



BIRSHA MUNDA MEMORIAL COLLEGE

Affiliated to the Bankura University

AT.- PIRRAH :: P.O.- HALUDKANALI :: DIST.- BANKURA :: PIN - 722140

Mail ID : bmmcbu@gmail.com

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT-2022-2023

REPORT COMPILED AND PREPARED BY

IQAC, Birsha Munda Memorial College





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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.



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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.



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The AAA of Birsha Munda Memorial College, Pirrah, Haludkanali 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			
No.	Name	Designation	
1	DR. ANJALI MONDAL	Principal, Birsha Munda Memorial College	Internal Experts
2	BISWANATH MAHAPATRA	Co ordinator, IQAC, Birsha Munda Memorial College, Pirrah, Haludkanali	
3	MD. JABED ALI	Co ordinator, NAAC, Birsha Munda Memorial College	
4	DR. BISWAJIT PATRA	Joint NAAC Co ordinator & T.C.S. Birsha Munda Memorial College	
5	AMINA KHATUN	Assistant Professor, Dept. Of Bengali	External Expert
6	Dr. Rupa Das Gupta	Principal, Debra Thana Sahid Kshudiram Smriti Mahavidyalaya, State Mentor (NAAC).	
7	Dr. Sanat Mahata	Prof. in Mathematics (HOD), Sidhu Kanhu Birsha University, Purulia	External Expert
8	Dr. Madhusudhan Garai	Officer-In-Charge, G.G.D.C. Ranibandh	Chairman



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COLLEGE INFORMATION SHEET

Academic and Administrative Report:

1	Name of the Institution	Birsha Munda Memorial College
2	Name of the Head of the Institution	Dr. Anjali Mondal
3	Designation of the Head of the Institution	Principal
4	Contact Details of the College	
(a)	Address:	Vill. Pirrah, P.O.- Haludkanali
	City:	Raipur
	Pin:	722140
	Telephone:	
	Mobile:	9735221536
	Email:	bmmcbu@gmail.com
	Website:	www.bmmcollege.org
(b)	Contact Details of the Principal	
	Address:	Birsha Munda Memorial College
		Vill. Pirrah, P.O.- Haludkanali
	City:	Raipur
	Pin:	722140
	Mobile:	9735221536
	Email:	dr.anjalimondal@gmail.com



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(c)	Contact Details of the IQAC	Biswanath Mahapatra
	Coordinator	Coordinator, IQAC, Birsha Munda Memorial College
	Address:	
	City:	Haludkanali, Bankura
	Pin:	722140
	Mobile:	7908632047
	Email:	empathbiswanathmahapatra81@gmail.com
5	Date of Establishment	25.08.2010
6	Date of Recognition by UGC under section 2(f)	APPLIED FOR 2F
7	University to which the College is affiliated	Bankura University
8	Date of Recognition by UGC under section 12(B)	APPLIED FOR 12(B)
9	Nature of funding	Government Aided
10	Faculties	Arts
11	Total number of Staff	Teaching: 20+1 (1+6+15)
		Non-Teaching: 07
12	Programs offered	UG: 10
13	NAAC cycle	1st



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List of Various Departments and Teachers: 2022-23

Sl	Subject	Name	Designation
1	History	Dr. Anjali Mondal	Principal
2	Political Science	Kajal Biswas	Assistant Professor
		Utsab Ranjan Kar	SACT-II
3	History	Dr. Anjali Mondal	Principal
		Md. Jabed Ali	Assistant Professor
		Santosh Laha	SACT-II
		Somenath Rakshit	SACT-I
		Jayanta Mandal	SACT-II
4	Bengali	Amina Khatun	Assistant Professor
		Dr. Biswajit Patra	Assistant Professor
		Mithu Roy	SACT-II
		Pintu Das Modak	SACT-II
		Suwendu Roy	SACT-II
5	English	Biswanath Mahapatra	Assistant Professor
		Anuradha Mahata	SACT-II
6	Santali	Saroj Murmu	SACT-II
		Buddheswar Murmu	SACT-I
		Sunil Kumar Mandi	SACT-I
7	Physical Education	Dipbendu Sannigrahi	SACT-II
8	Philosophy	Paresh Garai	SACT-I
9	Education	Suman Mandal	SACT-II
10	Geography	Soroj Laha	SACT-I
11	Sanskrit	Buddhadeb Mandal	Visiting Faculty



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List of Non-Teaching Staff:

Sl	Name	Designation
1	Indrajit Mahata	Accountant
2	Pramathesh Mahata	Typist
3	Nityalal Tudu	Clerk
4	Pradyot Kr. Mandal	Peon
5	Goutam Mahata	Peon
6	Binay Mahata	Guard
7	Murali Mohan Sahish	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: 07-05-2024

Time	Activity	
12:00 – 12:30 pm	Welcome address to the Audit Team by the Principal	Venue: Staff Room
1.00 pm – 2.00 pm	Lunch	
2:30 pm – 3:40 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
3:40 pm – 4:00 pm	Visit to central facilities- 1. Library 2. IQAC 3. Administrative section	1. Interaction with respective Heads/ In charge 2. Verification of documents



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4:00 pm – 5:00 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)



