2016 Jatindra-Rajendra Mahavidyalaya was awarded 'B' grade by the National Assessment and Accreditation Council (NAAC). The college was first established with the pioneering vision of imparting higher

education to the economically challenged and socially backward people of a not quite well-developed region of West Bengal. While imparting knowledge to the less-privileged section of the society was our fundamental aim, it simultaneously served a corollary objective. It is a well-known fact that this region is predominantly inhabited by the Muslim minority community and women from this domain did not have much access to higher education which constitutes a major role in facilitating their empowerment.

Present status (for the Academic Session July,2018–June,2023)

GENERAL INFORMATION

1. Name of the Institution: Jatindra Rajendra Mahavidyalaya
2. Name and Designation of the Head of the Institution: Geetali Bera, Teacher-in-Charge, Associate Professor.
3. Does the Institution possess its own campus: Yes
4. Address: Vill+P.O. – Amtala, P.S.- Nowda, Dist- Murshidabad, Pin-742121, West Bengal.
5. City: N.A.
6. State: West Bengal
7. Pincode: 742121
8. Phone Number: 03482-247107/247244
9. Registered Email Id: principal@jrm.org.in
10. Status of the Institution (Affiliated/Non-Affiliated): Affiliated.
11. Type of Institution: Co-ed.
12. Location: Rural
13. Financial status: UGC Recognized under Section 2f
14. Name of the Affiliating University: The University of Kalyani
    - Name of the IQAC Co-ordinator: Subhadip Mukherjee
    - Mobile no.: 9547278419
    - Email Id: mukherjeesubhadip10@gmail.com
15. IQAC Email Id: jrmiqac@gmail.com
16. Website Address: www.jrm.org.in

17. Whether Academic Calendar prepared during the years?: Yes

18. Availability of Academic Calendar on the Institutional Website: Yes

ACADEMIC STRENGTH

Number of full-time faculty (June 2018 - July 2023)

Sl No.	Name	Gender	Designation	Whether having Ph.D. qualification
1	Geetali Bera	Female	Associate Professor	N.A.
2	Sucharita Mitra	Female	Associate Professor	N.A.
3	Dr. Rina Majumdar	Female	Associate Professor	YES
4	Dr. Kutubuddin Biswas	Male	Associate Professor	YES
5	Dr. Ranjit Kumar Baidya	Male	Assistant Professor	YES
6	Pranab Ghosh	Male	Assistant Professor	N.A.
7	Subhadip Mukherjee	Male	Assistant Professor	N.A.
8	Manirul Islam	Male	Assistant Professor	N.A.
9	Santosh Mandal	Male	Assistant Professor	N.A.
10	Abdul Halim Shaikh	Male	Assistant Professor	N.A.
11	Amal Sarkar	Male	Assistant Professor	N.A.
12	Ria Biswas (Expired on 12/01/2022)	Female	Assistant Professor	N.A.

Number of State-Aided Contractual Teacher (June,2018 – July,2023)

Sl No.	Name	Gender	Designation	Whether having Ph.D. qualification
1	Nidhan Mandal (Date of Retirement-31.03.2019)	Male	SACT	N.A.
2	Badsha Jahangir (Date of Retirement-28.02.2022)	Male	SACT	N.A.
3	Supti Sanyal (Date of Retirement-31.07.2021)	Female	SACT	N.A.
4	Habibulla Biswas (Date of Retirement-31.12.2019)	Male	SACT	N.A.
5	Sahidul Islam (Date of Retirement-28.02.2022)	Male	SACT	N.A.
6	Loknath Chakraborty	Male	SACT	N.A.
7	Nazma Akhter	Female	SACT	N.A.
8	Rabiul Awal (Date of Resignation-30.09.2019)	Male	Contractual	N.A.
9	Kuheli Chowdhury	Female	SACT	N.A.
10	Tania Khatun	Female	SACT	N.A.
11	Amit Dutta	Male	SACT	N.A.
12	Sufal Sarkar	Male	SACT	N.A.

13	Mithun Kumar Ghosh	Male	SACT	N.A.
14	Subhadip Bhowmik (Date of Resignation- 31.12.2019)	Male	SACT	N.A.
15	Biswajit Chakraborty	Male	SACT	N.A.
16	Sirajul Islam	Male	SACT	N.A.
17	Khos Mohammad	Male	SACT	N.A.
18	Mudasser Sk.	Male	SACT	N.A.
19	Chandan Dutta	Male	SACT	N.A.

List of Guest Lecturers (June 2018 - July 2023)

Sl No.	Name	Gender	Whether having Ph.D. qualification
No one is employed as a guest teacher in the college.			

Library Staff (June 2018 - July 2023)

Sl No.	Name	Gender	Designation
1	Badrul Islam (Date of Retirement- 30.09.2019)	Male	Library Clerk
2	Mofijul Islam Malitya	Male	Library peon
3	Pritish Kumar Ghosh	Male	Library Casual Staff

List of Full-Time Non-Teaching Staff (June 2018 - July 2023)

Sl No.	Name	Gender	Designation
1	Abdul Mahim Biswas (Date of Retirement- 30.04.2021)	Male	Office Bearer
2	Chitta Ranjan Shil	Male	Darwan
3	Sandip Kumar Das	Male	Electrician cum Caretaker
4	Ranjit Das	Male	Guard
5	Provati Ghosh	Female	Lady Attendant
6	Prosenjit Kundu	Male	Part-time Sweeper, Approved by the Govt. of West Bengal. (Memo No: 1415-UGC Dtd. 30.09. 2009)
7	Basudeb Das	Male	Part-time Sweeper, Approved by the Govt. of West Bengal. (Memo No: 1415-UGC Dtd. 30.09. 2009)

List of Part-Time Non-Teaching Staff (June 2018 - July 2023)

Sl No.	Name	Gender	Designation
1	Sebabrata Roy	Male	Computer Assistant Casual
2	Sukanta Pramanik	Male	Casual Office Staff
3	IsrailMalitya	Male	Casual Night Guard

4	Sabir Mondal	Male	Casual Office Staff

COURSE DETAILS

Sl No.	Courses Offered	Departments	University Affiliation Status
1	B.A. (Honours)	08 (Arabic, Bengali, English, Sanskrit, Education, History Philosophy, Political Science)	Affiliated to K.U.
2	B.A. (General)	08 (Arabic, Bengali, English, Sanskrit, Education, History Philosophy, Political Science).	Affiliated to K.U.

