



INSTITUTE FOR EDUCATION

Recognized by NCTE, Bhubaneswar under Kolhan University,
Chaibasa, Jharkhand

Vill.: Bijay, P.O.: Sini, District: Seraikella-Kharswan, Jharkhand – 833220

The Institution Maintains Transparency in Its Financial, Academic, Administrative and Other Functions

Institute of Education, Seraikella, Jharkhand is very transparent in its financial, academic, administrative, and other activities. As this is a teacher education college, everything is very transparent. From time to time the college displays different types of information on its website and notice board. Almost everything is posted on the website, e.g. Organogram, IQAC, PLO, CLO, cultural events, MoUs with various institutions, updates for staff and students. The Institute also conduct reviews from time to time.

Academic Transparency

IFE Seraikella, Jharkhand follow all the guidelines given by NCTE and Kolhan University. Admissions are given based on the entrance test conducted by the JCECEB, Government. of Jharkhand. candidates who have successfully clear the common entrance test get admission in the B.Ed. Course. Management and Faculty details are provided on the website. The calendar is being prepared for the academic year. The exams are held in accordance with the university circulars. The Mid-Semester exam is held before the End Semester Exam of each semester. After the evaluation, the internal grades are shared with the students, displayed on the Notice-Board. Kolhan University conducts the final semester examination with strict discipline in terms of rules. The annual plans of each subject, PLO and CLO, examination schedules, e-library and events are displayed on the College website and LMS.

Financial audits:

The organization of the IFE, Seraikella, together with accountants and auditors discuss the income and expenses of the year and prepare a budget based on the activities and needs of the Institution. The auditor and accountant prepare a final budget and presentation accordingly. After the discussion, they send an approved copy of the budget to the governing body. Auditors periodically visit the Institute and inspect it. Payments are made by cheque/NEFT. After the final approval and certification of the external auditor, the balance is formed. Financial Audit is carried out regularly.

Transparency in the library:

Records are kept of the regular issue and return of books. The library is fully automated.

Administrative transparency:

The college displayed all IQAC meetings and committee minutes on its website. There are regular faculty meetings and suggestions and decisions are made. Vacancies are published in newspapers. Communications regarding academics are published on the College notice board, websites, email and WhatsApp.



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Internal And External Financial Audit Report

For the Institute for Education vill-bijay P.O-Sini/ Narayanpur, P.S-Saraikella-Kharsawan, a private self-financing Trust Management college, regular financial audits have been conducted by a Chartered Accountant over the five years from FY-2019-20 to FY-2023-24. These audits were also submitted to the Registrar Office of Cooperative Societies, Govt. of Jharkhand, Ranchi, for review.

Internal Financial Audit:

Internal Financial Audits process typically involves the following steps:

1. Planning:

- The internal audit team develops an audit plan, the scope, objectives, and timeline of the audit are defined.

2. Fieldwork:

- The auditors collect and analyze financial data, examine records, and interview staff to understand the financial processes.

3. Reporting:

- The internal auditors draft a report detailing their findings, including any discrepancies, weaknesses, or areas for improvement.

4. Follow-up:

- The internal audit team monitors the implementation of the recommended changes to ensure that issues are addressed.
- Follow-up audits may be conducted to assess the effectiveness of corrective actions.

External Financial Audit:

The process of external financial audit generally includes:

1. Engagement:

- The organization hires an external auditing firm to perform the audit, and the scope, objectives, and timing are agreed upon.

2. Planning and Risk Assessment:

- The external auditors develop an audit plan based on an assessment of financial risks.

3. Fieldwork:

- The external auditors review financial records, accounting practices, and transactions.
- They verify the accuracy of financial statements, ensuring they present a true and fair view of the organization's financial position.

4. Reporting:

- Upon completion, the external auditors issue an audit report that includes their opinion on whether the financial statements comply with the relevant accounting standards and provide a true and fair view.

5. Follow-up:

- The audit report is typically submitted to relevant regulatory bodies, such as the Registrar Office of Cooperative Societies, Govt. of Jharkhand, in the case of the institute.

Mechanism for Setting Audit Objections:

The mechanism for setting audit objections typically includes:

1. Identification:

- During the audit, if an issue is identified, the auditor raises an objection, detailing the nature of the discrepancy or non-compliance.

