

R.B.D. Mahila Mahavidyalaya, Bijnor

Affiliated to M.J.P. Rohilkhand University, Bareilly



Academic & Administrative (External) Audit Report

Session 2022-2023

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EXTERNAL AUDITORS



Rana

Prof. A. K. S. Rana
Dept. of Geography
Vardhman College, Bijnor




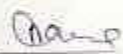
Kala

Prof. P.M.Kala
Dept. of Geography
SJ (PG) College, Najibabad
Former Registrar
NIT, Uttrakhand

External Academic and Administrative Audit
Completion Report Certificate
2022-2023

*This is to certify that Academic and Administrative Audit for the Academic year 2022-2023 has been successfully completed on February 6, 2024 for **Rani Bhagyawati Devi Mahila Mahavidyalaya, Bijnor** and detail report of the same is attached herewith.*


Prof. P.M. Kala
Dept. of Geography
SJPG College, Najibabad
(Former Registrar)
NIT, Utrakhnad


Prof. A.K.S. Rana
Dept. of Geography
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Content

Sr. No.		Page no.
1	Schedule	2
2	External Audit Method Applied	3
3	External Audit Analysis	4-20
	Criteria- I Curricular Aspects	
	Criteria-II Teaching Learning	
	Criteria-III Research Innovation	
	Criteria- IV Infrastructure and Learning Resources	
	Criteria- V Student Support & Programe.	
	Criteria- VI Governance Management	
	Criteria- VII Institutional Values Best Practice	
4	Photo Gallery	21-23

Yes

Name

R.B.D. Mahila Mahavidyalaya, Bijnor
Academic and Administrative (External) Audit (2022-2023)
Date 05 Feb. to 06 Feb. 2024
Visit Schedule

Visitors :

Prof. A.K.S. Rana, Professor, Dept. of Geography, Vardhman College, Bijnor
 Prof. P.M. Kala, Dept. of Geography, SJ (PG) College, Najibabad, Former Registrar,
 NIT, UK

Date/Day	Time	Schedule
Day I 05-02-2024	10:00 to 10:30 AM	Meeting and Interaction with Members of AAA Committee at Seminar Hall
	10:30 to 11:30 AM	Presentation by the IQAC Co-ordinator
	11:30 to 01:00 PM	Interaction with Heads of Dept.
	01:00 to 02:00 PM	Break
	02:00 to 02:45 PM	Meeting with the Co-ordinator of IQAC in IQAC Office
	02:45 to 3:30 PM	Interaction with Administrative Staff in Aided and Self-Finance office
	3:30 to 04:00 PM	Visit to Library
Day II 06-02-2024	10:00 to 11:00 AM	Interaction with Co-ordinator of Cells and Committee at Seminar Hall
	11:00 to 01:00 PM	Report Writing
	01:00 to 02:00 PM	Break
	02:00 to 03:00 PM	Submission of Report to Head of the Institution and Certification

Yes

name

Methods Applied in External Academic and Administrative Audit

The Internal Quality Assurance Cell (IQAC) executed an External Academic and Administrative Audit at Rani Bhagyawati Devi Mahila Mahavidyalay, Bijnor, spanning from the 5th to the 6th of February 2024. The overarching objective of this audit was to ensure the institute's practices align seamlessly with the academic policies outlined by esteemed bodies such as the UGC, NEP, PAR, and NAAC. The audit specifically aimed to evaluate the adequacy of internal audit findings, assessing their compliance with relevant regulations, policies, and global accreditation standards.

In the preliminary stages of audit planning, external auditors meticulously examined internal audit reports, identifying, evaluating, and prioritizing quality parameters following global accreditation standards. Subsequently, a series of detailed external audit meetings were conducted between external auditors and Heads of Departments (HODs), the IQAC coordinator, as well as Cell and Committee In-charges. A focused dialogue with the AAA Committee further enriched the audit process. The systematic application of the seven criteria outlined by the IQAC—Curricular Aspects, Teaching-Learning and Evaluation, Research, Innovation and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, and Institutional Values and Best Practices—facilitated a comprehensive analysis.

The evaluation process was grounded in criteria governing academic quality and sustainability, relying on meticulous data analysis and insights gathered from preliminary discussions with the AAA Committee. The chosen methodology was tailored to the identified risks and included physical inspections, a thorough review of pertinent documentation, and comprehensive discussions.