OTHER ASPECTS

Total Student Strength	14176 (July, 2018- June, 2023)
Teacher student ratio	2018-2019- 1:120; 2019-2020- 1:185; 2020-2021- 1:108; 2021-2022- 1:139; 2022-2023- 1:153
No. of NSS Unit	01
Computer Centre	NIL
Laboratory	NIL
Computer Lab	NIL
Certificate courses/VACs	24 (Add-on &VAC)
Field work and Excursions	02 (Organized by the Department of Education).

ACADEMIC AUDIT REPORT (CRITERIA WISE)

Curricular Aspects	
Curricular Planning and Implementation:	**COURSES OFFERED**: B.A. (Honours& General)

	CURRICULUM AND SYLLABUS:
	The college is affiliated to the University of Kalyani and follows all the curriculum and courses as set up by the University. The BOS for the UG Section and the Faculty Council for UG discipline issues directives regarding curriculum and syllabus to colleges including ours. In connection with that the college implements UG programmes set up by the University. **MODES OF TEACHING**: We are using Lectures, Chalk & Talk and ICT by the presentation of PPT.
Value Added Courses and Career Counseling Avenues	**Value Added Courses offered**: The college has offered VAC/ Add-on courses in all the departments for the academic session 2021 and onwards (total 24). **Career Counseling:** Faculty members encourage the students to achieve success in future by appearing in competitive examinations. The students are getting benefitted by the suggestions of the career counselors as and when required.
Academic flexibility:	Faculty members try their best to enlighten the students according to the syllabus and strive to provide them supportive study materials. Students are also encouraged to participate in add-on/value added courses and extracurricular activities. Faculty has obtained full freedom to plan and execute outreach programmes also.
Curriculum enrichment:	Every department is deeply concerned about LMS regarding syllabus and according to that the faculty members are engaged in pursuing the LMS system after taking relevant decisions in their departmental meetings. We are using online platform for the benefit of the students as a part of

	teaching-learning process.
Co-Curricular Activities	1. Celebration of important days of National Importance (Independence Day, Republic Day, etc.) 2. Cultural Programmes during days of Cultural Significance (International Mother Language Day etc.) 3. Sports and Athletics 4. Volunteering and Community Services organized by the NSS Unit. 5. Entrepreneurship and Innovation Initiatives 6. Quiz competition. 7. Students' Week 8. Teachers' Day celebration 9. Fresher's Welcome 10. Farewell Party Students' Orientation Programme.
Feedback System, Mentoring and Interdisciplinary teaching	The college is situated in a remote area in the district of Murshidabad where maximum students belong to the BPL category and they are trying their best to get the benefit of the learning process provided by their learned faculties. In the interest of the students the college authority introduced the students feedback process and according to the report the authority always upgrades standard measures and provides mentoring to overcome the lacuna of the students. Despite its limitations the college has encouraged the faculty members to develop an interdisciplinary teaching process and consequently our students have been benefitted by this approach.
Teaching, Learning and Evaluation:	The teaching, learning and evaluation methods are enlisted below.
Teaching-learning process	● Lectures

	● Chalk and Talk ● Classroom Participation ● Assignments ● PowerPoint Presentation based teaching Other Practices: ● Course materials are given to students for "self-study" in advance and they are further elaborated in classroom teaching. ● Participatory learning methods employed. ● Shared teaching methods. ● Teaching-learning conducted through online mode in the Covid-19 period and VAC/Add-on programmes.
ICT Facility	Understanding the importance of the use of Information and Communication Technology (ICT) tools, the college has engaged in employing the same. We realize the importance of preparing students for the digital age and have adopted ICT tools to enhance the teaching-learning process for the benefit of our students. Notable practices include the following: E-learning platform has started its journey since Covid-19 period to disseminate the benefit of teaching-learning process to all the students. The process is still continuing. ● Virtual rooms equipped with smart boards, and a projector. ● E-governance practices, such as an online admission system, ● Digital technology-based certificate course Electronic data processing

Teacher quality:	The learned teachers of the college have the potentiality to share their ideas and knowledge among the concerned students. The teachers are always trying their best to get involved with the students to increase their skill and intuition. At the same time maximum teachers are engaged in research programmes (pursuing Ph.D.) and publications. **Faculty Engagement in Research:** Our faculty members actively engage in research pursuits, perceiving the importance of scholarly contributions to their fields. The endeavor to publish papers and books demonstrates a commitment to advancing knowledge and craving academic excellence. **Discipline Monitoring and Classroom Participation:** The college is strict about ensuring discipline among the students and promotes an educational friendly environment. To safeguard the academic atmosphere of the college the disciplinary committee is actively engaged to do the needful and tries to increase the participation of students in various constructive activities. The concerned members of the teaching faculty visit the students houses time to time and arranges parents-teachers' meetings at regular intervals. **Faculty Development Programs:** The teaching faculty members are getting the benefit of the Faculty Development Programme of UGC organized by the different universities. Besides participating in different seminars and conferences we also organize seminars in our

	college. By the signing of MoU with the other colleges stated in West Bengal the Faculty Exchange Programmes have also commenced in our institution.

Evaluation process and Reforms	● **Classroom Interactions:** Classroom interactions form a crucial component of the evaluation process. Engaging discussions, participation, and communication skills are assessed during these interactions. ● **Tests and Exams:** Under the CBCS courses for UG section as set up by the University of Kalyani, the departments arrange periodic class tests and classroom examinations. ● **Assignments and Presentations:** In connection with the curriculum of different subjects the concerned departments give assignments and project works to their concerned students. ● **Internal Assessment by Subject Teacher:** Subject teachers conduct internal assessments regularly. **Institutional Question Design Pattern:** The institution follows a strategic question design pattern during assessments. According to the examination guideline of the University of Kalyani for UG studies the exam is basically divided into two parts as follows: a) Internal Assessment; and b) Final Examination. Full marks is 75, where 15 marks (10 marks for written test/ assignment/ project/ presentation and 5 marks for attendance) is for internal assessment and the remaining 60 marks (10 short questions for 2 marks, 4 short notes type questions for 5 marks and 2 essay type questions for 10 marks) is for the final exam.
	Student Aspect

Students' performance and Learning outcome:	**Student-Oriented Initiatives:** ● **Students' Seminars and Workshops**; ● **Introduction of CBCS curriculum;** ● **Celebration of national importance Days;** ● **Women Empowerment:** The College is happy to announce that the girls' student's ratio is high in comparison with the boys where minority sections are much more engaged in the college educational system. They thrive in an educational-friendly environment and safety and security has been ensured for the girls especially. ● **Student Aid Fund and Scholarships:** All the students are getting benefitted from the various scholarships (such as Vivekananda cum Merit Scholarship, Kanyasree, Minority Scholarships etc.) sponsored by the Government of West Bengal and along with these scholarships, the college offers a student's aid fund particularly for the financially weak section of the society. ● **Student Credit Card:** In connection with the upliftment of the students belonging to the BPL category, a student credit card is provided to each for undertaking higher studies. It is absolutely beneficial for them and the sponsoring agency of this initiative is the Government of West Bengal. ● **Common Room:** We have one common room for the girls (with the maintenance of safety, security and hygiene) and another one for the boys (with indoor games equipment).

