

GOVERNMENT OF WEST BENGAL
GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
ADMINISTRATIVE AUDIT REPORT
Year – 2020-2021

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:



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 (online)
3. IQAC meetings: None (Due to Covid-19 Pandemic)
4. Purchase committee meetings: None (Due to Covid-19 Pandemic)
5. MoU with institutions/Research collaborations: None (Due to Covid-19 Pandemic)
6. Doctor on call: Yes
7. No. of vacant teaching positions: 16

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 2020-21
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 its first 06 years successfully.
2. The college has a good practice of decentralization in administration which helps in efficient governance.
3. There are enough number of computers with e-skilled teaching and non-teaching staffs to use them properly for efficient administration.
4. The college has internet and WiFi facility which helps in maintenance of different fields of e-Governance.
5. The college has enough number of classrooms, well-equipped laboratories and all other amenities required by students.
6. The college can create a landmark in its locality.

M. K. Chattopadhyay
06/05/2022
Dr. Mrinal Kanti Chattopadhyay,
Principal,
Kandra Radhakanta Kundu Mahavidyalaya

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06/05/2022
Dr. Nirmalendu Sarkar,
Principal, Katwa College
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Audit Team:

Member of Audit Team	Signature with seal
Dr. Mrinal Kanti Chattopadhyay, Principal, Kandra Radhakanta Kundu Mahavidyalaya	<i>M. K. Chattopadhyay</i> 06/05/22 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> 06/05/22 Principal Katwa College
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. K. 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 Botany (W.B.E.S.) Government General Degree College Mangalkote, Burdwan

