

Akui Kamalabala Women's College

IQAC Annual Report 2022-2023

The IQAC of Akui Kamalabala Women's College is focussed on developing a system for conscious, consistent and catalytic improvement in the performance of the institution. The Internal Quality Assurance Cell (IQAC) has a significant and meaningful contribution in the functioning of this newly established institution.

FUNCTIONS OF IQAC

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for innovative teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of institutional workshops, seminars on various themes
- Documentation of the various programmes/activities leading to quality improvement
- Planning on quality-related activities, including adoption and dissemination of best practices suitable for this newly developed institution
- Development of cultural activities in the institution
- Preparation for the first cycle of NAAC as per guidelines and parameters of NAAC, to be submitted to NAAC.

The IQAC has focused on the following areas for the holistic development of the College:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research Programmes.
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures.
- Research sharing and networking with other institutions in West Bengal.

Regular Activities of the IQAC include:

- Collecting feedback from stakeholders
- All India Survey of Higher Education -AISHE (DCF II)
- Participation in National Institutional Ranking Framework (NIRF)
- Nodal Office for various Government Interfaces
- Nodal Office for All Scholarship Matters (National and State Government Sponsored)

Academic Audit (IQAC in collaboration with all the departments)

Academic Audit 2022-2023 of Akui Kamalabala Women's College, Akui, Bankura, took place on 15.03.2024. The Audit Team noted the praiseworthy performance of the College even though the college lacks sufficient number of classrooms, faculty members or inadequate number of books in the library.



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013 – Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O. – Purandarpur,

Dist. – Bankura, Pin – 722155, West Bengal

Office of the Inspector of Colleges

ACADEMIC AUDIT REPORT

Name of the College: AKUI KAMALABALA WOMEN'S COLLEGE
Academic Year under consideration: 2022 - 2023
Period of Audit: From* 03/01/2024 To** 15/03/2024
Observation on College Profile: As follows

Observation on	Good	Average	Poor
Overall Genuineness of the Data/Information provided under COLLEGE PROFILE in the Academic Audit Pro Forma	✓		
Overall Impression based on the Data/Information provided under COLLEGE PROFILE in the Academic Audit Pro Forma and the Visit	✓		

Section-wise Audit Report: As follows

Section	Overall Genuineness of the Data/Information provided in the Academic Audit Pro Forma			Overall Impression based on the Data/Information provided in the Academic Audit Pro Forma and Verification of the same through Visit		
	Good	Average	Poor	Good	Average	Poor
CURRICULAR ASPECTS	✓				✓	
RESEARCH AND CONSULTANCY	✓				✓	
EXTENSION ACTIVITIES	✓					✓
LEARNING RESOURCES	✓				✓	
STUDENT SUPPORT ACTIVITIES	✓			✓		
BASIC AMENITIES	✓				✓	

Additional remark, if any, by the Auditor:

It is found that the college is developing through cohesive team work. However, further necessary efforts require to be done in the college end for creating better impression in curricular aspect, research and consultancy, extension activities, learning resources, basic amenities.

(Auditor)

15/03/2024
Dr. Saurabh Dutta
Inspector of Colleges
Bankura University

Date of issuing the Academic Audit Pro Forma by the Auditor
Date of issuing the Academic Audit Report by the Auditor



Administrative Audit (IQAC):

Academic Audit 2022-2023 of Akui Kamalabala Women's College, Akui, Bankura, took place on 15.03.2024. The Audit Team noted the praiseworthy performance of the College even though the college lacks proper infrastructural facilities, any non-teaching staff, accountant, cashier or even sufficient number of desktops in the college.