	Students Feedback: The college is fully aware about the students' feedback system and has attempted to implement it. But it was unable to collect online feedback because of the limitation of the college being situated in a remote area of the backward district of Murshidabad. In this case we are collecting all the requisite feedback through offline mode as and when required.
Research, Consultancy, and Extension Initiatives:	
Promotion of research	The college is well aware about the importance of research for higher education and for the greater interest of knowledge-wisdom-learning. However, due to our infrastructural shortcomings and limitations for the implementation of research work in practice, we are unable to engage the students in research, though they are attached with the classes of research methodology as provided in the UG syllabus by the University of Kalyani.
Seminars	Seminars and workshops are educational gatherings where students have the opportunity to learn from experts and engage in practical activities. The College conducts seminars on various topics, providing insights and knowledge on specific subjects. On the other hand, workshops are also conducted as part of interactive sessions where students actively participate in hands-on exercises to develop skills and apply theoretical knowledge. The College conducts seminars and workshops on a regular basis.
Books/Journals in the Library	Total number of books: (Journals, Periodicals, Magazines) E-books, Newspapers, Periodicals, Journals &Reference Books. Dedicated Sections for Competitive exams related

	resources. Database of books by author name, subject, key word Digitization facilities. Sitting Capacity at a time: Streamlined Lending and Reference service
Collaborations/MoUs	
Memorandum of Understanding (MoUs)	In the last five academic years (July,2018-June,2023) the college has signed 16 academic MoU agreements with different colleges and 1 non-academic collaboration with a NGO (JABALA), situated in the district of Murshidabad as well as in other districts of West Bengal.
Club	NIL
Environment Initiatives	
Environmental Awareness	a) Our institution epitomizes the beauty and bounty of nature as its sprawling campus is adorned by lush greenery and a beautiful garden. In order to preserve this natural bounty by keeping it clean, the N.S.S Unit of the college puts in utmost efforts to develop environmental consciousness. It organizes plantation and cleanliness drives at regular intervals; observes and celebrates "Briksha Ropan" not just as a basic event but primarily as an essential part of our culture which believes that nature too needs to be nurtured. b) There is a Nature Club in our college to general environmental consciousness and engage in various extension activities in this regard. c) There are display boards banning smoking and the use of plastic to promote an environment friendly campus. d) Waste generated on a daily basis gets disposed manually by dumping in dustbins placed all over the college campus. e) Walking and cycling are mostly availed to reduce the

	harmful impact of vehicle emissions and the college authority has strictly designated a particular day in every month to prohibit the entry of vehicles on the campus, turning it into a no-noise zone for that day.
	f) Our college promotes eco-friendly equipment to reduce pollution by utilizing the Kirloskar Green Generator on the campus.
	g) To restrict the misuse of water especially for drinking purpose, the college administration has been instrumental in installing "SAJAL DHARA" Project of the Government of West Bengal.
	h) To facilitate the effective use of an alternative source of energy – solar energy – solar power has been installed on the campus.
	i) The promotion and use of paper bags and ceramic cups have been adopted by the teaching and non-teaching fraternity of the college to encourage the ban of plastic. Paper is regularly recycled and leaves scattered on the campus are put to use as fertilizers for kitchen gardening. The students of various departments have followed the examples set by their respective teachers and considerably reduced the use of products made of plastic on the campus.
	j) Regular community development programmes ("*Jol Dhoro Jol Bhoro*", a Government initiative to save water; Jalangi river cleanliness drive, including the villagers), special camps and celebration of days of national and global significance (like World Environment Day and World Nature Conservation Day) have been organized by the active volunteers of N.S.S during this period and their outcomes have been

	welcoming and desirable in all aspects.
	k) Besides, various seminars, invited lectures, essay writing competitions and debates on environmental issues have been organized by the different departments and committees of the institution to disseminate seminal ideas regarding the challenges in preserving our environment and ways to overcome them.
Career Guidance	
Career Counselling	● **Preparation for Competitive Exams:** Comprehending the necessity of preparing beforehand for competitive examinations to ease the struggle of post-graduate years, the college has taken some measures to motivate the UG students to engage in the study of competitive exams. Our library is one of the rich sources for competitive examination books, journals and computer accessibility. Besides this, the college has organized certain programmes in connection with the preparation for competitive exams, i.e., motivational camp for career counseling, RICE Groups (dt. 20.12.2022)and George Telegraph Career Planning Programme (dt. 04.01.2023)**.** ● **Career Counselling Services:** The college has taken initiative to encourage the students to participate in career counselling programmes and motivated them for further engagement in job-oriented programmes. In connection with these initiatives the series of programmes have been mentioned below: A) Air Force Recruitment Training and

	Awareness Camp (dt. 11.11.2022); B) Campus Placement Drive with Uttarayan Financial Services (dt. 23.12.2022) Career planning and Vocational Training, George Telegraph (dt. 04.01.2023).

Infrastructure

To get the benefit of career counselling and motivational programmes the students can access computers in library and can also use free Wi-Fi facilities.

Student support and progression:

A group of teaching faculty members is engaged with the initiatives of the institution for the betterment of the pass out students of the college. According to the report of the group our pass-out students are mostly engaged with post-graduation studies in different universities; few are trying to qualify competitive exams for government jobs. The detailed report of ex-students data is available in our record.

