

# NEW ALIPORE COLLEGE

BLOCK L, NEW ALIPORE

KOLKATA:53

## SESSION FOR ADMINISTRATIVE AUDIT: 2021-2022

### AUDIT TEAM:


1. Dr. Ramkrishna Prasad Chakraborty  
**Principal**, K.K.Das College
2. Dr. Subrata Chatterjee  
**Principal**, Sree Chaitanya Mahavidyalaya
3. Dr. Ajanta Paul  
Principal, Women's Christian College  
**C.U. Nominee**, Governing Body, New Alipore College
4. Dr. Jaydeep Sarangi  
**Principal**, New Alipore College
5. Dr. Dhruvajyoti Banerjee  
IQAC Co-ordinator, New Alipore College
6. Sri. Gobindalal Mandal, **Internal GB member**  
New Alipore College

In our professional judgement, sufficient and appropriate audit procedures were completed, and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

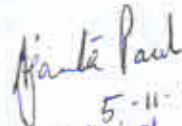
The following criteria were used to review the infrastructural facilities of the college:

  
05.11.22

Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Pratidin, 24 Pgs. (3)

  
05.11.22

Principal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli  
Garia, Kol-700084

  
5-11-22  
Principal

Women's Christian College  
Kolkata - 700 026

  
05.11.22  
Principal  
New Alipore College  
Block-L, New Alipore  
Kolkata - 700 053

Facility	Quality/ Service			
	Excellent	Good	Average	Below Average
Office Space		✓		
Area of Library				
Do you have separate reading area for student & Staff?	✓			
Laboratories		✓		
Security		✓		
Water facility	✓			
Power Backup facility	✓			
Washroom facility (for Male)	✓			
Washroom facility (for Female)	✓			
Washroom facility (for Staff)	✓			
Common room (Boys)	✓			
Common room (Girls)		✓		
Medical Centre facility		✓		
CCTV Surveillance	✓			
Stock register		✓		
Canteen		✓		
Gardens	✓			
Sports Facility	✓			
AMC report of Computer, AC, etc		✓		
Air quality friendliness		✓		
Function of Women's cell	✓			
Maintenance of leave records		✓		
Service books for staff		✓		
Internal management schemes		✓		
Students' services	✓			
Facilities for Physically challenged students/staff			✓	
Seminars on value education		✓		
Seminar /webinar on empowerment	✓			

05/11/22

Principal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patu  
Garia, Kol-700084

Principal  
New Alipore College  
Block-L, New Alipore  
Kolkata - 700 053

Principal  
5/11/22  
Women's Christian College  
Kolkata - 700 026

Principal  
Sree Chaitanya Mahavidyalaya  
Taha-Prafula-1988, 24 Pgs-04

**Some Important Areas:**

- |  |     |
|--|-----|
| 1. How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Teaching? | ALL |
| 2. Did your College arrange for Training of Faculty?   | Yes |
| 3. How many Computers do you have in the College?  | 140 |
| 4. Does the College have good Internet/wifi facilities?  | Yes |
| 5. Whether your Faculty members undergone training organised by the college?                     | Yes |

**Basic administrative information:**

- |  |                    |
|--|--------------------|
| 1. Mission and Vision of the college   | Well displayed     |
| 2. Governing Body Meetings :   | Regular            |
| 3. IQAC meetings:  | Regular            |
| 4. Finance committee Meetings:   | Regular            |
| 5. Purchase Committee meetings:  | Regular            |
| 6. Teachers' council meetings:   | Regular            |
| 7. Meetings of Academic Committee:   | Regular            |
| 8. Maintenance of covid protocols :  | Good               |
| 9. Training for teachers and NTS for online teaching / office works:                     | Frequently         |
| 10. MoU with institutions:   | Highly Commendable |
| 11. Linkages with other institutes   | Highly commendable |
| 12. Doctor on Call :   | Yes                |
| 13. Positive coverage/ linkages:   | Yes                |
| 14. No of vacant teaching posts in the college:  | 01                 |
| 15. Motivation for teachers by giving financial help for projects and travels assistance | Yes                |

