GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH
Office of the Principal

Vill + P.O. : Rautara *P.S. : Barikul *Dist. : Bankura *Pin Code: 722135 * West Bengal * India

Ph. : +917872790264 ▪ e-mail : govtgencol.ranibandh@gmail.com ▪ Website : *ranibandhgovtcollege.org*

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT-2022-2023

REPORT COMPILED AND PREPARED BY

IQAC, G.G.D.C. RANIBANDH

1. Introduction:

The National Assessment and Accreditation Council (NAAC) has developed comprehensive tools and guidelines aimed at enhancing the quality of Higher Education Institutions (HEIs) at various levels and ensuring their sustained improvement. The establishment of an Internal Quality Assurance Cell (IQAC) and active participation in the External Quality Assurance process are integral components of this endeavor. To consistently strive for excellence, a meticulously structured system of internal and external reviews, including continuous Academy and Administrative Audits (AAA), is imperative.

About academy and administrative audit (AAA)

Academy and Administrative Audits (AAA) play a pivotal role in fostering excellence in higher education, with these concepts being intrinsically interconnected. A robust administrative foundation is deemed essential for fostering a quality-oriented academic environment.

Academic audit:

Academic audit is a methodical and scientific approach to reviewing the quality of academic processes within an institute. Its primary focus lies in quality assurance and the enhancement of academic activities within Higher Education Institutions (HEIs).

Administrative audit:

Administrative audit can be defined as the systematic evaluation of the efficiency and effectiveness of administrative procedures within an institution. This process encompasses the assessment of policies, strategies, and the functions of various administrative departments, thereby ensuring control over the overall administrative system.

Major objectives of AAA:

1. **Understanding the Existing System:**
   - Assess the strengths and weaknesses of both academic departments and administrative units.
   - Provide constructive suggestions for improvement and overcoming identified weaknesses.

2. **Identifying Bottlenecks and Opportunities:**
   - Recognize bottlenecks in the current administrative mechanism.
   - Identify opportunities for implementing academic reforms, administrative enhancements, and examination reforms.

3. **Optimal Resource Utilization:**
   - Evaluate the efficient utilization of financial and other resources within the institution.

4. **Continuous Quality Improvement:**
   - Propose methods for the continual improvement of quality, aligning with the criteria and reports outlined by NAAC and other relevant bodies.

The AAA of Government General Degree College, Ranibandh was done internally by the Audit members appointed by the college as per recommendations of the Internal Quality Assurance Cell. The members of the Audit team were as follows:

ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE			
Serial No.	Name	Designation	
1	MADHUSUDAN GARAIN	Officer-in-Charge, Government General Degree College, Ranibandh	Internal Experts
2	Dr. PARTHA PRATIM DAS CHAUDHURY	Coordinator, IQAC, Government General Degree College, Ranibandh	
3	Dr. ANIRBAN CHATTOPADHYAY	Coordinator, NAAC, Government General Degree College, Ranibandh	
4	SUSANTA BARAT	Assistant Professor, Dept. Of Education	
5	RAMKRISHNA SAHA	Assistant Professor, Dept. Of History	
6	Prof. SANAT KUMAR MAHATO	Professor, Dept of Mathematics, Sidho-Kano-Birsha University	External Expert
7	Dr. ANJALI MONDAL	Principal, Birsha Munda Memorial College, Dist-Bankura	Chairman

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COLLEGE INFORMATION SHEET

Academic and Administrative Report:

1	Name of the Institution	Government General Degree College, Ranibandh
2	Name of the Head of the Institution	Madhusudan Garain
3	Designation of the Head of the Institution	Officer-in-Charge
4 (a)	Contact Details of the College Address:	Vill+P.O.- Rautara
	City:	Ranibandh
	Pin:	722135
	Telephone:	
	Mobile:	9434559288
	Email:	govtgencol.ranibandh@gmail.com
	Website:	www.ranibandhgovtcollege.org
(b)	Contact Details of the Principal Address:	Officer-in-Charge, Government General Degree College at Ranibandh Vill+P.O.- Rautara
	City:	Ranibandh
	Pin:	722135
	Mobile:	9434559288