Student Support and Remedial Measures	● **Identification of Slow Learners:** All the teachers of different departments are concerned about the progression of the students. In pursuing this the teachers keep monitoring in class room teaching and identify the slow learners by the way of interactions and evaluation process from time to time. ● **Remedial Measures:** After identification of the slow learners the departments arrange extra classes and tutorials for them. To facilitate their progress the teachers also provide necessary study materials to them. **Parent-Teacher Meetings:** The college arranges parent-teacher meetings at the end of semesters and motivates the

	students to regularly attend their classes.
Student Progression and Outreach Programmes	● **Social Responsibility undertaken by Students:** In order to preserve the natural beauty and bounty of our institution by keeping it clean, the N.S.S Unit of the college puts in utmost efforts to develop environmental consciousness. 1. It organizes plantation and cleanliness drives at regular intervals; observes and celebrates "Briksha Ropan" not just as a basic event but primarily as an essential part of our culture which believes that nature too needs to be nurtured. 2. There is a Nature Club in our college to general environmental consciousness and engage in various extension activities in this regard. 3. Regular community development programmes ("*Jol Dhoro Jol Bhoro",* a Government initiative to save water; Jalangi river cleanliness drive, including the villagers), special camps and celebration of days of national and global significance (like World Environment Day and World Nature Conservation Day) have been organized by the active volunteers of N.S.S during this period and their outcomes have been welcoming and desirable in all aspects. 4. The outbreak of dengue fever is a menace in regions like Amtala which is located in the Nowda CD Block of Murshidabad. Each year, up to 400 million people are infected by the dengue virus worldwide, approximately 100 million people get sick from this infection and around 40,000 humans die from severe dengue. In view of this alarming social concern, the N.S.S volunteers of our college have organized dengue awareness campaigns in different areas of Amtala on

	several occasions during the academic session 2019-20.
	5. They have conducted hygiene awareness sessions, empowering communities with life-saving knowledge and information, ensured basic sanitation supplies and distributed hygiene kits (mosquito nets have been delivered at regular intervals to the economically burdened families) among the socially vulnerable inhabitants of this region.
	6. They have also arranged cleanliness drives both within the college and beyond the campus (for example, on the shores of Jalangi river) to make people aware of the importance of handling waste responsibly and exemplified ways of achieving this goal as a prerequisite towards a cleaner and greener environment.
	7. The N.S.S volunteers also played a pivotal role in fostering awareness among the rural population of Amtala during the outbreak of Covid-19 by distributing masks and sanitizers among them and acquainting them with ways of combating this highly infectious disease.
	● **Consciousness about local history and heritage drives:** Regular awareness programmes are organized by the college administration to acquaint students with the rich cultural background and historical importance of Murshidabad since the Mughal era. Besides, various seminars, invited lectures, essay writing competitions and debates on this area's local history have been organized by the different departments and committees

	of the institution to disseminate seminal ideas regarding the challenges in preserving Murshidabad's socio-cultural ethos and significance. For instance, students are informed how Murshidabad has been famous for patronizing art and culture and hosts a rich Baul-Fakir tradition.
Medical Unit	The college administration is prompt in arranging first aid facilities for injured students and for this purpose adequate first aid kits are always kept available in different sections of the institution. Our college is a member of the Red Cross Society and actively participates in providing relief to the needy and extends support in emergency situations. Blood donation camps are also held to encourage students to work for a noble cause and contribute to the well-being of the society.The N.S.S volunteers of our college have organized dengue awareness campaigns in different areas of Amtala on several occasions during the academic session 2019-20. They have conducted hygiene awareness sessions, empowering communities with life-saving knowledge and information, ensured basic sanitation supplies and distributed hygiene kits (mosquito nets have been delivered at regular intervals to the economically burdened families) among the socially vulnerable inhabitants of this region. They have also arranged cleanliness drives both within the college and beyond the campus (for example, on the shores of Jalangi river) to make people aware of the importance of handling waste responsibly and exemplified ways of achieving this goal as a prerequisite towards a cleaner and greener environment. The N.S.S volunteers also played a pivotal

	role in fostering awareness among the rural population of Amtala during the outbreak of Covid-19 by distributing masks and sanitizers among them and acquainting them with ways of combating this highly infectious disease. The college fraternity ensures regular cleanliness campaigns on the campus; facilitates cleaning of all toilets, classrooms, departments and restrooms on a daily basis; organizes awareness programmes and campaigns related to health, hygiene and sanitation; encourages the use of eco-friendly items and cautiously regulates waste generation and disposal within the college premises.
Facilities for Differently-abled people	The facilities are: ● Wheelchair Accessibility ● Ramp facility ● Railing in the corridors and washrooms Braille hoardings
Sports Centre	The college has a functional Games and Sports Sub-Committee to organize sports events. The members of this committee encourage students to actively participate in them to enhance their physical fitness and consider future career options in such extracurricular activities as well. Besides, there are indoor sports equipment and accessories for the entertainment of girls' and boys', kept in their separate common rooms.
Governance, Leadership and Management:	
Institutional Vision	The college was first established with the pioneering vision of imparting higher education to the economically challenged and socially backward people of a not quite well-developed region of West Bengal. While imparting knowledge to the less-privileged section of the society was our fundamental aim, it simultaneously served a corollary

	objective. It is a well-known fact that this region is predominantly inhabited by the Muslim minority community and women from this domain did not have much access to higher education which constitutes a major role in facilitating their empowerment. Our college has precisely served that purpose by being an instrument of women empowerment ever since its inception.
Strategy Development	The outbreak of the Corona pandemic channelized the mode of teaching to the online platform. One of the primary strategies evolved during this period was the enhanced use of e-resources to encourage both teachers and students to get themselves acquainted with the various nuances of e-learning. In the subsequent years ICT enabled teaching and digitalization of education has been promoted to offer flexible learning opportunities to students.
E-Governance	- **Administration:** The official website of the college has been fully automated. Relevant information and announcements are updated through notices on the website to enable students to get access to them from whichever place they are available, at any point of time. - **Planning and Development:** During the outbreak of COVID-19 and subsequent lockdown period online classes were commenced by the faculty members of our college to continue the teaching-learning process at home. Add on and Value Added Courses were also conducted online to reap the benefits of E-learning and ever since then a blended mode of teaching has been adopted to complement traditional teaching with modern technology. Some other initiatives to ensure effective E-Governance are ICT enabled teaching in

	classrooms, Wi-Fi accessibility and digitalization of library books and cards. ● **Finance and Accounts:** Our college has taken recourse to Electronic tender, or E-Tender, that is, the process of sending and receiving bid tenders using online procurement platforms. It has made a huge difference to the procurement process as it offers improved visibility, compliance and decision-making across source-to-pay (S2P) **Student Admission and Support: Examination:** All office work relating to student admission and university examinations are presently conducted online.
Statutory Cells/Committees	As evoking and fostering gender sensitization has been a primary agenda in our educational institution, the college administration has been instrumental in forming various committees and cells like Discipline and Anti-ragging Sub-Committee, Women Cell, Internal Complaint Cell and Grievance Redressal and RTI Cell. These units ensure that adequate facilities are provided to female students and staff in the college for gender mainstreaming. A) **Anti-ragging Cell**: Ragging is a criminal offence and UGC has notified regulations on curbing the menace of ragging in educational institutions for maintaining strict discipline and decorum on the campuses. In order to prohibit, prevent and eliminate the scourge of ragging our college has formed a Discipline and Anti-Ragging Sub-Committee. The students in distress owing to ragging related incidents and indecent or undisciplined conduct can uninhibitedly approach the Committee. The Committee constitutes the convener,

the BDO of Nowda Block, the OC of Nowda Thana, 3 lady faculty and 10 male members.