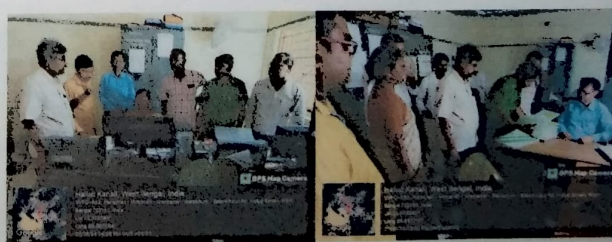
Preparation and Signing of Report



Visit by the team to the Library



Visit to the Department of Physical Education



Visit to the Office, Account Section



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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	Yes
2	Is she/he Ph.D.?	Yes
3	Total number of non-teaching staff	07 (1+6)
4	Office automation	Yes
	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?	Yes
9	Is there internet facility in the library?	Yes
10	Is there Anti-Ragging Cell in the College?	Yes
11	Is there an Internal Complaints Committee in the College?	Yes
ACADEMIC PRACTICES		
1	Total Permanent Staff (Teaching)	1+5+15
2	How many faculties have attended Faculty Induction Program in the last year?	04
3	Faculties who have attended Refresher Course	03
TEACHING LEARNING EVALUATION PROCESS		
1	Number of programmes/courses offered CBCS system	10
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 curriculum?	Yes
RESEARCH OUTPUT		
1	Number of teachers with PhD as the highest qualification	02
2	Number of teachers with M.Phil as the highest qualification	03
3	Publication of last 3 years: Articles in referred journal, books and edited volumes	Yes
4	State/National seminars /workshop /conferences organized during last 1 year	03
5	International seminars /workshop /conferences organized during last 1 year	00
6	Number of faculties engaged in research	10 (pursuing)
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	01
2	NSS & UBA	NSS
3	NGOs/ Nature Club/ YATC/ ICC/ ALUMNI	
STUDENTS SUPPORT		
1	Number of effective teaching days (Number of working days- Exam days)	
2	Do you conduct study visits, field trips?	Yes
3	Are any Personality development programmes conducted?	Yes
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



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INFRASTRUCTURAL FACILITY		
1	Campus Area	5 acre
2	Campus ownership	College, Secretary
3	Do you have a separate building for Library?	Yes
4	Do you have a separate reading room for teachers and students?	Yes
5	Number of Books	3277
6	Number of journals and periodicals	00
7	Laboratory	01
8	Security guard	01
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	Non-functional
22	Transportation of students	No
23	Canteen	Yes
24	Garden	Yes
25	Auditorium	No
26	Internet facility for staff	Yes
27	Internet facility for students	Yes
28	Outdoor sports facility	Yes
29	Indoor sports facility	Yes
30	Rain water harvesting	Yes
31	Solid waste management	Yes
32	Green campus initiatives	Yes



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INFORMATION AND COMMUNICATION TECHNOLOGY		
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?	Yes
3	How many computers in working condition do you have in the college?	10
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?	No
2	Does the Alumni Association conduct activities in the college?	No
3	Fund from Alumni Association to the college	No

M. Garain

Signature
Chairman

MADHUSUDAN GARAIN
W.B.E.S.

Officer-in-Charge
Govt. General Degree College
Ranibandh, VPO.-Rautara
Bankura-722135, (W.B.)

Rahald
07/05/2024

Signature

External Expert
Audit Committee

Dr. Sanat Kumar Mahato
Professor
Department of Mathematics
Sidho-Kanho-Birsha University
Paraha, W.B., India, PIN-722140

Biswanath
07/05/2024

Signature

IQAC Coordinator/
Audit Committee

IQAC Co-ordinator
Birsha Munda Memorial College
Pirrah, Haludkanali, Bankura
Estd-2010, PIN-722140

07.05.2024

Signature
Principal

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



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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 Birsha Munda Memorial College on 07-05-2024

Remarks/ Suggestion by the Auditors:

- 1) Boundary wall of the college is essential with most priority.
- 2) Engagement of more teaching & Non-teaching staff.
- 3) Firefighting system should be installed.
- 4) Solar system may be installed.
- 5) Computers for each department can be procured.
- 6) Classrooms facilities are inadequate in the college but can be utilized at optimum level with class time framework.
- 7) Toilet facility for students and staff is adequate but needs regular maintenance Laboratory facilities for science courses needs to be upgraded.
- 8) Infrastructures for sports need to be augmented.
- 9) The college has the necessary Committees for student and staff support.
- 10) The IQAC is active and needs to work on the action plans as formulated.
- 11) The college has undertaken many green Campus initiatives such as tree tagging, rainwater harvesting and solid state management.
- 12) The college is only partially disable friendly. The college needs to consider special infrastructural requirement to make it 100% disable friendly.



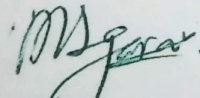
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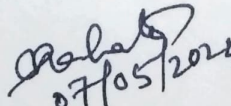
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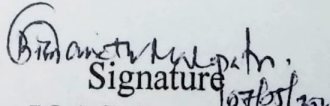
- 13) Mentoring system needs to be strengthened with frequent meetings.
- 14) Upgradation of more classrooms with ICT facilities required.
- 15) More surveillance cameras need to be installed at high priority zones.
- 16) Regular maintenance of projectors, lab instruments (Geography & Physical Education) and electrical appliances required.


Signature
Chairman

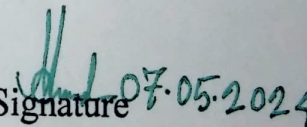
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Bankura-722135, (W.B.)


Signature
External Expert
Audit Committee

Dr. Sanat Kumar Mahato
Professor
Department of Mathematics
Siksha-Kancho-Birsha University
Parada, W.B., India, PIN-722104


Signature
IQAC Coordinator
Audit Committee

IQAC Co-ordinator
Birsha Munda Memorial College
Pirrah, Haludkanali, Bankura
Estd-2010, PIN-722140


Signature
Principal

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