BANKURA UNIVERSITY

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Office of the Inspector of Colleges

ADMINISTRATIVE AUDIT REPORT

Name of the College: AKUI KAMALABALA WOMEN'S COLLEGE
Academic Year under consideration: 2022 - 2023
Period of Audit: From* 02/02/2024 To** 15/03/2024
Observation on College Profile: As follows


Observation on	Good	Average	Poor
Overall Genuineness of the Data/Information provided under COLLEGE PROFILE in the Administrative Audit Pro Forma	✓		
Overall Impression based on the Data/Information provided under COLLEGE PROFILE in the Administrative Audit Pro Forma and the Visit	✓		

Section-wise Audit Report: As follows

Section	Overall Genuineness of the Data/Information provided in the Administrative Audit Pro Forma			Overall Impression based on the Data/Information provided in the Administrative Audit Pro Forma and Verification of the same through Visit		
	Good	Average	Poor	Good	Average	Poor
AUTHORITIES SECTION	✓			✓		
FINANCE SECTION	✓			✓		
DEVELOPMENT SECTION	✓				✓	
ESTABLISHMENT SECTION	✓			✓		
EXAMINATION SECTION	✓				✓	
ACADEMIC SECTION	✓			✓		

Additional remark, if any, by the Auditor:

It is found that the college is developing through cohesive team work. It is anticipated that in the years to come the performance in different sections would be much better and comprehensive.


15/03/2024
Dr. Saurabh Dutta
Inspector of Colleges
Bankura University
(Auditor)

Date of issuing the Administrative Audit Pro Forma by the Auditor
Date of issuing the Administrative Audit Report by the Auditor



Finance audit: Finance audit of 2022-2023 of Akui Kamalabala Women's College, Akui, Bankura, took place on 12.04.2024. The Audit Team noted the praiseworthy performance of the College even though the college lacks proper infrastructural facilities, any non-teaching staff, accountant, cashier or even sufficient number of desktops in the college. They appreciated the effort of the college to maintain all the finance related documents in order.



INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

In terms of the letter of appointment of the Director of Public Instruction, West Bengal, No. 1040-AC/121 dated 09.02.2024, we have audited the accompanying financial statements of Akui Kamalabala Women's College, P.O. Akui, District: Bankura, PIN - 722 201 which comprise the Balance Sheet as at 31st March, 2023, the annexed Income & Expenditure Account for the year ended on the 31st March, 2023 and the Receipts & Payments Account for the said year and also the supporting schedules and notes thereon.

Management's Responsibility for the Financial Statements

The management of the college is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance and cash flows of the college in accordance with the accounting principles generally accepted in India including the relevant accounting standards. This responsibility also includes the maintenance of adequate accounting records for safeguarding the assets of the college and for preventing and detecting the frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of internal financial control, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We have conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or



error. In making those risk assessments, the auditor considers internal control relevant to the society's preparation and fair presentation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion


In our opinion and to the best of our information and according to the explanations given to us the said accounts together with the notes thereon give a true and fair view-

- in the case of the Balance Sheet, of the state of affairs of the College as at 31st March, 2023.
- in the case of Income & Expenditure Account, of the excess of Income over Expenditure of the college for the year ended on 31st March, 2023.
- in the case of Receipts & Payments Account, of the summary of cash and bank transactions of the for the year ended on 31st March, 2023.

We further report that:

- We have sought and obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.
- In our opinion the college has maintained proper books of account so far as appears from our examination of those books.
- The Balance Sheet, the Income & Expenditure Account and the Receipts and Payments Account dealt with in this Report are in agreement with the books of account.

For Biswajit Das & Associates
Chartered Accountants
FRN: 329370E


CA Biswajit Das
Proprietor
MRN: 305505
Place : Akui
Dated: 12th day of April' 2024
UDIN : 24305505BKAGUV7514



Environment Audit:

Environment auditing is the process of identification and determination of the Institution's practices in creating awareness and practicing the environment friendly measures. The process of Environment Audit was initiated as an integral part of overall quality initiative taken by the College. Prof. Anusree Mondal was entrusted the responsibility of coordinating with the audit team and the process is currently on 21.06.2023