B) **<u>Grievance Redress Cell:</u>**Our institution has an active grievance redressal and RTI cell (consisting of 4 female teachers, 12 teaching and non-teaching staff and 1 student's representative) to scrutinize general and academic complaints received from the staff and students. It promptly tries to offer solutions for their redressal in periodical meetings of the committee. The grievant is notified to put his/her complaint about administration, faculty members, accounts, peers, etc.in the suggestion/complaint box located in the main building of the college. If the grievances are not within the purview of the committee, the issues are brought to the notice of the higher authorities In order to resolve them at the earliest.

C) **<u>Internal Complaint Cell:</u>** The College has constituted an Internal Complaint Cell (ICC), comprising 3 female and 12 male members, as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013. Having raised the bar of responsibility and accountability in the Vishaka Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard – Prohibition, Prevention and Redress. In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)
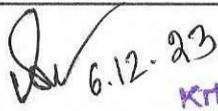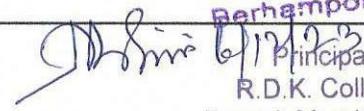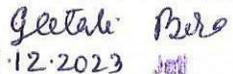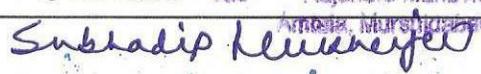
	Act. Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality and protection from sexual harassment through compliance with the above mentioned three elements. It is important to note that the Act provides a civil remedy to women in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse to both civil and criminal proceedings. All of these obligations are fulfilled through the founding and smooth functioning of the Internal Complaint Committee in our college. D) **Women Cell**: Gender Equity and Women Empowerment are the most important requirements for the upliftment of the female section of the society and the progress of our nation. Accordingly, the Women Cell in Jatindra-Rajendra Mahavidyalaya has both the faculty and non-teaching fraternity of the College as its members (eight among them being females) to work together with an aim to create a gender-sensitized community. It has been organizing various skill-enhancing, academic, cultural and social events for the promotion of the significance of gender equality in society, in association with the students of the college, ever since its establishment.
Internal Quality Assurance System	The Internal Quality Assurance Cell (IQAC) of our institution is a significant unit in ensuring that academic programmes, research enterprises and administrative tasks are in line with the highest standard of quality. The Coordinator facilitates the dedication and commitment of all stakeholders to quality assurance and ceaseless

|	institutional development. Receiving two accreditations from the National Assessment and Accreditation Council (NAAC) in 2007 (C++) and 2016 (B), the IQAC is preparing for the third NAAC visit with the impetus to securing a better grade and standing. Through a systematic approach to quality enhancement, the IQAC conduces an environment that fosters academic excellence,

innovation, and holistic development. It prioritizes stakeholder feedback, conducts regular assessments, and implements effective strategies to drive continuous improvement across all facets of our institution.

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AUDIT TEAM

NAME AND DESIGNATION	SIGNATURE WITH DATE
Dr. Sujata Bagchi Banerjee Principal, KN College & Former Vice Chancellor of Murshidabad University, Berhampore	6.12.23 Principal Krishnath College Berhampore (W.B.)
Dr. Ajoy Adhikari Principal, RDK College, Jiaganj	6/12/23 Principal R.D.K. College Jiaganj, Murshidabad
Dr. Prasanta Kumar Roy Principal, Jatindra Rajendra Mahavidyalaya, Amtala	Prasanta Kumar Roy Principal Jatindra - Rajendra Mahavidya P.O.- Amtala, Dist.- Murshidab
Smt. Geetali Bera Associate Professor, JRM & Former TIC of JRM	Geetali Bera 6·12·2023 Asso. Professor Rajendra Mahavidyalaya Amtala, Murshidabad
Shri Subhadip Mukherjee Co-ordinator, IQAC, JRM	Subhadip Mukherjee I.Q.A.C Coordinator Jatindra-Rajendra Mahavidyalaya Amtala, Murshidabad

The Academic Audit Report was prepared by the IQAC Co-ordinator and Principal of Jatindra Rajendra Mahavidyalaya, Amtala, Murshidabad.

Subhadip Mukherjee

(IQAC Co-ordinator)

I.Q.A.C
Coordinator
Jatindra-Rajendra Mahavidyalaya
Amtala, Murshidabad

P. K. Roy 06/12/2023
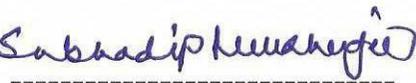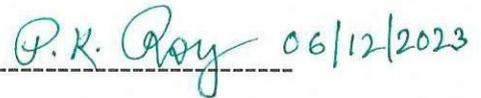
(Principal)

Principal
Jatindra - Rajendra Mahavidyalaya
P.O.- Amtala, Dist.- Murshidabad

ADMINISTRATIVE AUDIT REPORT

(Assessment period)

Evaluating the Efficiency of Administration
(Academic Year July, 2018-June, 2023)

JATINDRA RAJENDRA MAHAVIDYALAYA

Amtala, Murshidabad - 742121

ADMINISTRATIVE AUDIT COMMITTEE:

On 14.09.2023 constituted a five-member committeeto conduct the Academic and
Administrative Audit of the JatindraRajendra Mahavidyalaya.

DECLARATION BY THE AUDIT TEAM

Considering our professional assessment, we affirm that adequate and relevant audit procedures have
been thoroughly performed. The cumulative evidence validates the accuracy of the conclusions
documented in this report. These conclusions are based upon a thorough comparison of the situations
prevailing at the time of the audit. This declaration serves to highlight the reliability of the presented
findings.

ADMINISTRATIVE AUDIT REPORT

Session: **July 2018 to June 2023**

Date of visit by the auditors: **02.11.2023**

Date of report submission by the auditors: **06.12.2023**

ADMINISTRATIVE AUDIT

(Assessment period 2018-19 to 2022-23)

For the efficient administration of an institution and quality evaluation of the procedural settings, it is imperative to have a holistic understanding of the administrative intricacies and subject it to periodic audits. Therefore, Administrative Audit can be defined as a comprehensive process of evaluation of the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies and functions of various administrative departments, control of the overall administrative system and a holistic assessment from an overall perspective. Through methodical internal and external assessments, the IQAC conducts such audits to track and assess the institutional process. It involves peer review from both inside and outside the institution, as well as a self-study and site visit. The Administrative Audit mainly focuses upon different establishments, departments, administrative units, student services, IT and Infrastructural facilities, Central Library, Accounts and Finance departments to formulate an overall assessment.