2. Documentation:

- The audit objection is documented in the audit report, specifying the relevant financial records, transactions, or processes involved.

- The reasons for the objection, along with supporting evidence, are clearly outlined.

3. Communication:

- The audit objection is communicated to the management of the organization for their review and response.

4. Resolution:

- The organization must address the audit objections, either by correcting the errors, improving controls, or providing a valid explanation.

5. Follow-up:

- The audit team may conduct follow-up reviews to ensure that the audit objections have been properly addressed.

During this period, no audit objections were raised, indicating that the institute's financial records and processes were found to comply with applicable standards and regulations. This clean audit record reflects strong internal controls, effective financial management, and adherence to legal and regulatory requirements by the institute.

INSTITUTE FOR EDUCATION

BIJAY, SERAIKELLA, SERAIKELLA-KHARSAWAN

Recognized by the NCTE as College with Potential for Excellence



Academic Audit Report

2022-2023

This Academic & Administrative Audit is done by Dr. Tripura Jha

**Academic Audit Report of INSTITUTE FOR EDUCATION
held on Monday, 13th July 2022 using the NAAC Parameters**

An academic Audit was conducted based on the criterion of the NAAC covering all academic activities of the College. The observations made by the team are mentioned below.

OSRG	- Academic Audit Report - Criteria wise
21 Curricular Aspects:	
21.1 Curricular Planning and Implementation:	<p>CURRICULUM AND SYLLABUS Syllabus is prepared by the Kolhan University and according to that our college conduct the teaching-Learning Process.</p> <p>Inputs to students are through: Lectures Chalk & Talk Power Point Presentation Case Study Role Play, simulation, Seminars, Workshops, etc.</p> <p>COURSES OFFERED:</p> <ol style="list-style-type: none"> 1. B.Ed. 2. Certificate Courses <p>The features of the Programmes are:</p> <ol style="list-style-type: none"> a. Certificate Courses like Yoga and Diploma courses from JSOU and Sikkim Manipal University are incorporated in syllabus. b. Workshops and Seminars by certified Professionals.
	<ol style="list-style-type: none"> c. Reference material by learning partners d. Continuous student orientation program e. Train the Trainer Program f. School Academia Interface g. Field visits h. International platform for idea exchange i. Tie up with School bodies

2.1.1 Curricular Design and Development	<ol style="list-style-type: none"> 1. Process - Inputs are taken from Schools. 2. VAC - Value Added Courses made compulsory and scheduled within college hours. 3. School internships 4. Skill based papers introduced - Tally, Excel, SAP. 5. Subject coordinators identify the school needs while preparing lesson plans. 6. Shared teaching of one subject by 2 faculty
2.1.2 Academic Flexibility:	<ol style="list-style-type: none"> 1. Faculty flexibility in handling number of subjects and participating in add on, value added courses and extracurricular activities 2. Flexibility of choice of Elective and Optional courses. 3. Faculty has full freedom to plan and execute these outreach Programmes
2.1.3 Curriculum Enrichment:	<ol style="list-style-type: none"> 1. Learning management system introduced and used - Google, and Moodle and online with 24X7 services made available to students. 2. Online interaction through online terminal used effectively. 3. Corporate internship - planned for 20 weeks 4. Bridge courses organized <ol style="list-style-type: none"> a. before regular classes b. Mentoring done. c. Leadership skills development programme planned through different activities. d. Extended Outreach programme - 60 hrs., over 3 years in the form of: <ol style="list-style-type: none"> a.) Social internship.
	<ol style="list-style-type: none"> b) Eco clubs <ol style="list-style-type: none"> e. Skill development: f. Skill mapping and evaluation 5. Incorporation of changes in school - to bridge the gap between faculty development Programmes both in-house and external (with leave) are conducted. 6. SAP training introduced