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(c)	Coordinator Address:	Coordinator, IQAC, Government General Degree College at Ranibandh Vill+P.O.- Rautara
	City:	Ranibandh
	Pin:	722135
	Mobile:	9681321244
	Email:	daschaudhuryp@gmail.com
5	Date of Establishment	30/10/2013
6	Date of Recognition by UGC under section 2(f)	APPLIED FOR 2(f)
7	University to which the College is affiliated	Bankura University
8	Date of Recognition by UGC under section 12(B)	Not Yet under 12(B)
9	Nature of funding	State Government
10	Faculties	Arts
		Science
11	Total number of Staffs	Teaching: 23
		Non-Teaching: 12
12	Programs offered	UG: 8
13	NAAC cycle	1st

List of Various Departments and Teachers:

Serial No	Department	Name of the Teacher	Designation
1	Bengali	SNIGDHA DE	Assistant Professor
		DR. PRIYANKA DEY	Assistant Professor
2	English	SUBENDU MONDAL	Assistant Professor
		NURUL HASAN	Assistant Professor
3	History	RAMKRISHNA SAHA	Assistant Professor
		TOTAN KUMAR DAS	Assistant Professor
4	Education	SUSANTA BARAT	Assistant Professor
		Dr. PARTHA PRATIM DAS CHAUDHURY	Assistant Professor
		SANJU DAS	Assistant Professor
5	Sanskrit	DIBBENDU ROY	Assistant Professor
		DR. MALAY POREY	Assistant Professor
		LAXMIKANTA MURMU	Assistant Professor
6	Santali	BAIDYANATH HANSDA	Assistant Professor
		SUNIL SAREN	Assistant Professor
7	Physics	KAPIL MANDAL	Assistant Professor
		MADHUSUDAN GARAIN	Assistant Professor & Officer-in-Charge
8	Mathematics	DR. PRASENJIT MONDAL	Assistant Professor
		DR. ANIRBAN CHATTOPADHYAY	Assistant Professor
		IPSITA RAJWAR	Assistant Professor

9	Chemistry	DR. AMAR HENS	Assistant Professor
		TOTAN ROY	Assistant Professor
		DR. ATANU MAHATA	Assistant Professor
		DR. PROSENJIT SAHA	Assistant Professor

List of Non-Teaching Staff:

Sl. No	Name	Designation	Department
1	IBRAHIM MOLLICK	Librarian	Library

Sl. No	Name	Designation
1	Biswajit Das	Cashier
2	Partha Sarathi Mandal	LDC
3	Saheb Chakraborty	DEO
4	Siddha Dey	DEO
5	Mandira Mandal	DEO
6	Anjan Mandal	Security Guard
7	Rajib Dutta	Security Guard
8	Apurba Mandal	Security Guard
9	Taraknath Paramanik	Security Guard
10	Manaranjan Mandal	Karmabandhu
11	Rohit Duley	Karmabandhu

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The Academic and Administrative Audit were conducted as per the following Schedule:

Academic and Administrative Audit Process and Schedule: Date: 10-02-2024

Time	Activity	
11:00 am – 11:30 am	Welcome address to the Audit Team by the Principal	Venue: Staff Room
11:40 am – 1:00 pm	Visit of Different departments by the members	1. Meeting with faculty members 2. Visit to facilities in the departments [Classrooms and Laboratories] 3. Verification of documents
1:15 pm – 2:30 pm	Visit to central facilities- 1. Library 2. IQAC 3. NSS 4. Administrative section	1. Interaction with respective Heads/ In charge 2. Verification of documents