It is noteworthy that, in exercising our professional judgment, we affirm that sufficient and appropriate audit procedures were diligently completed. This audit process stands as a testament to the institute's commitment to maintaining academic excellence and upholding the highest standards in institutional practices.

External Audit Analysis

Criterion 1 - Curricular Aspects

The curriculum stands as a cornerstone in the sphere of education, constituting a fundamental pillar of high-quality learning experiences. The pivotal role it plays emphasises the necessity for a meticulously designed, comprehensive and relevant syllabus. Such a framework is instrumental in enhancing students' understanding and refining their skills, thereby fostering an environment conducive to optimal learning outcomes.

Strengths:

- **College Adherence to Affiliated University Prescribed Curriculum:**

The institution diligently follows the curriculum outlined by the affiliated university, ensuring adherence to established educational standards. This commitment serves as the foundational framework for academic programs, imparting a structured and recognised education to students.

- **Academic Flexibility:**

Recognizing the importance of catering to diverse learning needs, the institution emphasizes academic flexibility. The Annual Academy calendar was prepared by IQAC, specifying available dates for significant activities to ensure proper Teaching-Learning process.

This approach accommodates varied learning styles and enables students to pursue specialized interests within the broader curriculum, fostering a dynamic and inclusive educational environment.

- **Curriculum Enrichment:**

To enhance the overall learning experience, the college prioritizes curriculum enrichment. This involves incorporating contemporary developments, industry-relevant insights, and interdisciplinary perspectives into the syllabus. A way to women entrepreneurship in collaboration with Krishi Vigyan Kendra- 2 Katia Sitapur Uttar Pradesh was organised by the Department of Home Science. Such

enrichment ensures that students receive a well-rounded education that prepares them for the demands of the professional landscape.

In pursuing holistic education, the institution introduced Add-On Courses during the 2022-23 session. These courses are designed to complement the core curriculum and provide students with valuable additional skills and knowledge.

Add-On Course on Fruits and Vegetable Preservation:

- Department: Home Science
- Collaboration: Krishi Vigyan Kendra-2, Katia Sitapur, Uttar Pradesh
- Focus: Empowering women entrepreneurship through the preservation of fruits and vegetables.

Add-On Course on Critical Thinking: A Way to Political Understanding:

- Department: Political Science
- Collaboration: Team Wonderful NGO, Meerut
- Focus: Enhancing critical thinking skills as a means to deepen political understanding among students.

● **Remedial Classes for Slow Learners:**

Acknowledging the unique learning pace of individual students, the institution provides remedial classes. These classes offer targeted support to students who may require additional assistance. These classes are held both online and offline. Online remedial classes help us to connect with students who fail to attend classes due to circumstances. WhatsApp Groups like 'Online English Remedial Class' have set a high bar, ensuring that every learner has the opportunity to grasp the curriculum thoroughly and succeed academically.

● **Feedback Systems:**

Furthermore, the IQAC actively solicits and utilizes feedback mechanisms to continually refine and improve the educational experience by streamlining feedback forms.

These initiatives showcase the college's commitment to not only meeting academic standards but also fostering practical skills, promoting interdisciplinary learning, and preparing students for real-world challenges.

Weaknesses:

While the institution recognizes the importance of academic flexibility, there may be room for improvement in terms of creating more tailored and personalized learning paths for students. There may be room for evaluating the alignment of courses with the evolving needs of the job market and industry.

Recommendations:

- Streamline the online feedback system through the website.

Grade A

Signature of External Auditors

- Name
- [Signature]

Criterion 2 - Teaching - Learning and Evaluation

This criterion deals with the efforts of an institution to serve students of different backgrounds and abilities, through effective teaching-learning experiences.

Strengths:

- **Catering to Student Diversity:**

Acknowledging the diverse learning styles, abilities, and backgrounds of students, the institution implements inclusive practices. Various programs and initiatives are undertaken to create an environment that fosters equal opportunities for all. This ensures that the educational experience is enriching and supportive for students with different learning needs and preferences.

- **Teaching-Learning Process:**

The college places paramount importance on the teaching-learning process, emphasizing a well-structured and dynamic approach. The faculty employs innovative teaching methodologies like storytelling, incorporating modern tools and technologies to engage students actively in the learning process. The institution strives to create an environment that promotes critical thinking, creativity, and active participation.

