

GOVERNMENT OF WEST BENGAL
GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
ADMINISTRATIVE AUDIT REPORT
Year – 2021-2022

Date of Audit: 30/05/2023

Audit Team:

1. Dr. Nirmalendu Sarkar, Principal, Katwa College
2. Dr. Krishnendu Dutta, Principal, GGDC, Kalna I
3. Dr. Parnajyoti Karmakar, Coordinator, IQAC, GGDC, Kalna I
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	√			



Dr. Pradipta Kumar Basu

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: Highly commendable
6. Doctor on call: Yes
7. No. of vacant teaching positions: 18

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 2021-22
2. Financial audit: Done
3. Green audit: Yet to be done
4. Energy audit: Yet to be done
5. Gender audit: Yet to be 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 is approximately 07 years old. Thus, it can be considered to be a recently established institution.
2. The college has an enough office area, sufficient number of classrooms and other amenities required by an educational institution.
3. The teaching and non-teaching staffs are e-skilled required for various administrative works.
4. The college has sufficient number of computers with internet/WiFi facility.
5. The college is using E-governance facilities optimally.
6. The IQAC along with other Academic and Administrative Committees organize regular meetings related to the proper functioning of the college.
7. The college practices decentralization thereby increasing the administrative efficiency.
8. Financial and Academic audits are carried out from time to time.
9. The college seems to have a brilliant future.

N. Sarkar 30/05/23

Dr. Nirmalendu Sarkar,
Principal, Katwa College
Principal
Katwa College
Katwa, Purba Bardhaman

Dr. K. Dutta 30/5/23

Dr. Krishnendu Dutta,
Principal, Government General Degree College, Kalna I
Principal
Government General Degree College
Kalna-I

Dr. P. Karmakar 30/05/2023

Dr. Parnajyoti Karmakar,
Coordinator, IQAC, Government General Degree College, Kalna I
Coordinator
IQAC, GGDC, Kalna-I



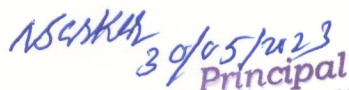
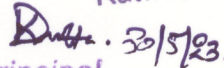


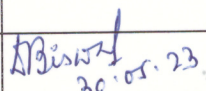
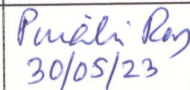
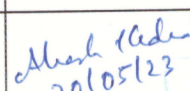
Dr. Pradipta Kumar Basu

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Government General Degree College, Mangalkote
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Member of Audit Team	Signature with seal
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Dr. Krishnendu Dutta, Principal, Government General Degree College, Kalna I	 30/5/23. Principal Government General Degree College Kalna-I
Dr. Parnajyoti Karmakar, Coordinator, IQAC, Government General Degree College, Kalna I	 30/05/2023 Coordinator IQAC, GGDC, Kalna-I
Dr. Pradipta Kumar Basu, Officer-in-Charge, Government General Degree College, Mangalkote	 30/05/23 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	 30.05.23 Coordinator, IQAC Govt. General Degree College, Mangalkote
Mr. Pinaki Roy, Convener, NAAC Committee, Government General Degree College, Mangalkote	 30/05/23 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	 30/05/23 DR. AKASH KEDIA Assistant Professor of Botany, (W.B.E.S.) Government General Degree College Mangalkote, Burdwan