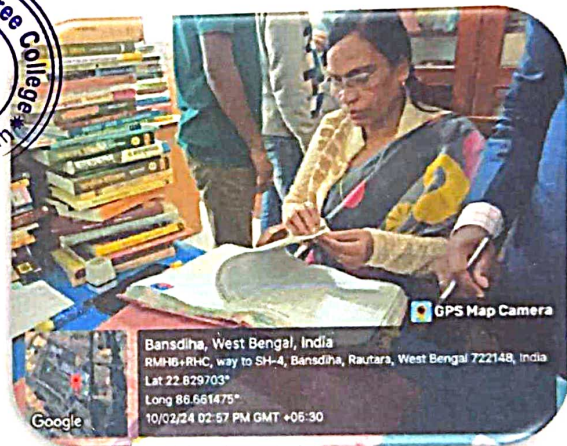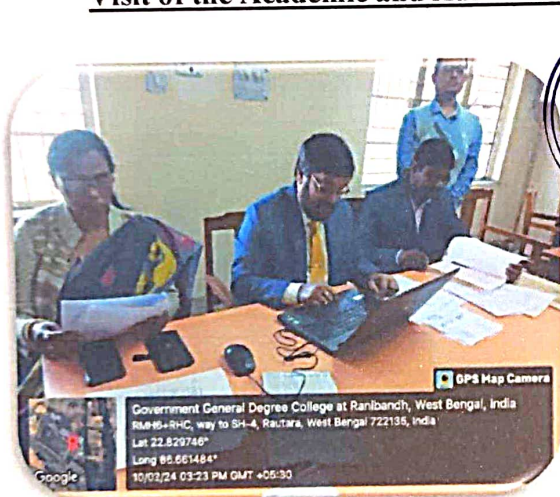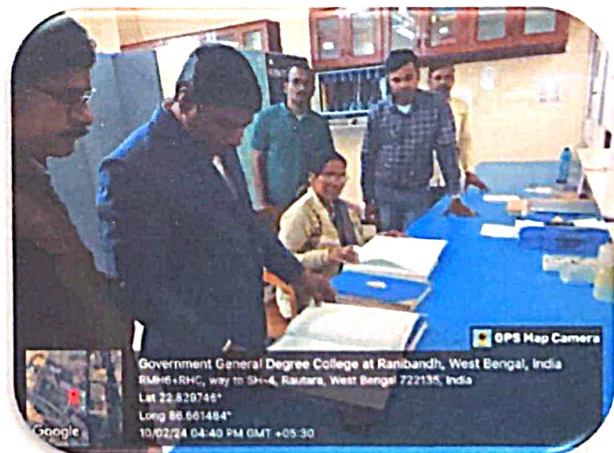| 2:45 pm – 3:15 pm	Lunch	
3:15 pm – 4:30 pm	1. Report preparation	Submission of recommendation to the College
	2. Exit meeting	Meeting with the Principal and HODs

Visit of the Academic and Administrative Audit Team (Internal and External Experts)

Preparation and Signing of Report

Visit by the team to the library
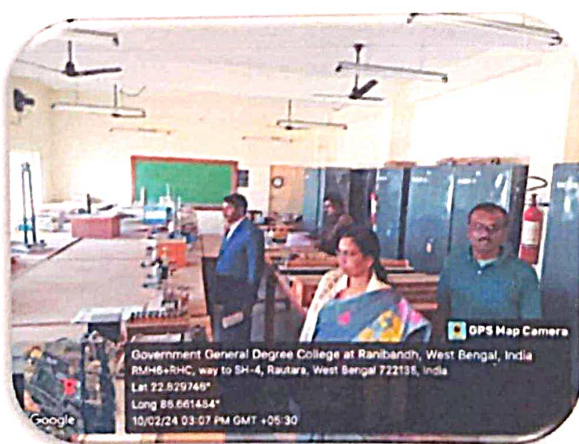
Visit to the Department of Physics

Visit to the Office, Account Section

As a part of the audit process, the IQAC has structured a proforma for the evaluation based on Criteria.

