

NEW ALIPORE COLLEGE

ADMINISTRATIVE AUDIT

For the Session 2025-2026

AUDIT TEAM:

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:



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



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 Staff?- YES
3. How many Computers do you have in the College? - 141
4. Does the College have good Internet/wifi facilities? - YES
5. Whether the Faculty members undergone training organised by the college? - YES
6. How many rooms are there with ICT facilities? – ALL(15)

Basic administrative information:

1. Mission and Vision of the college - DISPLAYED
2. Governing Body/Adm Meetings :REGULAR
3. IQAC meetings: QUARTERLY
4. Finance committee Meetings:REGULAR
5. Purchase Committee meetings: REGULAR
6. Teachers' council meetings: QUARTERLY
7. Meetings of Academic Committee: REGULAR
8. Attainment of POs and COs : YES
9. Training for teachers and NTS for online/offline teaching / office works: YES
10. Number of functional MoUs with institutions and industry: 60
11. Linkages with other institutes : ACTIVE
12. Doctor on Call : YES
13. Positive coverage/ linkages in media: YES
14. No of vacant teaching posts in the college: 3
15. Motivation for teachers by giving financial help for projects and travels assistance: YES
16. Appraisal for Teaching and NTS : YES
17. Use of LMS : 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

Functioning of the Statutory cells :

1. Anti ragging cell: ACTIVE
2. RTI cell: ACTIVE
3. Internal Complaints Cell: ACTIVE
4. Women's Cell : ACTIVE
5. IQAC: ACTIVE

Audit:

1. Statutory/Annual Audit: REGULAR
2. Internal audit : REGULAR
3. PF audit: REGULAR
4. Green Audit: REGULAR
5. Gender Audit : REGULAR

Grant received: 116738876/-

UC : Submitted



Observations:

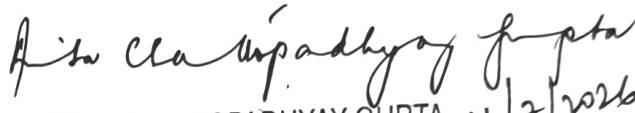
Collaborations with central funding agencies are to be increased

Need more seminars on Patent registration

Need more classrooms

Need more systematic records of progression of students.

AUDIT TEAM

Name and Designation	Signature with date
Dr Anita Chattopadhyay Gupta Principal, Deshbandhu College for Girls	 DR. ANITA CHATTOPADHYAY GUPTA 21/7/2026 PRINCIPAL DESHBANDHU COLLEGE FOR GIRLS KOLKATA
Dr Indrila Guha Principal, Basanti Devi College	 21/7/26 Dr. Indrila Guha Principal Basanti Devi College
Dr. Sujatra Bhattacharyya Principal, Netaji Nagar College	 21.7.26 Principal Netaji Nagar College Regent Estate, Kol-92
Dr. Dhrubajyoti Banerjee IQAC Coordinator New Alipore College	 21/7/26 Dr. Dhrubajyoti Banerjee Coordinator Internal Quality Assurance Cell New Alipore College Kolkata 700053
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