



ADMINISTRATIVE AUDIT REPORT

2021-2022

**VIVEKANANDA COLLEGE,
THAKURPUKUR**

269, Diamond Harbor Road, Kolkata-63

Affiliated to Calcutta University

Administrative Audit
2021-22

VIVEKANANDA COLLEGE, THAKURPUKUR

269, DIAMOND HARBOUR ROAD

KOLKATA:63

SESSION FOR ADMINISTRATIVE AUDIT: 2021-2022

AUDIT TEAM:

1. Prof. Dr. Somnath Mukhopadhyay
Principal, Dinabandhu Andrews College, Kolkata
2. Prof. Dr. Ramkrishna Prasad Chakraborty
Principal, K.K. Das College, Kolkata
3. Prof. Dr. Saswati Sanyal
Principal, Rammohan College, Kolkata
4. Prof. Dr. Dola Debnath
Associate Professor and Higher education Council
Nominee, GB, Vivekananda college, Thakurpukur
5. Prof. Dr. Tapan Kumar Podder
Principal, Vivekananda College, Thakurpukur
6. Prof. Dr. Arvind Pan
IQAC Co-ordinator, Vivekananda College, Thakurpukur


10/12/2022
Principal
Dinabandhu Andrews College
Garia, Kolkata-700 084


10/12/22
Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

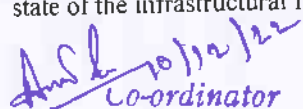
S. Sanyal
Principal
Rammohan College
Kolkata-9



MEMBER
GOVERNING BODY
VIVEKANANDA COLLEGE,
THAKURPUKUR, KOL-63
NOMINATED BY W.B.S.C.H.E
W.B.S.C.H.E


Principal
Vivekananda College
Thakurpukur, Kol-63


10/12/22
Co-ordinator
IQAC
Vivekananda College
Kolkata-700 063

In our professional judgment, we have completed sufficient and appropriate audit procedures to obtain reasonable assurance about the administrative audit. We have gathered sufficient evidence to support the conclusions reached and contained in this report. These conclusions are based on a comparison of the existing state of the infrastructural facilities, as observed during the audit, with the established criteria outlined below.


10/12/22
Co-ordinator
IQAC
Vivekananda College
Kolkata-700 063


10-12-22
Principal
Vivekananda College
Thakurpukur Kol-63

Facility	Quality Service			
	Excellent	Good	Average	Below Average
Office Space		✓		
Adequacy and condition of buildings, classrooms		✓		
Area of Library	✓			
Library-integrated management software, online catalog interfaces etc. available	✓			
Computer labs, printing facilities etc.	✓			
Do you have separate reading area for student and staff?	✓			
Laboratories	✓			
Security	✓			
Water facility	✓			
Power backs up facility	✓			
Washroom facility for Male Students	✓			
Washroom facility for Female Students	✓			
Washroom facility for Male and Female Staff	✓			
Common room (Boys)	✓			
Common room (Girls)	✓			
Doctor and ambulance on call	✓			
First aid facility	✓			
CCTV Surveillance	✓			
Stock Register	✓			
Canteen	✓			
Garden and playground	✓			
Sports Facility	✓			
AMC of computer and other equipments. Maintenance of computer systems, instruments, and infrastructure	✓			
Air quality			✓	
Function of ICC and Women's Cell	✓			
Maintenance of leave records	✓			

Anshu
 10/12/22
 Q.A.C.
 Vivekananda College
 Kolkata-700 033

K. K. Saha
 10/12/22
 Principal
 Vivekananda College
 Thakurpukur Kol-63

Facility	Quality Service			
	Excellent	Good	Average	Below Average
Service book of staff	✓			
Internal Management Schemes	✓			
Student's services	✓			
Facilities for Physically challenged students/staff		✓		
Seminars/Webinars on value education		✓		
Seminars/Webinars on empowerment		✓		
Trainings on development of faculty and NT staffs		✓		
Function of Job, Training and Placement cell		✓		
Functioning of Scholarship Programs	✓			
Health Camps organized	✓			
Activities of extracurricular clubs like Quiz club, Debate Club, Rock Climbing, Yoga Club etc	✓			
Function of Student Legal Cell		✓		
Wi-Fi and internet facility	✓			
Bank and ATM facility	✓			
Soft skill training programs for the students		✓		
Electronic information display board	✓			
Facilities for PWD (Persons with disabilities)		✓		
Functional NCC and NSS units	✓			
Internal quality assurance system	✓			
E-governance	✓			


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Some Important Areas:

1. How many Faculties / Administrative staff can operate MS-Word/ Power point and Teaching?	ALL
2. Did your college arrange for Training of Faculty and Non-Teaching?	Yes
3. How many Computers do you have in the College?	145
4. Does the College have good Internet/WIFI facilities?	Yes
5. Whether your faculty members undergone training organized by the college?	Yes

Basic administrative information:

1. Governing Body Meetings:	Regular
2. IQAC meetings:	Regular
3. Finance committee Meetings:	Regular
4. Purchase Committee meetings:	Regular
5. Teachers' council meetings:	Regular
6. Meetings of Academic Committee:	Frequently
7. Maintenance of covid protocols:	Frequently
8. Training for teachers and NTS for online teaching / office works:	Sufficient
9. MoU with institutions:	Well, displayed
10. Mission and vision of the college	Commendable
11. Linkages with other institutes	Highly Commendable
12. Research Guidance Cell provides seed money to teachers to do research work	Commendable

10. Doctor and ambulance on Call:	Yes
11. Positive coverage/ linkages:	Noteworthy
12. No of vacant teaching posts in the college:	14

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 and other employees	Yes

Special functions:

1. Anti-ragging cell	Yes
2. RTI cell	Yes
3. Internal Complaints Committee (ICC)	Yes
4. Women's Cell	Yes
5. Function of student' Council:	Praiseworthy

Audit:	Completed up to 20-21, audit for 21-22 is going on
1. Annual Audit	Completed up to 2022-23
2. PF audit	Audit 21-22 in progress
3. Green Audit	Biannual Gender Audit (21-22 and 22-23 audit will be done together)
4. Gender Audit	

Revenue collection:	Well organized
Assets:	Maintained in order
Budget:	Regularly prepared on time
Maintenance of Grants received/utilization submitted:	In order

Asst
10/12/22
Co-ordinator

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General Observations:

1. Vivekananda College, Thakurpukur is affiliated to the University of Calcutta, Kolkata and aided by Govt. of West Bengal.
2. The college has been accredited by NAAC under the second cycle with a CGPA of 3.06, earning a grade of A. The college has received accreditation from NAAC in its first cycle with an institutional score of 80.10, achieving a grade of B++.
3. Progressive vision of the Management & Principal with a definite plan of action following a decentralized administrative network.
4. Dedicated faculty members, comprising a blend of seasoned professionals and recently appointed individuals, demonstrate both qualification and commitment.
5. The College is RUSA funded and other state government fundings.
6. Departments operate in accordance with the institutional quality policies.
7. UG Programmes-23; PG Programmes-4
8. Substantive Faculty members - 75; SACT- 41, Administrative staff- 17; Casual Supporting Staff-38
9. Total faculty members with PhD – 41
10. The percentage of enrolment is good
11. An active IQAC exists.
12. Preparing for the third cycle of NAAC accreditation.
13. Support services such as canteen, scholarship, job and placement cell, EDC (Entrepreneur Development Cell). The services of EDC through the innovation programmes like Prochesta are effective and student oriented.
14. Paying Guest accommodation for female students is facilitated through a Memorandum of Understanding (MoU) with Namaskar Chhatrinibas.
15. The committees, clubs and cells are ample to meet the academic and non- academic requirements of the students.
16. The College is resorting to a green campus concept.
17. Both male and female security personnel have been appointed.
18. An inclusive system of Management was observed.
19. Office registers are up to date.

Asst
Co-ordinator
I.Q.A.C.

Vivekananda College

Thakur
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20. 1 auditorium, 1 open air stage and 1 AC seminar hall (120 seat capacity) with audio visual facilities.

21. Teacher's room, students' union room, academic office rooms and some research laboratories provided with air conditioners.


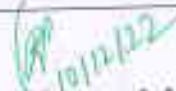




SPECIFIC SUGGESTIONS

- More facilities for persons with disabilities (PWD)
- Introducing more Post-Graduate Courses
- More ICT/Smart Classes
- More developmental programmes should be organized for NT staffs
- Increase the number of classrooms
- Paying guest/hostel facilities for boys.
- Measures shall be taken to digitalize Work Diary of teachers
- More women empowerment and gender sensitization activities should be conducted
- Website should be refurbished in terms of content and presentation
- Career counselling must be intensified to improve the attainment in competitive exams.
- Skill development has to be promoted further.
- Quality maintenance of lab facilities must be given more attention.
- All vacant teaching and non-teaching positions must be filled.


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AUDIT TEAM

Name and Designation	Signature with date
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