- ACADEMIC MANAGEMENT

- ACADEMIC PROCESS

- TEACHING LEARNING- EVALUATION PROCESS

- RESEARCH OUTPUT

- COMMUNITY OUTREACH/EXTENSION

- STUDENTS SUPPORT

- INFRASTRUCTURAL FACILITY

- INFORMATION AND COMMUNITY TECHNOLOGY

- CHOICE BASED CREDIT SYSTEM

- ALUMNI ASSOCIATION

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Serial No	Key Aspects	Measure
	ACADEMIC MANAGEMENT	
1	Has institution appointed a permanent principal	No
2	Is she/he Ph.D.?	NA
3	Total number of non-teaching staff	12
4	Office automation	
	a. Online Admission	Yes
	b. Other Administration Process	Yes
	c. Enrolment Process	Yes
	d. Maintenance of Records	Yes
	e. Declaration of Result	Yes
	f. Fees collection	Yes
	g. Maintenance of Accounts	Yes
5	Does the college have a website?	Yes
6	Is the college library automated?	Yes
	a. Record of Books	Yes
	b. Issue and Return of Book	Yes
7	Does the library provide open access facility to teachers?	Yes
8	Does the library provide open access facility to students?	No
9	Is there internet facility in the library?	Yes
10	Is there Anti-Ragging Cell in the College?	Yes
11	Is there an Internal Complains Committee in the College?	Yes
	ACADEMIC PRACTICES	
1	Total Permanent Staff (Teaching)	23
2	How many faculties have attended Faculty Induction Program in the last year?	07
3	Faculties who have attended Refresher Course	02
	TEACHING LEARNING EVALUATION PROCESS	
1	Number of programmes/courses offered CBCS system	08
2	Use of Teaching –Learning Tools like projector, interactive boards	Yes

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3	Are projects, assignments, field work, and seminars etc. part of the curriculum?	Yes
RESEARCH OUTPUT		
1	Number of teachers with PhD as the highest qualification	11
2	Number of teachers with M.Phil as the highest qualification	NO
3	Publication of last 3 years: Articles in referred journals, books and edited volumes	07
4	State/National seminars /workshops/conferences organized during last 1 year	03
5	International seminars /workshops/conferences organized during last 1 year	0
6	Number of faculties engaged in research	24
7	Sponsored research projects	No
	i. Completed (at least one)	No
	ii. Ongoing (at least one)	No
8	Unsponsored research projects	No
	i. Completed (at least one)	No
	ii. Ongoing (at least one)	No
COMMUNITY OUTREACH/EXTENSION		
1	Number of outreach program in the last year	03
2	NSS & UBA	02
3	NGOs/ Nature Club/ YATC/ ICC/ ALUMNI	01
STUDENTS SUPPORT		
1	Number of effective teaching days (Number of working days- Exam days)	199
2	Do you conduct study visits, field trips?	Yes
3	Are any Personality development programmes conducted?	No
4	Do you organize & document various extra-curricular activities?	Yes
5	Does your college have any Feedback Mechanisms (students, faculties)?	Yes
6	Does the College have a Mentor-Mentee system?	Yes