AQC GLOBAL LLC		FIS Issue 01 Rev 05
ISO 14001:2015		
Stage 1 Environment Audit Report		
Name of the Organization	AKUI KAMALABALA WOMEN'S COLLEGE	
Address	Vill+P.O.- Akui, Dist.- Bankura, Pin-722201	
Site Address (If any)		
No. of Employees	Teaching = 11, Non-teaching = 0, House-keeping = 0, Security = 0, Electrician = 0, Total = 11	
E-mail id	akui.college@gmail.com	
Contact Person		
Telephone/Fax	9474918607	
Scope	"Teaching, Learning and Evaluation processes relating to awarding of B.A, considering Environment friendly and Energy efficiency manner in College Green Campus"	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Exclusions	None	
Audit Team	Lead Auditor: Amalash Kr. Mandal Auditor: Technical Expert:	Audit duration Man day(s):
Start date of Audit	21.06.2023	
End Date of Audit	21.06.2023	
Brief about the organization	Embraced by lush greenery and scenic beauty, Akui Kamalabala Women's College is a treasure place for aspiring female students to leave their imprints towards success. Akui Kamalabala Women's College is a newly established undergraduate women's college. The institution is located at Akui, Indas in the district of Bankura West Bengal and is affiliated to Bankura University. The college has completed 7 years of existence in 2023. Since its beginning the institution has been catering to the needs of the stakeholders, locality and providing quality education to female students with pride and success. From the very beginning the college has been trying to provide excellent education to improve the standard of women education and pave the way of women empowerment in such remote place where most of the families are financially lagging behind. The college has been trying its best to provide quality education and proper guidance to female students in order to foster	

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		ISO 14001:2015 Stage 2 Environment Audit Report		F16 Issue 01 Rev 05
Name of the Organization		AKUI KAMALABALA WOMEN'S COLLEGE		
Address		Vill+P.O.- Akui, Dist.- Bankura, Pin-722201		
Site Address (If any)				
No. of Employees		Teaching = 11, Non-teaching = 0, House-keeping = 0, Security = 0, Electrician = 0, Total = 11		
NO. of Shift		1		
E mail id		akui.college@gmail.com		
Contact Person				
Telephone/Fax		9474918607		
Scope		"Teaching, Learning and Evaluation processes relating to awarding of B.A, considering Environment friendly and Energy efficiency manner in College Green Campus"		
Technical Area		Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility		
Exclusion		None		
Audit Team		Lead Auditor: Amalash Kumar Mandal Auditor: Technical Expert:	No of Mandays : 1	
Starting Date of Audit		12.07.2023		
End Date of Audit		12.07.2023		
Brief about the organization		Embraced by lush greenery and scenic beauty, Akui Kamalabala Women's College is a treasured place for aspiring female students to leave their imprints towards success. Akui Kamalabala Women's College is a newly established undergraduate women's college. The institution is located at Akui, Indas in the district of Bankura West Bengal and is affiliated to Bankura University. The college has completed 7 years of existence in 2023. Since its beginning the institution has been catering to the needs of the stakeholders, locally and providing quality education to female students with pride and success. From the very beginning the college has been trying to provide excellent education to improve the standard of women education and pave the way of women empowerment in such remote place where most of the families are financially lagging behind. The college has been trying its best to provide quality education and proper guidance to female students in order to foster gender equity in the locality for the greater welfare of society. Within its limited infrastructure, the college is striving to provide education with qualified teachers and dedicated staff who are rendering their service with their utmost abilities in order to achieve its objective of upholding the		

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AQC GLOBAL LLC		F16 Issue 01
ISO 14001:2015		Rev 05
Stage 2 Environmental Audit Report		

	<p>institution as an example in the locality. Our institution has been carefully designed to accommodate the needs of the female students. Libraries are moderately equipped with books. Our smart classroom is well ventilated, spacious, and equipped with modern teaching learning tools for imparting experiential learning to the students. We are obliged to equip our students with all the necessary skill sets in terms of subject knowledge, interpersonal skills, communication, and leadership skills to get placed in various sectors of society. The faculty members are helping students with their subject competency, communication skills along with career guidance and counselling. We welcome all aspirant female students to create an incredible legacy in the field of women education.</p>
Purpose of Audit	To verify the implementation of the Environmental Management System as per the Standards Requirement, verification of records for the conformity of the implementation.