2.1.4 Feedback System:	<ol style="list-style-type: none"> 1. Screening of deficiency of students <ol style="list-style-type: none"> a. Feedback through LMS b. Class mentoring – on going process. 2. Design of programme: <ol style="list-style-type: none"> a. Prior survey of school sector regarding their requirement is conducted b. Feedback from placement is obtained. c. Feedback from alumni is obtained. 3. Additional skill development: <ol style="list-style-type: none"> a. SAP b. Vocational skills. c. Marketing based skills. 4. Joint research by faculty and students: not done. 5. Inter-disciplinary courses are offered– in the form of open elective. 6. Skill training without field exposure attempted.
2.2 Teaching-Learning & Evaluation:	
2.2.2 Catering to Student Diversity:	<ol style="list-style-type: none"> 1. Orientation Program conducted 2. Bridge course & Remedial classes 3. Internships & Placements provided 4. Mentoring & Counselling 5. Recognizing achievements 6. Scholarships provided 7. Guidance & Support for professional exams provided 8. Encourages students who take up competitive exams 9. Enterprise Resource Planning (ERP) implemented 10. Parent Teachers Association meetings held 11. On Job Training provided 12. Corporate – 20 weeks internship.
2.2.3 Teaching-Learning Process:	<ol style="list-style-type: none"> 1. Process adopted; lectures, case studies, class room participation, assignments, debates among teams on subjects, changes in environment – technological (e- source of information and knowledge), Student presentations. <p>BEST PRACTICES:</p> <ol style="list-style-type: none"> a. Course material – given to students for “self-study” in advance and discussed in the class. This is a time saving method for faculty. b. Demands of future employers are kept in mind while drawing the curriculum. c. Participatory learning methods employed d. Practices shared teaching methods

2.2.4 Teacher Quality:

1. Subject knowledge of the teacher is sound as per the opinion of the students.
2. Faculty are engaged in research and to publish papers and books.
3. Faculty evaluation is done periodically by the stake holders.
4. Student psychology based on the student SWOT is conducted during admission.
5. Monitoring of discipline and classroom participation of students.
6. Student-wise data of learning – visual, auditory.
7. Use of computerized presentations.
8. Faculty feedback taken every semester.
9. Effective utilization of staff.
 - a. Benefit of research / book writing- incentives, non-monetary recognition.
11. Infrastructure - adequate classrooms and other facilities.
 - a. I-net speed, 24X7 availability,
 - b. Wi-fi 24X7 availability

<p>2.2.5 Evaluation Process and Reforms:</p>	<p>Evaluation process.</p> <ul style="list-style-type: none"> a) Class room interactions b) Tests and exams c) Assignments and presentations <p>Internal assessment</p> <ul style="list-style-type: none"> a. 20 marks through mid-term test b. 10 marks through internal assessment conducted by the subject teacher. c. Industry institution interaction - done by placement and not by department head. d. Competitive exams: <p>Internal assessment:</p> <ul style="list-style-type: none"> a. CIA - mid-term 20 + innovative skills 10 + End Semester Examination (ESE)- 70 = 100. b. Minimum 2 assignments in each paper of each semester. c. Examiners: 60% external + 40% internal. d. Source of external examiners - past database, contacts with minimum 5 years teaching experience. e. QP design pattern: Easy 30%, Moderate 40% challenging - 30%. f. Application oriented QPs. Subject + skill + application.
<p>2.2.6 Student Performance and Learning Outcomes:</p>	<p>Student oriented initiatives are:</p> <ul style="list-style-type: none"> a) Students seminars and workshops b) Orientation c) Mentoring and counselling by full time faculty d) Certificate courses. e) Recognize achievements - scholarships from state. <p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> a) Expectations met by the institution b) Academics - excellent c) Flexibility offered.

	<ul style="list-style-type: none"> d) We come prepared – 30% we need to study, subject to numerical or theory subject. e) Challenging assignments f) Good admission policy g) Fee structure – no grievance h) Infrastructure – Wi-fi and transportation i) Library timings – no concerns were raised j) Certificate, Add-on courses – adequate
Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • PLANNED FOR 1. One journals. 2. Faculty Research: guiding them to choose the subject, conducting and reporting process. 3. Research Initiatives <ul style="list-style-type: none"> a. For faculty – <ul style="list-style-type: none"> i. leave for PhD, ii. book writing iii. Journal publication
a) Research Facilities:	<ul style="list-style-type: none"> • Institute has a well-planned library and internet facility to cater to the needs of research. • Adequate facility for research scholars • Online journal/E-content available • Extended library timings

