



ADMINISTRATIVE AUDIT REPORT

2022-2023

**VIVEKANANDA COLLEGE,
THAKURPUKUR**

269, Diamond Harbor Road, Kolkata-63

Affiliated to Calcutta University

VIVEKANANDA COLLEGE, THAKURPUKUR

269, DIAMOND HARBOUR ROAD

KOLKATA:63

SESSION FOR ADMINISTRATIVE AUDIT: 2022-2023


AUDIT TEAM:

1. Prof. Dr. Somnath Mukhopadhyay
Principal, Dinabandhu Andrews College Kolkata
2. Prof. DR. Ramkrishna Prasad Chakraborty
Principal, K.K. Das College
3. Prof. Saswati Sanyal
Principal, Rammohan College
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


29/05/2023
Principal
Dinabandhu Andrews College
Garia Kolkata-700 084


29/05/23
Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84
Principal
Rammohan College
kolkata-9


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


29.5.23
Principal
Vivekananda College
Thakurpukur Kol-63


29/5/23
Co-ordinator
IQAC
Vivekananda College
Kolkata-700 063

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


29-5-23

Administrative Audit

2022-23

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	✓			

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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?	150
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:	
2. IQAC meetings:	Regular
3. Finance committee Meetings:	Regular
4. Purchase Committee meetings:	Regular
5. Teachers' council meetings:	Regular
6. Meetings of Academic Committee:	Regular
7. Maintenance of covid protocols:	Frequently
8. Training for teachers and NTS for online teaching / office works:	Frequently
9. MoU with institutions:	More than 20
10. Mission and vision of the college	Well, displayed
11. Linkages with other institutes	Commendable
12. Research Guidance Cell provides seed money to teachers to do research work	Highly Commendable
Commendable	
10. Doctor and ambulance on Call:	Yes
11. Positive coverage/ linkages:	Noteworthy
12. No of vacant teaching posts in the college:	18
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 students' Council:	Highly commendable
6. NCC and NSS units	Functional
Audit:	
1. Annual Audit	Completed up to 21-22, audit for 22-23 is going on
2. PF audit	Completed up to 2022-23
3. Green Audit	Audit for 21-22 and 22-23 completed
4. Gender Audit	Biannual Gender Audit (21-22 and 22-23 audit) completed
Revenue collection:	
Assets:	Well organized
Budget:	Maintained in order
Maintenance of Grants received/utilization submitted:	Regularly prepared on time
	In order

And
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General Observations:

1. Vivekananda College, Thakurpukur is affiliated with the University of Calcutta, Kolkata, and aided by the Government of West Bengal.
2. The college received accreditation from NAAC under the second cycle with a CGPA of 3.06, earning a grade of A (2016). It also achieved accreditation from NAAC in its first cycle with an institutional score of 80.10, attaining a grade of B++(2004).
3. The Management & Principal uphold a progressive vision, implementing a definite plan of action through a decentralized administrative network.
4. Faculty members, a blend of experienced professionals and newly appointed individuals, showcase both qualifications and commitment.
5. The College benefits from RUSA funding.
6. Departments operate in alignment with institutional quality policies.
7. The College offers 23 UG Programmes and 4 PG Programmes.
8. The College boasts 70 substantive faculty members, 40 SACT members, 16 administrative staff, and 37 casual supporting staff.
9. A total of 40 faculty members possesses PhD qualifications.
10. Enrolment percentages are satisfactory.
11. An active IQAC functions within the College.
12. Preparations are underway for the third cycle of NAAC accreditation.
13. Support services such as canteen facilities, scholarships, job placement cells, and an Entrepreneur Development Cell (EDC) are available. The EDC's initiatives, including Prochesta, are student-oriented and effective.
14. Paying Guest accommodation for female students is facilitated through an MoU with Dubbwala.
15. The College hosts numerous committees, clubs, and cells to cater to both academic and non-academic student requirements.
16. The College is committed to implementing a green campus concept.
17. The library is well-equipped with adequate facilities.
18. The College employs an inclusive system of management.
19. Office registers are regularly updated.
20. Facilities include an auditorium, an open-air stage, and an AC seminar hall with audiovisual facilities.

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21. Air conditioning is provided in teacher's rooms, students' union rooms, academic office rooms, and some research laboratories.
22. The College participated in NIRF ranking.
23. The Choice-based credit system (CBCS) and semester system operate effectively within the institution.
24. The institution ensures due representation from different gender strata and locales.
25. State-of-the-art research laboratories have been established in the postgraduate departments of Zoology and Physics.
26. Sufficient welfare measures are provided to the staff.

SPECIFIC RECOMMENDATIONS:


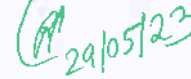



- Enhance facilities for persons with disabilities (PWD).
- Expand the range of Post-Graduate Courses available.
- Increase the number of ICT/Smart Classes.
- Implement more developmental programs for Non-Teaching (NT) staff.
- Provide more facilities in boy's and girl's common room.
- Establish additional departmental libraries.
- Intensify career counseling efforts to improve performance in competitive exams.
- More campus interviews for job and placement are to be conducted for students.
- Prioritize the maintenance of lab facilities to ensure quality.
- Fill all vacant teaching and non-teaching positions.
- Training should be given in strengthening e-governance.
- Conduct more outreach and extension activities for students.
- The college should have a dedicated psychological counselling cell for students, teachers and office staff.

Amal K
29/5/23

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AUDIT TEAM

Name and Designation	Signature with date
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2.Prof. Dr. Ramkrishna Prasad Chakraborty Principal, K.K. Das College, Kolkata	 Dr. Ramkrishna Prasad Chakraborty Principal K. K. DAS COLLEGE Garia, Kol-84 29/5/23
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