- **Innovation and Creativity in Teaching and Learning:**

A commitment to fostering innovation and creativity is evident in the college's approach to teaching and learning. Regularly organized webinars, seminars, guest lectures, and skill development programs serve as platforms to infuse fresh perspectives and encourage creative thinking among both students and faculty.

- **Teacher Profile and Quality:**

The institution recognizes that the quality of education is intricately linked to the competence and commitment of its faculty. Therefore, the college places a premium on maintaining a high standard for teacher profiles, encouraging continuous professional development, and fostering a culture of excellence in teaching.

- **Evaluation Process and Reforms:**

The college adopts a comprehensive approach to evaluation, both internal and external. Class activities such as unit tests, presentations, quizzes, and assignments contribute to a fair and robust evaluation system. In alignment with a commitment to continuous improvement, the institution implements reforms by conducting remedial classes, coaching sessions, and offering add-on courses to enhance student performance.

- **Mechanism of Internal Assessment:**

The internal assessment mechanism is characterized by transparency and robustness. The college ensures a diverse range of assessment methods at regular intervals, maintaining a clear and consistent approach. This includes frequent and varied assessments such as project work, practical exams, and class participation, providing a holistic evaluation of students' progress.

- **Student Performance and Learning Outcomes:**

The college's commitment to quality education is reflected in its focus on monitoring student performance and learning outcomes. Continuous evaluation and analysis enable the institution to track the effectiveness of teaching strategies, identify areas for improvement, and ensure that students achieve the desired learning outcomes. Regular feedback mechanisms are in place to facilitate continuous enhancement in the overall educational experience.

Weaknesses:

The institution is lacking in establishing a transparent, time-bound, and efficient mechanism to address examination-related grievances. This ensures that students have a platform to voice concerns, and resolutions are implemented promptly. This commitment to fairness and efficiency contributes to a conducive learning environment.

The survey feedback highlights a perceived lack of clarity in communication channels between students and faculty, potentially impacting the overall satisfaction levels. Additionally, there is an indication that students feel the need for more interactive and engaging learning resources and methodologies.

Recommendations:

- The Department of Geography should introduce tools like maps, globes and Google Earth.
- Introduce online learning platforms.

Grade A

Signature of External Auditors

- Name
- [Signature]

Criterion 3 - Research, Innovation and Extension

It is about academic research, innovations for the betterment of the students, extended consultancy services from the side of the institution towards the students/teachers and the field of study, and extension of the institution towards the society, that is the outreach towards the society addressing various real-life problems and other organizing extra-curricular activities to improve the overall quality of the institution.

Strengths:

In pursuit of elevating the standards of research, the institution in the academic year 2022-23 prioritized resource mobilization for research endeavours. Recognizing the pivotal role of financial support and infrastructure in fostering a robust research environment, the institution actively sought and allocated resources dedicated to research initiatives. This included securing funds for cutting-edge technology to promote research

- **Innovation Ecosystem:**

Integral to fostering a culture of research is the establishment of a dynamic innovation ecosystem. The institution, in the specified academic session, strategically focused on creating an environment that encourages creativity, collaboration, and forward thinking. IQAC also motivates the faculty members to attend FDP, and other research-oriented programs to improve their skills.

- **Research Publications and Awards:**

The commitment to promoting research work culture is evidenced by the prolific output of research publications and accolades achieved by faculty members during the academic year 2022-23. Several faculty members actively engaged in disseminating their research findings by publishing in esteemed journals, including those listed in the UGC CARE and other peer-reviewed publications.

Weaknesses:

Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development. Additionally, students are lacking to present their research works.

Recommendations:

- Comparative study of social change in the society in the last ten years by the students.
- Need for Social survey, Economic survey, Educational survey, and Voting survey in the local community.

Grade B

Signature of External Auditors

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Criterion 4 - Infrastructure and Learning Resources

Buildings, classrooms, laboratories, and equipment- education infrastructure - are crucial elements of learning environments in schools and universities. There is strong evidence that high-quality infrastructure facilitates better instruction, improves student outcomes, and reduces dropout rates, among other benefits.