b) Research Publications and Awards:	Publications of IFE a) Peer- Review Journal b) Seminar Compendiums
a) Consultancy:	Not explored
b) Extension Activities and Institutional Social responsibility:	<ol style="list-style-type: none"> 1. Leadership is encouraged among students by outreach Programmes to inculcate: <ol style="list-style-type: none"> a. Social concern b. Character building c. Enhancing inherent talents d. Participation is mandatory -
c) Collaborations	<ol style="list-style-type: none"> 1. Collaboration with – JSOU, SIKKIM MANIPAL UNIVERSITY 2. Interactive academic partners – 3. Encouragement to faculty members to take-up more funding projects 4. SAP training introduced
2.4. Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	Institute has a well-designed environment friendly class rooms and conference rooms. There is ample facility for indoor and outdoor games.
2.4.2 Library as a Learning Resource:	Has library with latest editions of volumes of books
2.4.3 IT Infrastructure	Wi-Fi campus, provides free access to faculty and students.
2.4.4 Maintenance of Campus Facilities:	Hygienically maintained campus.
2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	COUNCELLING:

	<ol style="list-style-type: none"> 1. Identification of slow learning students 2. Remedial measures taken, suggests remedies for non-performers. <ol style="list-style-type: none"> a. Observation b. Questionnaire c. Work on weaknesses 3. PTA - parent teacher association
2.5.2 Student Progression:	<ol style="list-style-type: none"> 1. NSS for students 2. Participation in the different Academic and NSS programme
2.5.3 Student Participation and Activities:	<p>The sports department of the college has always provided ample opportunities for students to participate in sports and games that are physically wholesome, mentally stimulating and socially sound.</p> <p>Indoor games area - Gym, Carom - and others.</p> <p>Outdoor Games -cricket.</p> <p>STUDENT SUPPORT</p> <ul style="list-style-type: none"> • Breakfast & Snacks • Awards <p>Social and cultural activities organized are:</p> <ol style="list-style-type: none"> 1. Adoption of local villages 2. Leadership & Rural Camps 3. Seminars, lectures, workshops on social issues 4. Blood donation camps 5. Cleanliness drives, awareness campaigns & recycling projects 6. Reaching out to communities in distress and at times of emergencies (Mask distribution during Corona period).

	<ul style="list-style-type: none"> a. Rural Exposure Camps conducted b. Blood Donation Camps conducted <p>8. Cultural & Language Associations</p> <ul style="list-style-type: none"> a. Cultural cell b. Minority Cell c. Hindi Parishad d. Association for Literature, Music & Arts e. Women's Cell
<p>2.6. Governance, Leadership and Management:</p>	
<p>2.6.1 Institutional Vision and Leadership:</p>	<ul style="list-style-type: none"> 1. Vision statement is clear and noble <ul style="list-style-type: none"> • To achieve academic excellence with social concern • Institute supports students from marginalized and poor segments of society 2. Investment on faculty: <ul style="list-style-type: none"> a) Conduct Seminar in line with the demand b) Faculty hiring policy is strictly followed- based on the UGC and NCTE guidelines. c) Fresh faculty have to face interview and the observers submit a confidential report to Principal. d) Principal makes the decision based on qualification, experience and remuneration. e) Faculty motivation policy: encourage for higher studies

	<p>and 50% salary given. For M.Phil., 30% of fee is reimbursed.</p> <p>f) Deputation to national seminars, workshops by universities and educational institutions encouraged</p> <p>g) Faculty attrition is minimal</p>
2.6.2 Strategy Development and Deployment	<p>Admission policy: Inclusivity promotion</p> <ol style="list-style-type: none"> i. Admission Committee approved by the State looks into the admission policy. ii. General merit & OBC - 50% marks in the qualified examination. iii. SC/ST -45 % <p>New courses and add-ons:</p> <ul style="list-style-type: none"> • Short-Term Courses • SAP • Certificate courses. <p>PLACEMENT:</p> <ul style="list-style-type: none"> • Full-time placement officer - full time faculty given additional responsibility.
<p>2.6.3 Faculty Empowerment Strategies:</p> <ul style="list-style-type: none"> - Faculty development initiatives - Support staff development initiatives - Student development initiatives 	<p>Faculty empowerment:</p> <ol style="list-style-type: none"> a) Full autonomy to HODs. b) Right faculty choice - from external sources with remuneration flexibility. c) Faculty encouraged to attend external Programmes d) HODs prepare budget - academic expenses pertaining to their departments. e) School based institute interface Programmes were organized. f) Moulding students to corporate values, responsible citizens and attitude development Programmes. g) E-Kalyan Scholarships by state.