CHANGE DETAIL:

Audit Duration for Stage 2	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

ATTENDANCE SHEET:

NAME OF PERSON	DESIGNATION
<i>Amalshree K. K. K.</i>	Lead Auditor
<i>P. Jambhor Puro</i>	Principal
<i>Se Nazrud Islam</i>	Assistant Professor
<i>Naradine Marly</i>	Assistant Professor
<i>Indrani Rajhi</i>	Associate Professor

Scholarship/ Fellowship Related Work

The IQAC facilitated students' scholarship from the following government and non-government sources:

- West Bengal Government
- National Scholarship Portal
- West Bengal Kanyashree Prakalpo
- West Bengal Minorities' Development & Finance Corporation (AIKYASHREE) Minority Affairs and Madrasah Education development, Govt. of west Bengal.
- Directorate of Welfare of OBCs & SCs Government of Manipur Minority Affairs and Madrasah Education development, Govt. of West Bengal.
- Swami Vivekananda Merit-Cum-Means Scholarship. (Government of West Bengal).

Cultural Programme Committee

Akui Kamalabala Women's College encourages not only a sound academic development of the students, but

AQC GLOBAL LLC		F20EN18 Issue 01 Rev 05
ISO 50001:2018		
Stage 2 Energy Audit Report		
Name of the Organization	AKUI KAMALABALA WOMEN'S COLLEGE	
Address	Vill+P.O.- Akui, Dist.- Bankura, Pin-722201	
Site Address (If any)		
No. of Employees	Teaching ~ 11, Non-teaching = 0, House-keeping ~0, Security ~0, Electrician~0, Total ~ 11	
No. of Shift	1	
E mail id	akw.college@gmail.com	
Contact Person		
Telephone/Fax	9474918607	
Scope	"Teaching, Learning and Evaluation processes relating to awarding of B.A. considering Environment friendly and Energy efficiency manner in College Green Campus"	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Audit Team	Lead Auditor: Amalesh Kumar Mandal	No of Mandays: 1
Starting date of Audit	12.07.2023	
End date of Audit	12.07.2023	
Brief about the organization	Embraced by lush greenery and scenic beauty, Akui Kamalabala Women's College is a treasured place for aspiring female students to leave their imprints towards success. Akui Kamalabala Women's College is a newly established undergraduate women's college. The institution is located at Akui, Indas in the district of Bankura West Bengal and is affiliated to Bankura University. The college has completed 7 years of existence in 2023. Since its beginning the institution has been catering to the needs of the stakeholders, locality and providing quality education to female students with pride and success. From the very beginning the college has been trying to provide excellent education to improve the standard of women education and pave the way of women empowerment in such remote place where most of the families are financially lagging behind. The college has been trying its best to provide quality education and proper guidance to female students in order to foster gender equity in the locality for the greater welfare of society. Within its limited infrastructure, the college is striving to provide education with qualified teachers and dedicated staff who are rendering their service with their utmost abilities in order to achieve its objective of upholding the institution as an example in the locality. Our institution has been carefully designed to accommodate the needs of the female students. Libraries are moderately equipped with books. Our smart classroom is well ventilated, spacious, and equipped with modern teaching learning	