INFRASTRUCTURAL FACILITY

1	Campus Area	3.89 acres
2	Campus ownership	GOVERNMENT
3	Do you have a separate building for Library?	No
4	Do you have a separate reading room for teachers and students?	No
5	Number of Books	8768
6	Number of journals and periodicals	Nil
7	Laboratory	Yes
8	Security guard	Yes
9	Running water facility	Yes
10	Power backup facility	Yes
11	Separate Washroom facility for males and female students	Yes
12	Separate Washroom facility for males and female staffs	Yes
13	Parking facility	Yes
14	Adequate classrooms	Yes
15	Staff room	Yes
16	Seminar room	Yes
17	Common room for boys and girls	Yes
18	Medical facility (first aid and infirmary)	Yes
19	Gymnasium	No
20	Hostel for boys	No
21	Hostel for girls	No
22	Transportation of students	No
23	Canteen	Yes
24	Garden	Yes
25	Auditorium	No
26	Internet facility for staffs	Yes
27	Internet facility for students	Yes
28	Outdoor sports facility	Yes
29	Indoor sports facility	Yes
30	Rain water harvesting	No
31	Solid waste management	Yes
32	Green campus initiatives	Yes
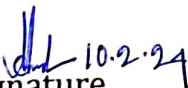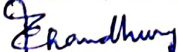
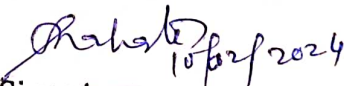| | INFORMATION AND COMMUNICATION TECHNOLGY | | |
|---|---|---|
| | **INFORMATION AND COMMUNICATION TECHNOLGY** | |
| 1 | Faculty members/ Administrative staff can operate MS-word/ Power point and Microsoft Excel? | Yes |
| 2 | Does College arrange for Training of Faculty members in the use of computers? | No |
| 3 | How many computers in working condition do you have in the college? | 18 |
| 4 | Does the college have internet facilities? | Yes |
| | **CHOICE BASED CREDIT SYSTEM** | |
| 1 | Is CBCS implemented properly? | Yes |
| | **ALUMNI ASSOCIATION** | |
| 1 | Does the college have a functional Alumni Association? | Yes |
| 2 | Does the Alumni Association conduct activities in the college? | Yes |
| 3 | Fund from Alumni Association to the college | No |

Signature 10.2.24

Chairman of AAA Committee

Principal
Birsha Munda Memorial College
Pirrah, Haludkanali, Bankura
PIN-722140, Estd-2010

Signature

IQAC, GGDC Ranibandh

Co-ordinator, IQAC
Govt. General Degree College, Ranibandh
Rautara, Bankura

Signature 10/02/2024

External Expert of AAA Committee

Dr. Sanat Kumar Mahato
Professor
Department of Mathematics
Sidho-Kanho-Birsha University
Purulia, W.B., India, PIN-723104

Signature

Officer-In-Charge GGDC, Ranibandh

Officer-in-Charge
G.G.D.C. Ranibandh
Rautara, Bankura, 722135

Audit Committee

Academic and Administrative Report for the year 2022-23

We the members of the Academic and Administrative Audit team have conducted the Academic and Administrative report for the year 2022-23 of Government General Degree College at Ranibandh on 10-02-2024

Remarks/Suggestions by the Auditors:

1) Classroom facilities are inadequate in the college but can be utilized at optimum level with class time framework.

2) The toilet facility for students and staff is adequate but needs regular maintenance 3

3) Laboratory facilities for science courses need to be upgraded.

4) Infrastructure for sports needs to be augmented.

5) The college has the necessary Committees for students and staff support.

6) The IQAC is active and needs to work on the action plans as formulated.

7) The college has undertaken many green Campus initiatives such as tree tagging, rainwater harvesting and solid-state Waste management.

8) The college is only partially disable friendly. The college needs to consider special infrastructural requirement to make it 100% disabled-friendly.

9) The mentoring system needs to be strengthened with frequent meetings.

10) Upgradation of more classrooms with ICT facilities required.

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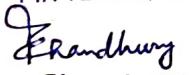**Ph. : +917872790264 ▪ e-mail : govtgencol.ranibandh@gmail.com ▪ Website : ranibandhgovtcollege.org**

11) More surveillance cameras need to be installed at high priority zones.

12) Regular maintenance of projectors, lab instruments and electrical appliances required.

10·2·24
Signature

Chairman of AAA Committee

Principal
Birsha Munda Memorial College
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Signature

IQAC, GGDC Ranibandh

Co-ordinator, IQAC
Govt. General Degree College, Ranibandh
Rautara, Bankura

10/02/2024
Signature

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Professor
Department of Mathematics
Sidho-Kanho-Birsha University
Purulia, W.B., India, PIN-723104

Signature

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G.G.D.C. Ranibandh
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