2.6.4 Financial Management and Resource	1. Finance Committee looks into the financial management
2.6.5 Internal Quality Assurance System:	<p>Monitoring system: Have a structured system to monitor outcome of courses, value added courses.</p> <ul style="list-style-type: none"> • IQAC is proactive in innovating curriculum on a regular basis. • Faculty performance is evaluated effectively • Student performance is evaluated effectively • Collaboration with National colleges, foreign institutions and schools. • Remedial classes for students based on internal examination.
Section III: OVERALL ANALYSIS: Observations	
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • Sound and value-based Management, • Efficient Administration, • reasonably good infrastructure, • Committed Faculty,
	<ul style="list-style-type: none"> • Industry based contemporary Curriculum, • Undivided focus as it is an exclusive B.Ed. College • Good quality of students • Automation • High degree of community intervention. • Skill based education introduced – SAP, Short-term courses. • Collaboration with – JSOU, and Sikkim Manipal University.

3.2 Institutional Weakness	<ul style="list-style-type: none"> • Limitation – for inter-disciplinary course • Skill training without field exposure has little value.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • To become a Autonomous College. • Faculty and student exchange
	<ul style="list-style-type: none"> • New Programmes, choice of electives. • School based interface cell. • Collaboration with foreign universities for offering joint Programmes. • Enhance research activities.
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • Multilingualism • Rural setting creating problem for availability of facilities. • Lack of proper railway route

Recommendations for Quality Enhancement of the Institution:

1. Investment in land for future expansion since the Autonomous College status requires minimum 25 acres
2. Research –
 - Research Centre: Create a corpus fund to support research activity.
 - Encourage faculty to take up more of funded projects.
 - Create on-line research repository for IFE.
 - Introduction of Research projects at UG level
- 3 Placement:
 - Dedicated placement cell with a professional heading the cell.
 - To Create a student progression diary to include:
 - Student transformational index

- Student competency mapping.
- 4 All the activities planned by various departments, under various criteria are to be measured and quantified.
 5. Library -to become digital and increase the seating capacity
 6. Seeking collaboration with Institutional funding agencies for projects.
 7. Benefits for research and book writing to be relooked by the faculty
 8. More and more skill components to be added in the Curriculum

ACADEMIC & ADMINISTRATIVE AUDIT

2023-25

Action Taken Report

Introduction

The institution conducted an Academic and Administrative Audit in 2023-2025 covering academic, administrative and student centric activities of the College. Below mentioned actions were executed for quality enhancement of the Institution

Sl. No.	Suggestions	Action Taken
1.	Encourage faculty to take up more funded projects.	Management sponsored projects undertaken by faculty increased as a result of continuous orientation and support. Research Policy created.
2	Student competency mapping for student's progression.	The Placement cell and the Under-Graduation Departments organize student competency mapping sessions to identify the capability and interest levels of individual students.
3	Collaboration with other Educational Bodies	The college has promoted collaboration with many Schools and College Bodies like National and International institutes.
4	Research and book writing to be relooked by the faculty	Faculty orientation and support provided for undertaking more research including book writing.
5	Linking IFE Research Centre with others	Exploring the possibilities of collaboration with some reputed research institutions.

6	More skill components to be added in the Curriculum	Compulsory skill-based papers incorporated in the Curriculum.
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On the basis of the suggestions given by the Academic and Administrative Audit Team.

Conclusion

Thus, required action has been taken on the basis of the suggestions given by the AAA team for quality enhancement of the institution.

The Academic & Administrative Audit is done by Dr. Tripura Jha

Sweety Sinha

PRINCIPAL

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