AQC GLOBAL LLC		F20EN18 Issue 01 Rev 05
ISO 50001:2018		
Stage 2 Energy Audit Report		
Purpose of Audit	tools for imparting experiential learning to the students. We are obliged to equip our students with all the necessary skill sets in terms of subject knowledge, interpersonal skills, communication, and leadership skills to get placed in various sectors of society. The faculty members are helping students with their subject competency, communication skills along with career guidance and counselling. We welcome all aspirant female students to create an incredible legacy in the field of women education.	
Purpose of Audit	To verify the implementation of the Energy Management System as per the ISO 50001:2018 Standards Requirement, verification of records for the conformity of the implementation.	
CHANGE DETAIL:		
Audit Duration for Stage 2		
Are quoted man-days adequate?	Yes	
Any change in employee detail?	None	
Any Change in Scope?	None	
Any additional Information:	None	
ATTENDANCE SHEET:		
NAME OF PERSON	DESIGNATION	
Amalesh Kumar Mandal	Lead Auditor	
Pitambar Pan	Principal	
Sr. Nazrul Islam	Assistant Professor	
Nasirunnisa Masif	Assistant Professor	
Indrani Roy	Associate Professor	

also stresses on the co-curricular activities to ensure a holistic development of the student's personality and help in preparing young women for future. In this regard, the College organizes a number of events – Academic and Co-curricular, throughout the year.

Overall College Events:

- Observation of various days like Foundation Day, Independence Day, Republic Day and others
- Events organised by individual departments like Freshers Welcome, Farewell etc
- Events organized by college like Annual Sports Day, Basanta Utsav (Spring Festival)

Preparations for accreditation by NAAC:

Preparations for the forthcoming accreditation due in early 2024 began from August 2022.

Meetings of IQAC:

The first meeting of the IQAC on accreditation by NAAC was held on 10.09.2022, chaired by Principal. Members of IQAC attended the meeting. These were the following agenda

1. Distribution of the works for NAAC assessment among the faculty members
2. Follow-up of the tasks accomplished after the seminar on the fundamentals of NAAC
3. Discussion on the application of students addressing the problems of Spoken English course
4. Consideration of the application of Snehalata Panja (student of English (H) Sem-III).
5. Discussion on the application of Bengali 5th semester Programme students

This was followed by the second meeting on 20.12.2022. It was a brain-storming session, discussing:

1. Approval of the minutes of previous meeting
2. Discussion regarding the progress of tasks regarding NAAC
3. Discussion regarding introducing Karate as a certificate course
4. Planning of sports & cultural events to be organized under the supervision of Sports and Cultural Committee
5. Review of Mentor-mentee meeting discussions
6. Any other item with the permission of Chairperson

The agenda of the next meeting of 24.1.2023 are as follows:

1. Confirmation of the proceedings of the last meeting.
2. Discussion regarding the progress of work related to NAAC.
3. Discussion regarding the co-curricular activities of the students
4. Discussion regarding the students' feedback.
5. Discussion regarding maintenance of library records.

The fourth meeting held on 17.5.2023 was based on these agenda:

1. Discussion regarding Internal Assessment.
2. Discussion regarding ICT based classes.
3. Discussion regarding conduction of seminar.
4. Discussion regarding preparation of Code of Conduct.
5. Discussion regarding Career Counseling Programme.

Based on the resolutions the actions were taken accordingly, the resolutions of which are uploaded on college website:

The link of the website is as follows:

https://www.akuiwomenscollege.org/minutes_of_iqac.php

Principal along with IQAC also initiated preparations for the implementation of the New Education Policy (NEP) in the meeting with the staff members.

Programs in collaboration with the IQAC

- Akui Kamalabala Women's College in collaboration with Internal Quality Assurance Cell (IQAC) organized a One-Day Career Counselling Seminar on "Introduction to Campus to Corporate in 2022" on 30.11.2022

- Akui Kamalabala Women's College in collaboration with Internal Quality Assurance Cell (IQAC) organized a One-Day Seminar on "Fundamentals of NAAC: An Introduction" on 23.07.2022
- Akui Kamalabala Women's College in collaboration with Internal Quality Assurance Cell (IQAC) organized a One-Day Workshop on "How to conduct NAAC (New Format) in Rural-belt colleges" on 03.05.2023
- Akui Kamalabala Women's College in collaboration with Internal Quality Assurance Cell (IQAC) organized a One-Day State Level Seminar on "Women in Bengali Literature and Culture" on 17.06.2023