

**GOVERNMENT OF WEST BENGAL**  
**GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE**  
**ADMINISTRATIVE AUDIT REPORT**  
**Year – 2018-2019**

**Date of Audit: 06/05/2022**

**Audit Team:**

1. Dr. Mrinal Kanti Chattopadhyay, Principal, Kandra Radhakanta Kundu Mahavidyalaya
2. Dr. Nirmalendu Sarkar, Principal, Katwa College
3. Dr. Utpal Das, Coordinator, IQAC, Katwa College
4. Dr. Pradipta Kumar Basu, Officer in Charge, GGDC, Mangalkote
5. Dr. Debraj Biswal, Coordinator IQAC, GGDC, Mangalkote
6. Mr. Pinaki Roy, Convener, NAAC Committee, GGDC, Mangalkote
7. Dr. Akash Kedia, Academic Audit Coordinator, GGDC, Mangalkote

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:



**Dr. Pradipta Kumar Basu**  
OFFICER IN CHARGE, W.B.E.S.  
Government General Degree College, Mangalkote  
Dt. Purba Bardhaman, West Bengal- 713132

Facility	Quality/Service			
	Excellent	Good	Average	Below Average
Office space	√			
Library area	√			
Separate reading area		√		
Laboratories		√		
Security		√		
Water facility	√			
Power backup		√		
Male Washroom		√		
Female Washroom		√		
Staff Washroom		√		
Boys Common room		√		
Girls Common room		√		
CCTV	√			
Stock register		√		
Canteen		√		
Garden		√		
Sports		√		
Computer		√		
Air quality		√		
Women's cell		√		
Leave records		√		
Service book	√			
Internal management		√		
Student's service		√		
Facility for Divyangjan		√		
Seminar on value education	√			
Seminar on empowerment	√			



**Some important areas:**

1. How many teaching and administrative staffs can operate MS Word/Power point? ALL
2. Did your college arrange any training for faculty? NO
3. How many computers do you have in the college? 27
4. Does the college have good Internet/WiFi facility? YES
5. Whether your Faculty members undergone training organized by the college? NA

**Basic administrative information:**

1. Mission and vision of the college: Well displayed
2. Teachers' Council meetings: Regular
3. IQAC meetings: Regular
4. Purchase committee meetings: Regular
5. MoU with institutions/Research collaborations: None
6. Doctor on call: Yes
7. No. of vacant teaching positions: 23

**Feedback system:**

1. Student's feedback: Yes
2. Employer's feedback: No
3. Feedback from ex-students: No
4. Feedback from parents: No

**Mandatory cells:**

1. Anti ragging cell: Yes
2. Women's cell: Yes
3. RTI Cell: Yes

**Audit:**

1. Academic audit: UPTO 2018-19
2. Financial audit: Done
3. Green audit: Yet to be done, green policy has been framed
4. Energy audit: Yet to be done, energy policy has been framed
5. Gender audit: Not done

**Revenue collection:** Well organized

**Assets:** Maintained in order

**Budget:** Regularly prepared on time

**Maintenance of Grants received/utilization submitted:** In order



**Observations:**

1. The college has completed approximately 04 years of its journey which reflects that it is a newly set-up educational institution.
2. Within a short time-period the college has made commendable developments.
3. There is enough number of computers with computer-skilled teaching and non-teaching staffs who help in proper functioning of the college.
4. The college practices decentralization which is required for effective administrative functioning.
5. The college has tremendous potential for further growth.

*Mhalyadhy*  
Dr. Mrinal Kanti Chattopadhyay,  
Principal,  
Kandra Radhakanta Kundu Mahavidyalaya

*06/05/2022*

Dr. M. K. Chattopadhyay  
Principal  
Kandra Radha Kanta Kundu  
Mahavidyalaya  
P.O.-Kandra ★ Dist.-Burdwan

*N S Sarkar*  
Dr. Nirmalendu Sarkar,  
Principal, Katwa College

*06/05/22*

Principal  
Katwa College

*Utpal Das*  
Dr. Utpal Das,  
Coordinator, IQAC, Katwa College

Coordinator  
Principal  
Katwa College  
IQAC  
Katwa College



*Pradipta*  
Dr. Pradipta Kumar Basu  
OFFICER IN CHARGE, W.B.E.S.  
Government General Degree College, Mangalkote  
Dt. Purba Bardhaman, West Bengal- 713132

**GOVERNMENT OF WEST BENGAL**  
**GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE**  
**ADMINISTRATIVE AUDIT REPORT**  
**Year – 2018-2019**

**Date of Audit: 06/05/2022**

**Audit Team:**

Member of Audit Team	Signature with seal
Dr. Mrinal Kanti Chattopadhyay, Principal, Kandra Radhakanta Kundu Mahavidyalaya	<i>M. Chattopadhyay</i> 06/05/2022 Dr. M. K. Chattopadhyay Principal Kandra Radha Kanta Kundu Mahavidyalaya P.O.-Kandra ★ Dist.-Burdwan
Dr. Nirmalendu Sarkar, Principal, Katwa College	<i>N. Sarkar</i> Principal Katwa College 06/05/22
Dr. Utpal Das, Coordinator, IQAC, Katwa College	<i>U. Das</i> 06/05/22 Coordinator IQAC Katwa College
Dr. Pradipta Kumar Basu, Officer-in-Charge, Government General Degree College, Mangalkote	<i>P. Basu</i> 06/05/22 Dr. Pradipta Kumar Basu OFFICER IN CHARGE, W.B.E.S. Government General Degree College, Mangalkote Dt. Purba Bardhaman, West Bengal- 713132
Dr. Debraj Biswal, Coordinator, IQAC, Government General Degree College, Mangalkote	<i>D. Biswal</i> 06.05.22 Coordinator, IQAC Govt. General Degree College, Mangalkote
Mr. Pinaki Roy, Convener, NAAC Committee, Government General Degree College, Mangalkote	<i>P. Roy</i> 06/05/22 Convener, NAAC Committee Government General Degree College, Mangalkote Dt. Purba Bardhaman, West Bengal- 713132
Dr. Akash Kedia, Coordinator, Academic Audit, Government General Degree College, Mangalkote	<i>A. Kedia</i> 06/05/22 DR. AKASH KEDIA Assistant Professor of Botan. (W.B.E.S.) Government General Degree College Mangalkote, Burdwan