The Institute's economy, efficiency, effectiveness, and transparency in its general and financial administration get enhanced by the Administrative Audit. Additionally, it supports the maintenance of a strong record-keeping system with sufficient checks and balances to guarantee a strong information system for executive decision-making.

OBJECTIVES OF ADMINISTRATIVE AUDIT

The aims and objectives of Administrative Audit are hereby listed:

- To ensure administrative accountability.
- To define the main areas of focus central to quality assurance and enhancement in teaching and learning, student development and progression, infrastructure and administration.
- To identify the processes and procedures used by departments for overall administration, quality assurance and enhancement in each of the focus areas.
- To appraise the adequacy and effectiveness of the quality assurance processes and procedures.
- To make appropriate recommendations for continuous improvement of the processes and procedures used for quality assurance and enhancement.

Considering the scope and necessity of the above objectives and the compliance of the IQAC in adherence to the procedural hierarchies for our college, the Administrative Audit was conducted with utmost precision and compliance to ensure adherence to the guidelines and successful appraisal of the objectives of an Administrative Audit. The following pages highlight the overall summary and

assessment of the administrative departments and finances.

ANALYSIS OF FACILITIES PROVIDED BY THE COLLEGE

SL. NOS	FACILITY	QUALITY/SERVICE			
		EXCELLENT	GOOD	SATISFACTORY	UNSATISFACTORY
1	College Campus		✓		
2	Office Space		✓		
3	Staffroom	✓			
4	Classrooms		✓		
5	Laboratories	N.A.	N.A.	N.A.	N.A.
6	Area of Library		✓		
7	Common Room for Girls		✓		
8	Canteen		✓		
9	Security		✓		
10	CCTV Surveillance	✓			
11	Water Facility	✓			
12	Power Backup Facility		✓		
13	Washroom Facility (for students)		✓		
14	Washroom Facility (for staff)		✓		
15	Auditorium	✓			
16	Sick Room			✓	
17	Playing Area for Students			✓	
18	Sports Facility			✓	
19	Green Campus	✓			
20	Facilities for Physically Challenged Students/Staff			✓	
21	Virtual Room			✓	
22	Praying Room for				✓

No.	Item				
	Students and Staff				
23	Computer Laboratory	N.A.	N.A.	N.A.	N.A.
24	AMC Report of Computers, AC, etc.			✓	
25	Stock Register	N.A.	N.A.	N.A.	N.A.
26	Air Quality Friendliness	✓			
27	Function of Women's Cell		✓		
28	Function of Anti-Ragging Committee		✓		
29	Grievance Redressal Cell		✓		
30	Internal Complaints Cell		✓		
31	Service Book for Staff	✓			
32	Log Book for Staff	✓			
33	Maintenance of Leave Records		✓		
34	Student Services		✓		
35	Scholarships for Students	✓			
36	Internal Management Schemes		✓		
37	Organization of Seminars/Workshops		✓		
38	Seminar/Webinar on Empowerment		✓		
39	Code of Ethics	✓			
40	Value Education	✓			
41	Value Added Courses for Soft Skill Development		✓		
42	Career Counseling		✓		
43	Outreach Programmes		✓		
44	Societal Impact		✓		
45	Local History Revival and other Initiatives of relevance			✓	

46	Museum	N.A.	N.A.	N.A.	N.A.

BASIC ADMINISTRATIVE INFORMATION

FEATURE	OBSERVATION
1. Mission and Vision of the College	Well displayed
2. Governing Body Meetings	Regular
3. Functioning of the IQAC	Excellent
4. IQAC meetings	Regular
5. Finance Committee Meetings	Regular
6. Purchase Committee Meetings	Regular
7. Teacher's Council Meetings	Regular
8. Functioning of the Various Academic Committees	Good
9. Functioning of the Various Administrative Committees	Good
10. Training for Teachers and NTS for Computer Literacy and Online mode of work	Frequently
11. Maintenance of COVID Protocols during Lockdown Years	Good
12. MoU with Institutions	Satisfactory
13. Linkage with Other Institutes	Satisfactory
14. Doctor on Call	Available
15. Number of Vacant Teaching Posts in the College	
16. Motivation for Teachers and Students	Good
17. Financial Assistance for Seminars/Workshops	Good

IMPORTANCE AREAS OF RELEVANCE

QUESTION	OBSERVATION
1. How many Faculty Members/ Administrative Staff can operate MS Word/Powerpoint/ICT tools etc.	All
2. Are there arrangements for Faculty Development Programme and Training of Faculties?	Yes
3. How many Computers are available in the College?	15
4. Does the College have good Internet and WiFi Facilities?	Yes
5. Function of Students' Council	Praiseworthy

MANDATORY CELLS

CELLS/COMMITTEES	OBSERVATION
1. Anti-Ragging Committee	Well-functioning
2. RTI Cell	Well-functioning
3. Internal Complaints Cell	Well-functioning
4. Women's Cell	Well-functioning
5. Grievance Cell	Well-functioning

FEEDBACK SYSTEM

FEEDBACK STAKEHOLDERS	ANSWER
1. Students' Feedback	Yes
2. Teachers' Feedback	Yes
3. Employers' Feedback	Yes
4. Alumni Feedback	Yes

AUDITS

AUDITS	OBSERVATION
1. Annual Audit	DONE
2. Financial Audit	DONE
3. Gender Audit	DONE
4. Green Audit	Green Report has been submitted to the Principal in this academic session underthe monitoring of the Nature Committee.

FINANCIAL OVERVIEW

FEATURE	OBSERVATION
1. Revenue Collection	Well Organized
2. Assets	Maintained in order
3. Budget	Regularly prepared on time
4. Maintenance of Grants received/utilization submitted	In order

OVERALL ANALYSIS:
OBSERVATION AND SUMMARY

Institutional Strengths: -

❖ Bacause of its prime location, this college is easily accessible from all nooks and corners of this area. That is exactly what makes this college easily accessible to female students, who would have otherwise found regular commuting a daunting task.

❖ Young and promising Faculty committed to bringing about an enhancement in the overall performance of students.

❖ Since many students are first-generation learners, the drive for learning and craving for knowledge is immense.

❖ The administrative aspect is overseen by not just the Principal but also a Governing Body. Smooth functioning of the college with a sound and efficient management is ensured by both.

❖ A thriving communal harmony amongst all the stakeholders - including the administration, the faculty as well as the students.

