

RAMKRISHNA MAHAVIDYALAYA

Accredited by NAAC with 'C' Grade

Affiliated by to Tripura University

Recognized by UGC 2f and 12(B) of UGC Act, 1956

Academic and Administrative

Audit Report

2020-21

Prepared by:
Internal Quality Assurance Cell (IQAC)

Dated: 14/09/2021

Internal Audit Committee Members:

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A. Introduction to Academic and Administrative Audit:

The main objective of an Academic and Administrative Audit (AAA) is to unearth departments and sections position in sufficient and effective quality assertion in terms of strategies, procedures, and its applicability that ensure quality input to the students and staffs and quality output from the same. Their continuous liveliness and encouragement for improvements in holistic development of the teaching-learning process along with review of optimum utilization of available resources and requirement of additional resources for quality education in the campus. The administrative wing of the establishment plays a vital role in maintaining records and documentation of students and teachers data.

An increasing widespread trend in the higher education scenario in India in recent years is the willingness and drive by institutions to introduce systems and practices in their work environment and try to establish high standards and benchmarks through their performance by keeping Institution mission and vision. The creation of IQAC in the college level helps to guide the college to inculcate to get good rank in NAAC evaluation. IQAC efforts in day to day work ethics and organizational culture of the institution are an indispensable requirement in any quality assurance scheme. IQAC promoted NAAC recommendations for promotion in quality education in the higher education institutions. The institution completed its second cycle of accreditation by NAAC and received the certificate of accreditation in 1st May 2015, securing Grade 'C' with a cumulative Grade point average of 1.89 out of 4.0 points.

B. Curriculum

The curriculum is being designed and maintained by Tripura University and Ramkrishna Mahavidyalaya follows as it is affiliated by Tripura University.

In the Academic Year 2014-15, the Tripura University has introduced CBCS System.

- There are options for students studying in Arts Stream to choose their subjects.
- In the Science and Commerce stream, students doesn't have option to choose their subjects as it is seen from the subject combination of Science and Commerce stream.
- Placement oriented courses are missing.
- The college continues teaching-learning process in online as well as offline mode.
- Soft skills and communicative skills oriented subjects are incorporated in the curriculum as compulsory paper.
- Students are learning through practical based curriculum in Science stream, Geography and Physical education subjects.
- Students are engaged in field work based report preparation in Geography subject.

C. Faculty and Student Profile

Faculty Strength	42
Qualification	M.A./ M.Sc./M.Phil./ Ph.D.
NET/ SLET Qualified	19
Total Students admitted	777
Total SC Students	172
Total ST Students	107

D. Infrastructure Facilities

- ICT enabled Conference Hall
- ICT enabled classrooms in Science stream, Commerce and few Arts stream subjects
- Few departments have LAN facilities
- Drinking water facility is adequate
- Library facility is satisfactory
- Sports ground and GYM facility is satisfactory
- Badminton court is there in the college campus
- Laboratory infrastructure is good.
- Computer Centre exists.

E. Library Books

Name of the books	Number of books
Text Books	40572
Reference Books	563

F. Summary Report of Academic Audit:

- The Teaching-Learning process is satisfactory.
- The curriculum and extra-curriculum activities are balanced in teaching-learning process to create such an environment where college provides holistic education to the students.
- Students follow safety measures in the laboratory.
- The Examination committee is responsible for conducting timely internal examination.
- The internal evaluation process is rigorous and external evaluation is maintained by Tripura University.
- The Admission process is transparent and on merit basis and equity of access is taken care of in the process.
- Career counselling engagement is satisfactory.
- Academic management is focused to achieve students' optimum output.
- The departmental record maintaining system is satisfactory.
- The various cells and sub-committees functions are satisfactory.

- IQAC provides staff empowerment programmes and students' induction and orientation programme.
- IQAC also took initiatives to collect feedback from concerned stakeholders.

G. Summary Report of Administrative Audit:

- The Academic section of the college maintained student related data properly.
- The Stipend section is rigorously engaged students' welfare related work.
- The Establishment section is keeping all records related to office and Teachers data.
- The Account section is well maintained with LOC and bills.
- The Cash section is well maintained.
- The DDO is a responsible person for Drawing and Disbursement of Non-Government Fund.
- The Receive and Despatch section is also well maintained.
- College Office stock register is not satisfactory.

H. Overall Assessment of Academic and Administrative Audit:

The Institution overall Academic and Administrative Audit were conducted in well organized and transparent manner.

- The ICT used by departments is a good sign for curriculum delivery point of view.
- Number of volumes of Texts books available in the library is satisfactory and plan to have new books in future.
- Internet connectivity is not sufficient.
- Publication and participation in Career Development schemes is satisfactory.
- Environment of the campus is friendly and cooperative.
- Various cells and committees are sitting time to time as and when required.
- The college conducts various awareness programmes, workshops and lectures.
- The NSS and NCC wing of the college is good in their regular and extension activities.
- The Alumni Association is there in the college.
- The various Administrative sections are well maintained.

I. Suggestions:

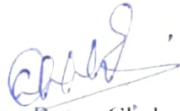
- Departmental objectives have to be maintained in one standard format.
- Students and Teachers records have to be maintained in soft format in every possible aspect though college has maintained in few aspects.
- Faculties should use ICT in more numbers and effective manner.
- Students' interaction is good in Academic and Administrative aspects but needs to be worked on this for better outcome.
- Display of placards, banners, posters and various
- Faculties put more emphasis on open air and problem solving teaching-learning process.

J. Conclusions:

- Records keeping system is satisfactory.
- Good demonstration by all during the audit
- New tree plantation in the place of dead tress is a good practice.
- Resources are limited but college staffs utilize the resources in its optimum level.

- Extra-curricular activities are good and participation of students is good.
- Good harmony among staffs.
- College is having playground, Girls' hostel.
- Friendly and cooperative campus.
- Faculties are always try to give their best through their individual teaching methods
- Faculties except academic activities, engage themselves in other administrative activities too.
- The office staffs are good in documentation.

The Academic and Administrative Audit (internal) committee of Ramkrishna Mahavidyalaya is hereby submitting this audit report to the College authority.



(Sri Arup Ratan Chakraborty)
IQAC Member, AAA
Ramkrishna Mahavidyalaya

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Ramkrishna Mahavidyalaya

The college Authority accepts the internal Academic and Administrative Audit report prepared by internal audit team with full faith.



(Dr. Pinaki Pal)
Principal i/c
Ramkrishna Mahavidyalaya
Kailashahar, Tripura (U)

Principal-In-Charge
R. K. Mahavidyalaya
Kailashahar, Unakoti, Tripura.