Strengths:

- **Physical Facilities:**

The educational institution is equipped with state-of-the-art physical facilities that cater to the diverse needs of the students and staff. The infrastructure includes 27 well-appointed classrooms, each designed to provide a conducive environment for effective learning. In addition to the classrooms, we have 8 fully equipped laboratories, fostering hands-on and experiential learning across various disciplines.

To facilitate collaborative activities and informal discussions, we have a dedicated common room where students can engage in constructive dialogue and exchange ideas. Furthermore, the seminar hall serves as a platform for hosting educational events, workshops, and seminars, enriching the academic experience for both students and faculty.

The administrative backbone of the institution is fortified with the Principal's Cabin and an efficiently organized office space. Staff rooms are strategically placed to encourage teamwork and communication among the dedicated teaching and administrative personnel. Additionally, we have a well-stocked library and a dedicated sports room, providing holistic development opportunities for the students.

- **Library as a Learning Resource:**

The library is not merely a repository of books but a dynamic learning resource. The integration of Library Automation 2.5 version software ensures efficient management and tracking of the book inventory. This sophisticated system enables us to monitor the flow of books, enhancing accessibility and streamlining the borrowing and return processes for the students and faculty.

Criterion 5 - Student Support and Progression

Student support and progression is a very important parameter in the assessment of the quality of education imparted in any academic institution - a college or a university. Student support in the broadest terms is the gamut of all activities that help in the progress of students in their studies and successful completion of their studies.

Strengths:

• **Student Support:**

The institution is committed to providing robust support systems for students through initiatives such as placements and educational tours. These efforts are designed to enhance their practical knowledge and prepare them for real-world challenges. The Education Department successfully facilitated placements for numerous students in primary schools. Additionally, the Department of English has innovatively introduced an opportunity for alumni to serve as Tutors within their department, fostering a collaborative and enriching learning environment.

• **Student Progression:**

The Learning Management System (LMS) is strategically designed to establish seamless connectivity with students, especially those who may face challenges in maintaining regular on-campus attendance. Students can access course materials, lecture notes, assignments, and additional resources at any time, enabling continuous learning outside traditional classroom hours which further enhances their progression.

• **Student Participation and Activities:**

The institution places a strong emphasis on fostering student participation in various exhibitions, encouraging them to showcase their talents at both State and National levels. The college, through the IQAC (Internal Quality Assurance Cell), ensures that students actively participate in State/National-level competitive exams. This not only gauges their academic progress but also prepares them for future challenges.

- The Department of Teacher Education conducted an ICT workshop, equipping students with essential technological skills for the modern education landscape.

Criterion 6 - Governance, Leadership and Management

Governance, Leadership, and Management collectively form the backbone of an organization, providing the framework for its overall direction, effectiveness, and sustainability. Governance entails the establishment of policies, decision-making processes, and accountability structures that guide the institution towards achieving its mission and goals.

Strengths

- **Institutional Vision and Leadership:**

The institutional vision and leadership play a pivotal role in shaping the trajectory of the college. The leadership is committed to fostering a forward-thinking environment that aligns with the institution's overarching vision. The leaders actively engage in strategic planning sessions, ensuring that every decision is in harmony with the long-term goals and aspirations of the institution.

- **Strategy Development and Deployment:**

A robust strategy is the bedrock upon which the institution builds its success. We engage in a meticulous process of strategy development, taking into consideration the ever-evolving landscape of education.

- **Faculty Empowerment Strategies:**

Recognizing the pivotal role of faculty in the educational process, we employ comprehensive empowerment strategies like organizing digital learning workshops and encouraging faculty members to enrol in refresher courses. By investing in the faculty's growth and well-being, we aim to enhance the overall quality of education imparted to the students, fostering a culture of innovation, research, and academic excellence.

- **Financial Management and Resource Mobilization:**

The institution places a premium on effective financial management and resource mobilization. Internal and external financial audits are routinely conducted to ensure transparency, accountability, and the optimal utilization of resources.

- **IQAC:**

The Internal Quality Assurance Cell (IQAC) plays a proactive role in maintaining and enhancing the quality of education in the institution. The IQAC

actively engages in continuous assessment and improvement processes. It catalyzes the implementation of best practices in teaching, learning, and administrative processes.