❖ ICT infrastructure with Wi-Fi

❖ Community outreach programmes are organized frequently so as to inculcate a sense of responsibilityand belongingness towards society. These events further ensure that the girls become well-harnessed with values that would help them play seminal roles in the larger project of nation building.

❖ Several value-added courses have been introduced like Spoken English, Soft Skill Training, etc. - courses that would help hone and chisel the students. It ensures that they are well-equipped to keep up with the pace of the ever-voracious demands of the job market.

❖ Career guidance counselling and placement opportunities are frequently discussed by experts in order to motivate and help students avail better career options.

❖ The library is updated and has relevant books from all fields. Books related to the syllabi and beyond are kept and maintained, so as to encourage students to broaden their horizon. Regular subscription to pertinent newspapers and journals are maintained. Books are available on competitive exams. The work of digitizing the library has also begun.

❖ Donation drives are frequently conducted by the members of the Governing Body, faculty as well as alumni.

❖ The College has a fully air-conditioned auditorium with a modern sound system and projector facility. It can accommodate over 300 students at a time. Most of the college programmes are

organized here.

❖ Ramps are available at the entrance to facilitate the movements of the specially-abled.

❖ A huge emphasis is placed on discipline and it is ensured and enforced in a just and fair manner.

❖ CCTVs are installed everywhere and monitored closely throughout the day, thereby keeping the chances of any untoward incident in check.

Weakness of the Institution:-

❖ There is paucity of faculty members and non-teaching staff in the college.

❖ More ICT enabled rooms need to be arranged in near future for imparting knowledge and education to students by taking recourse to both traditional methods and modern technology.

❖ The college drop-out rate is still quite high owing to early marriage of female students and job requirements of boys to sustain their families.

❖ Further infrastructural development is required.

❖ Lack of hostel accommodation facility hampers academic growth.

Institutional Opportunities: -.

❖ Effective implementation of National Education Policy 2020 has provided many entry and exit points to students.

❖ Potentiality to pursue quality research by scholarly faculty members.

❖ Potential for attaining academic excellence by striving for continuous improvement.

❖ Various scholarships such as the KanyashreePrakalpaimpel students to pursue higher education.

Recommendations

The purpose of an Academic Audit is to encourage departments or programs to evaluate their 'education quality processes'- the key faculty activities required to produce, assure and regularly

improve the quality of teaching and learning. An audit takes into account how faculty approach educational decision making and organise their work, using the resources available to them and working collegially to provide a quality education in the best interests of the discipline and student learning.

Comprehensive Analysis of the Observations and Recommendations:

1. Introduction of More Social Science Departments:

Observation: The audit identifies a need for expanding the range of social science departments.

Recommendation: Introduce additional departments in various branches of social sciences.

Analysis: Expanding social science departments can enhance the academic diversity of Jatindra-Rajendra Mahavidyalaya. It can attract a wider range of students interested in different aspects of social sciences, such as Sociology, Physical Education, Economics and Anthropology. This expansion could also foster interdisciplinary studies and research, addressing contemporary social issues more comprehensively.

Benefits:

- Broader academic offerings.
- Enhanced interdisciplinary research.
- Attraction of a diverse student body.

2. Engagement of Faculty in Academic and Research Development

Observation: Faculty engagement in academic and research activities is currently insufficient.

Recommendation: Encourage and support faculty to participate more in academic and research development.

Analysis: Increasing faculty involvement in research and academic activities is crucial for maintaining a high standard of education and staying updated with the latest advancements in their fields. This can be achieved through incentives, providing research grants, and reducing teaching loads to allow more time for research.

Benefits:

- Improved faculty expertise and knowledge.
- Enhanced reputation of the institution.
- Better quality of education.

3. Increase in Collaborative Faculty Exchange Activities and MoUs

Observation: Limited collaborative activities and Memorandums of Understanding (MoUs) with other institutions.

Recommendation: Enhance collaborative faculty exchange activities and sign more MoUs with nearby institutions and NGOs.

Analysis: Collaborative activities and MoUs can significantly enhance the academic environment. They enable knowledge sharing, access to diverse resources, and exposure to different teaching methodologies. Collaborations with NGOs can also provide practical insights and community development opportunities.

Benefits:

- Access to a wider range of resources.
- Enhanced faculty and student exposure.
- Opportunities for practical application and community development.

4. Conducting More Seminars

Observation: Insufficient number of seminars being conducted. Recommendation: Increase the frequency of seminars.

Analysis: Regular seminars are vital for intellectual engagement and knowledge dissemination. They provide platforms for students and faculty to present their research, learn from experts, and stay informed about new developments. Organizing more seminars can also boost the institution's academic profile.

Benefits:

- Enhanced intellectual engagement.
- Better knowledge dissemination.
- Improved academic profile.

5. Improving Library Facilities

Observation: Library facilities are not fully student-friendly.

Recommendation: Make library facilities more student-friendly, including the availability of e-library and journal access.

Analysis: An updated and student-friendly library is essential for supporting academic activities. Providing e-library and journal access can significantly enhance research capabilities and ensure students have the resources they need for their studies.

Benefits:

- Better support for academic activities.
- Enhanced research capabilities.
- Increased student satisfaction.

6. Enhancement of Sports Facilities

Observation: Inadequate sports facilities and playgrounds.

Recommendation: Improve sports facilities for the benefit of students.

Analysis: Sports facilities contribute to the physical well-being and overall development of students. Investing in sports infrastructure can promote teamwork, discipline, and a sense of community. It also enhances student life and attracts prospective students.

Benefits:

- Improved physical well-being of students.
- Enhanced student life and satisfaction.
- Attraction of prospective students.

7. Administrative Mechanisms with More E-Facilities

Observation: Current administrative mechanisms lack sufficient efacilities.

Recommendation: Upgrade administrative mechanisms with more electronic facilities.

Analysis: Modernizing administrative processes with e-facilities can improve efficiency, reduce paperwork, and provide better services to students and faculty. This includes online portals for registration, fee payments, and access to academic records.

Benefits:

- Increased administrative efficiency.
- Better service delivery to students and faculty.
- Reduced paperwork.

8. Career Development and Induction Programs for Non-Teaching Staff

Observation: Lack of career development programs and induction for non-teaching staff.

Recommendation: Maintain and conduct more career development and induction programs for non-teaching staff.

Analysis: Career development and induction programs can enhance the skills and job satisfaction of non-teaching staff, improving the overall efficiency of the institution. These programs help integrate

new staff smoothly and ensure continuous professional development.

Benefits:
- Enhanced skills of non-teaching staff.
- Improved job satisfaction and efficiency.
- Better integration of new staff.

9. Dedicated Rooms with Computer and Internet Facilities for Departments

Observation: Departments lack dedicated rooms with computer and internet facilities.

