



Government College of Art & Craft, Calcutta

28, Jawaharlal Nehru Road, Kolkata -700016.

Administrative Audit Report for the year 2022-2023

Date of Audit:

Audit Team:

Dr. Jaydeep Sarangi

(Principal)

New Alipore College

Dr. Sanjukta Mondal

(Principal) (Senior Faculty)

Lady Brabourne College

Dr. Tushar Kanti Ghara

State Nodal Officer,

AISHE JDPI, Department of Higher Education,

Government of West Bengal

In the execution of our professional duties, we have diligently executed sufficient and appropriate audit procedures, meticulously collecting evidence to underpin the veracity of the conclusions articulated within this report. These conclusions have been formulated through a meticulous comparison of the prevailing circumstances during the audit against the established criteria.

| Facility | Quality / Service | | | |
|---|-------------------|------|---------|---------------|
| | Excellent | Good | Average | Below Average |
| Office Space | | ✓ | | |
| Area for Library | | ✓ | | |
| Do you have a separate reading area for staff & students? | | ✓ | | |
| Laboratories | | ✓ | | |
| Security | ✓ | | | |
| Water Facility | ✓ | | | |

| | | | | |
|--|---|---|---|--|
| Power Backup Facility | | ✓ | | |
| Washroom facility (for Male) | | ✓ | | |
| Washroom facility (for Female) | | ✓ | | |
| Washroom facility (for Staff) | | ✓ | | |
| Common Room (For Boys) | | | | |
| Common Room (For Girls) | | ✓ | | |
| Medical Centre Facility | | | | |
| CCTV Surveillance | ✓ | | | |
| Stock Registrar | ✓ | | | |
| Canteen | ✓ | | | |
| Garden | | ✓ | | |
| Sports Facility | | ✓ | | |
| AMC Report Of Computers/AC | | ✓ | | |
| Air quality freshness | | ✓ | | |
| Function of Women's Cell | | ✓ | | |
| Maintenance Of Leave Records | ✓ | | | |
| Service Book For Staffs | ✓ | | | |
| Internal Management Scheme | ✓ | | | |
| Student's Services | ✓ | | | |
| Facilities for physically challenged students/Staff. | | | ✓ | |
| Seminar on value education | | ✓ | | |
| Seminar/webinar on empowerment | | ✓ | | |

Some Important Areas:

1. How many Faculty members/ Administrative staff can operate MS Word/Power point and Teaching?*Twenty two... (22)*
2. Did your College arrange for the Training of Faculty? *YES.*
3. How many Computers do you have in the College? *32*
4. Does the College have good Internet/wifi facilities? *ADEQUATE*
5. Whether your Faculty members have undergone training organised by the college?

Basic administrative information:

1. Mission and Vision of the college: Displayed at the website
2. Governing Body Meetings: *Not Arise*
3. IQAC meetings: *4*
4. Finance committee Meetings: *Not Arise*
5. Purchase Committee meetings: *Not Arise*
6. Teachers' council meetings: *REGULAR*

7. Meetings of Academic Committee: *REGULAR*.
8. Maintenance of covid protocols: *Yes*
9. Training for teachers and NTS for online teaching/office works: *NA*
10. MoU with institutions: *1 (Lady Brabourne College)*
11. Linkages with other institutes: *YES*.
12. Doctor on Call: *NA*.
13. Positive coverage/linkages: *AVERAGE*.
14. No of vacant teaching posts in the college: *20*
15. Motivation for teachers by giving financial help for projects and travels assistance : *NO*

Feedback system:

1. Students feedback : *YES*.
2. Employer's feedback: *NO*
3. Feedback from ex-students: *NO*
4. Feedback on administration: *NO*
5. Feedback from the administration on employees: *NO*

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:

Audit:

1. Annual Audit : *Not Arise*
2. PF audit: *Not Arise*
3. Green Audit: *Not Arise*
4. Gender Audit : *NIL*

Revenue collection:

Assets: *REGULAR*

Budget: *N/A*

Maintenance of Grants received/utilisation submitted:

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New Alipore College

Dr. Sanjukta Mondal
~~(Principal)~~ (Senior Faculty)
Lady Brabourne College

[Signature] 18/3/2024
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Prepared by :
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Chhatrapati Dutta 18/03/2024



PRINCIPAL

Lipika Bala Chakraborty 18/03/2024
IQAC Coordinator:
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Co-ordin
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Suggestions (If any)