Weaknesses

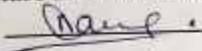

One notable weakness within the institution is the absence of regular teaching workshops and professional development programs for educators. Continuous learning is pivotal in the ever-evolving field of education, and the current dearth of structured workshops means that teachers may not have ample opportunities to enhance their pedagogical skills, integrate innovative teaching methodologies, or stay abreast of the latest educational trends.

Recommendations:

- Service books to be maintained properly.
- Index and page no. to be mentioned in every file and register and the same format for file maintenance for all departments.
- All minutes of meetings noted under register and files to be signed by the principal.
- Department demand format letters.
- NPS Record to be maintained.
- Pay slips to be provided to faculty members every month.
- Norms of Approval of self-finance faculty to follow.
- Tutor to be mentioned in files instead of Assistant Professor
- Need of index Register.
- Committee to be formed for FDR according to financial rules 2017.
- Self-finance fund to be spent according to norms.
- Format for meeting minutes for all Departments.
- Format of student's record.
- To stock registers consumer and non-consumer.

Grade A

Signature of External Auditors

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Criterion 7 - Institutional Values and Best Practices

Institutional values and best practices form the ethical and operational compass that guides the institution. Rooted in principles such as integrity, inclusivity, and a commitment to excellence, these values shape the organizational culture and define the interactions within the academic community. Embracing best practices ensures that we continually strive for efficiency, innovation, and quality in all facets of the operations, from teaching methodologies to administrative processes.

Strengths

- **Institutional Values and Social Responsibilities:**

1. Environmental Consciousness:

The institution embraces a strong commitment to environmental consciousness. We recognize the importance of sustainable practices and strive to instill an eco-friendly mindset among the students and staff. Initiatives such as the "Herbal Garden" exemplify the dedication to fostering environmental awareness and sustainable living.

2. Gender Equality:

Founded in 1971 with a vision of empowering female students from diverse social backgrounds, the institution places a high value on gender equality. We strive to create an inclusive environment that promotes equal opportunities for all, fostering a sense of empowerment and breaking down gender-based barriers.

3. Differently-abled Friendliness:

In line with the commitment to inclusivity, we prioritize creating a friendly environment for differently-abled individuals. The institution actively works towards providing accessibility and support structures that cater to the unique needs of all students, ensuring an inclusive educational experience.

4. Inclusion and Situations:

We believe in the power of inclusion and situations, recognizing the diversity of the student body. The institution aims to create an atmosphere where every

individual feels valued and represented, acknowledging the importance of cultural context and personal backgrounds in the learning process.

- **Best Practices:**

The institution, guided by the principles of best practices, continually strives for excellence and innovation.

- 1. Introduction of "Herbal Garden" and "Radio Community Station":**

In the academic session 2022-23, the institution introduced two noteworthy best practices – the "Herbal Garden" and the "Radio Community Station." These initiatives serve as platforms for students to express their skills, talents, and ideas spontaneously, fostering a dynamic and creative learning environment.

- 2. Strategic Collaborations/ MOUs:**

The institution has forged strategic collaborations through Memorandums of Understanding (MOUs) with esteemed organizations such as Government Polytechnic Changipur, Kunwar Satya Vira College of Engineering and Management, and various others.

- **Institutional Distinctiveness:**

Established in 1971, the college has a rich history and a distinct mission of empowering female students from diverse social backgrounds. We mould learners into better citizens, instilling self-confidence, perseverance, patriotism, and humanity.

- 1. Commitment to Achieving an 'A' Grade in NAAC Ranking:**

In the upcoming session, the college, led by the Internal Quality Assurance Cell (IQAC), is dedicated to working vigorously towards achieving an 'A' grade in the NAAC ranking. This commitment reflects the pursuit of excellence in all facets of academic and institutional functioning.

- 2. Implementation of NEP and Skill Development Programs:**

The institution is at the forefront of educational innovation, implementing the National Education Policy (NEP) and various skill development programs.

Photo Gallery



Sociology Dept.



Hindi Dept.



English Dept.



Urdu Dept.



Physical Education Dept.



Political Education Dept.



Drawing & Ptg. Dept.



B.Ed Dept.

Group

Yes



Home Sci. Dept.



Music Dept.



Sanskrit Dept.



B.El.Ed. Dept.



Economic & History Dept.



Geography Dept.



Commerce Dept.



Library

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IQAC



Aided Office



Self-Finance Office



Cells and Committees

CERTIFICATION



Yes

Qaam