

**NAME OF THE COLLEGE: NEW ALIPORE COLLEGE
BLOCK L, NEW ALIPORE
KOLKATA:53**

SESSION FOR ADMINISTRATIVE AUDIT: 2017-2018

AUDIT TEAM:

1. Dr. Pushpita Ranjan Bhattacharya, Principal, Heritage College
2. Dr. Dibyendu Talapatra, Principal, Derozio Memorial College
3. Dr. Lapita Sarakar, Member, GB, New Alipore College
4. Dr. Sabyasachi Chatterjee, Member, GB, New Alipore College
5. Dr. Jaydeep Sarangi, Principal, 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 was used to review the infrastructural facilities of the college:

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			✓	
Rain water harvesting		✓		
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 on banning plastic in the campus				
Smart Classroom		✓		

Some Important Areas:

1. How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Teaching? 67
2. Did your College arrange for Training of Faculty? Yes
3. Does the College have Internet facilities? 71
4. Have your Faculty members undergone training? 11
5. Did you sign MoU with other colleges? Yes

Basic administrative information:

1. Governing Body Meetings : 5
2. IQAC meetings: 2
3. Finance committee Meetings: 8
4. Purchase Committee meetings: 3
5. Teachers' council meetings: 5
6. Meetings of Academic Committee: 5

Feedback system:

1. Students' feedback
2. Employer's feedback
3. Feedback from parents
4. Feedback from ex students
5. Tender notice
6. Building committee

Special functions:

1. Anti rigging cell :
2. RTI Cell: Not found in college website
3. Internal Complaints Cell: There should be provision to file complaint online

Function of students' union: Excellent/Good/ Average/Below Average

Audit: .

1. Annual Audit : Inter^{nal} audit done
2. PF audit : PF audit done
3. Green Audit : None done

Revenue collection:

Assets:

Budget:

Grants received/utilisation submitted:

UGC:

Recommendation:

Agreement with Security agency

MoU with institutions

Green Audit has to be conducted

RTI Cell should be made

Washroom facility for Physically challenged and Transgender candidates required

Refund of admissible admission fees should be paid / credited to the A/C of the candidate not their guardians or other persons.

We have physically visited the entire area of the college. We have also gone through the office records (eg. Service books, audit reports). Following id findings:

- (a) Library space should be enhanced
- (b) Office space should be enhanced
- (c) Separate laboratory should be provided to physically impaired students
- (d) RTI / Internal complaints cell should be shown in College website.
- (e) Feedback of ex-students / green audit should be initiated.

AUDIT TEAM with signature

1. Dr. Pushpita Ranjan Bhattacharya, Principal, Heritage College

Pushpita Ranjan Bhattacharya
20/11/19

2. Dr. Dibyendu Talapatra, Principal, Derozio Memorial College

Dibyendu Talapatra
20/11/19
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Lapita Sarakar
20/11/19
CU nominee to the GB

4. Dr. Sabyasachi Chatterjee, Member, GB, New Alipore College

Sabyasachi Chatterjee
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