Recommendation: Provide each department with its own room equipped with computers and internet access. **Analysis:** Dedicated departmental spaces with adequate technology are essential for academic and administrative functions. They support faculty and student research, facilitate better work environments, and ensure efficient departmental operations.

Benefits:
- Improved academic and administrative functions.
- Enhanced research capabilities.
- Better work environment.

10. Preparation of More ICT Rooms

Observation: Insufficient Information and Communication Technology (ICT) rooms.

Recommendation: Prepare more ICT rooms.

Analysis: ICT rooms are crucial for conducting modern education and training. They provide necessary digital tools and resources, supporting tech-enabled teaching and learning processes.

Benefits:
- Enhanced tech-enabled education.
- Better access to digital resources.
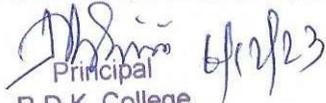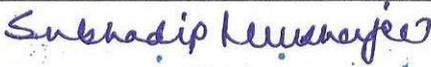- Improved teaching and learning experience.

Conclusion:

Implementing these recommendations can significantly enhance the academic and administrative capabilities of Jatindra-Rajendra Mahavidyalaya. The principal and the IQAC coordinator's efforts towards these initiatives are commendable and crucial for the institution's betterment. Addressing these areas will likely lead to improved educational quality, better research opportunities, and overall institutional development

GRATITUDE ON BEHALF OF THE AUDIT TEAM

The Audit members feel privileged on being imparted the opportunity to conduct the entire process in a completely fair and transparent manner. Sincere gratitude and heartfelt thanks need to be extended to the College authorities, management, and support staff for their wholehearted cooperation, warm hospitality and cordial demeanor extended throughout the period of audit.

The College indeed has the ability to attain great success in the field of academics and administration in the future

AUDIT TEAM

NAME AND DESIGNATION	SIGNATURE WITH DATE
Dr. Sujata Bagchi Banerjee Principal, KN College & Former Vice Chancellor of Murshidabad University, Berhampore	6.12.23 *Principal* Krishnath College Berhampore (W.B.)
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Smt. Geetali Bera Associate Professor, JRM & Former TIC of JRM	Geetali Bera 6.12.2023 Ass'o Professor Rajendra Mahavidyalaya Amtala, Murshidabad
Shri Subhadip Mukherjee Co-ordinator, IQAC, JRM	Subhadip Mukherjee I.Q.A.C Coordinator Jatindra-Rajendra Mahavidyalaya Amtala, Murshidabad

The Administrative Audit Report was prepared by the IQAC Co-ordinator and Principal of Jatindra Rajendra Mahavidyalaya, Amtala, Murshidabad.

Subhadip Mukherjee

(IQAC Co-ordinator)

I.Q.A.C
Coordinator
Jatindra-Rajendra Mahavidyalaya
Amtala, Murshidabad

P. K. Roy 06/12/2023

(Principal)

Principal
Jatindra - Rajendra Mahavidyalaya
P.O.- Amtala, Dist.- Murshidabad

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   Benefits:
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   - Enhanced faculty and student exposure.
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   Observation: Insufficient number of seminars being conducted.
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   Analysis: Regular seminars are vital for intellectual engagement and knowledge dissemination. They provide platforms for students and faculty to present their research, learn from experts, and stay informed about new developments. Organizing more seminars can also boost the institution's academic profile.
   Benefits:
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   - Better knowledge dissemination.
   - Improved academic profile.

5. **Improving Library Facilities**
   Observation: Library facilities are not fully student-friendly.
   Recommendation: Make library facilities more student-friendly, including the availability of e-library and journal access.

Analysis: An updated and student-friendly library is essential for supporting academic activities. Providing e-library and journal access can significantly enhance research capabilities and ensure students have the resources they need for their studies.

Benefits:

- Better support for academic activities.
- Enhanced research capabilities.
- Increased student satisfaction.

6. **Enhancement of Sports Facilities**

Observation: Inadequate sports facilities and playgrounds.

Recommendation: Improve sports facilities for the benefit of students.

Analysis: Sports facilities contribute to the physical well-being and overall development of students. Investing in sports infrastructure can promote teamwork, discipline, and a sense of community. It also enhances student life and attracts prospective students.

Benefits:

- Improved physical well-being of students.
- Enhanced student life and satisfaction.
- Attraction of prospective students.

7. **Administrative Mechanisms with More E-Facilities**

Observation: Current administrative mechanisms lack sufficient e-facilities. Recommendation: Upgrade administrative mechanisms with more electronic facilities.

Analysis: Modernizing administrative processes with e-facilities can improve efficiency, reduce paperwork, and provide better services to students and faculty. This includes online portals for registration, fee payments, and access to academic records.

Benefits:

- Increased administrative efficiency.
- Better service delivery to students and faculty.
- Reduced paperwork.

8. **Career Development and Induction Programs for Non-Teaching Staff**

Observation: Lack of career development programs and induction for non-teaching staff. **Recommendation:** Maintain and conduct more career development and induction programs for non-teaching staff.

Analysis: Career development and induction programs can enhance the skills and job satisfaction of non-teaching staff, improving the overall efficiency of the institution. These programs help integrate new staff smoothly and ensure continuous professional development.

Benefits:
- Enhanced skills of non-teaching staff.
- Improved job satisfaction and efficiency.
- Better integration of new staff.

9. **Dedicated Rooms with Computer and Internet Facilities for Departments**

Observation: Departments lack dedicated rooms with computer and internet facilities. **Recommendation:** Provide each department with its own room equipped with computers and internet access.

Analysis: Dedicated departmental spaces with adequate technology are essential for academic and administrative functions. They support faculty and student research, facilitate better work environments, and ensure efficient departmental operations.

Benefits:
- Improved academic and administrative functions.
- Enhanced research capabilities.
- Better work environment.

10. **Preparation of More ICT Rooms**

Observation: Insufficient Information and Communication Technology (ICT) rooms. Recommendation: Prepare more ICT rooms.

Analysis: ICT rooms are crucial for conducting modern education and training. They provide necessary digital tools and resources, supporting tech-enabled teaching and learning processes.

Benefits:
- Enhanced tech-enabled education.
- Better access to digital resources.
- Improved teaching and learning experience.

Conclusion:

Implementing these recommendations can significantly enhance the academic and administrative capabilities of Jatindra-Rajendra Mahavidyalaya. The principal and the IQAC coordinator's efforts towards these initiatives are commendable and crucial for the institution's betterment. Addressing these areas will likely lead to improved educational quality, better research opportunities, and overall institutional development.