**Feedback system:**

- |  |     |
|--|-----|
| 1. Students' feedback                            | YES |
| 2. Employer's feedback                           | YES |
| 3. Feedback from ex students                     | YES |
| 4. Feedback on administration                    | YES |
| 5. Feedback from the administration on employees | YES |

**Mandatory cells :**

- |                             |     |
|-----------------------------|-----|
| 1. Anti rigging cell        | YES |
| 2. RTI cell                 | YES |
| 3. Internal Complaints Cell | YES |
| 4. Women's Cell             | YES |

**Function of students' Council:**

Praiseworthy

**Audit:**

- |                 |              |
|-----------------|--------------|
| 1. Annual Audit | UPTO 2020-21 |
| 2. PF audit     | UPTO 2021-22 |
| 3. Green Audit  | DONE         |
| 4. Gender Audit | DONE         |

**Revenue collection:**

Well organised

**Assets:**

Maintained in order

**Budget:**

Regularly prepared on time

**Maintenance of Grants received/utilisation submitted:**

In order

*[Signature]*  
Principal  
New Alipore College  
Block-L, New Alipore  
Kolkata - 700 053

*[Signature]*  
Principal  
Women's Christian College  
Kolkata - 700 026

*[Signature]*  
05/11/22

Principal  
K. K. DAS COLLEGE  
GRH-17, Basupalghata,  
Garia, Koi-700084

*[Signature]*  
05/11/22

Chaitanya Mahavidyalaya  
Trafal - 700 026

## Observations

1. The results of the feedback should be analysed and placed before the G.B. The G.B. may recommend forwarding the same to the affiliating University or any other office which they deem fit. The G.B. may also initiate actions through the Principal based on the feedback results.
2. The progression of students may systematically be recorded. The records may be kept by the office (in a Register) and through documentary evidence by the Dept.
3. Initiative may be taken for Energy Audit.
4. ICT facilities should be improved.
5. To promote & motivate continuous research among faculty, the college may bear the registration fees for presenting papers at seminar (subject to a ceiling) once a year for every teacher.

CP  
05/11/22

Principal  
K. K. DAS COLLEGE  
BRH-17, Baishnabghata, Patuli  
Garia, Kol-700084

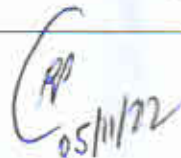

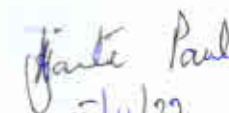



Janita Paul

Principal  
5/11/22  
Women's Christian College  
Kolkata - 700 026

3/11/22  
05.11.22

Principal  
Sree Chaitanya Mahavidyalaya  
Kolkata - 700 026

**AUDIT TEAM**

Name and Designation	Signature with date
<p><b>Dr. Ramkrishna Prasad Chakraborty</b> Principal, K.K. Das College</p>	<p> 05/11/22</p> <p align="right">Principal K. K. DAS COLLEGE GRH-17, Baishnabghata-Patuli Garia, Kol-700084</p>
<p><b>Dr. Subrata Chatterjee</b> Principal, Sree Chaitanya Mahavidyalaya</p>	<p> 05/11/22</p> <p align="right">Principal Sree Chaitanya Mahavidyalaya Habra-Prafuilanagar, 24 Pgs. (N)</p>
<p><b>Dr. Ajanta Paul</b> Principal, Women Christian College C.U. Nominee, Governing Body, New Alipore College</p>	<p> 5/11/22 Principal Women's Christian College Kolkata - 700 026</p>
<p><b>Dr. Jaydeep Sarangi</b> Principal, New Alipore College</p> <hr/> <p><b>Sri. Gobindalal Mandal</b>, Internal GB member, New Alipore College</p>	<p> Principal New Alipore College Block-L, New Alipore Kolkata - 700 053</p> <p> 05/11/2022</p>
<p><b>Dr. Dhrubajyoti Banerjee</b> IQAC Co-ordinator, New Alipore College</p>	<p> 5/11/22</p> <p align="right"><b>Dr. Dhrubajyoti Banerjee</b> Coordinator Internal Quality Assurance Cell New Alipore College Kolkata 700053</p>