

***Administrative Audit***

***2018-19***

***Audit Report***

***Overall evaluation***

***Date of Audit : 19.08.2019***

***Audit Team:***

***1. Dr. Rupali Chaudhuri,  
Principal, Vidyasagar College  
For Women, Kolkata***

***2. Sri Debasis Mallick,  
President, Governing Body,  
Vidyasagar College For  
Women, Kolkata***

***3. Sri Aniruddha Ghosh,  
Bursar, Vidyasagar College  
For Women, Kolkata***

***4. Dr. Tapan Roy, Coordinator  
, IQAC, Vidyasagar College  
For Women, Kolkata***

## 1.0 Executive Summary

In accordance with the Risk-Based Audit and Evaluation Plan of Vidyasagar College For Women campus in 39, Sankar Ghosh Lane, Kolkata - 700006 and 8/A, Shibnarayan Das Lane, Kolkata – 700006 for 2018-19, the Audit and Evaluation Branch conducted Administrative audit of the college in August 2019.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards.

During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Administrative management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

## 2.0 Statement of Assurance

This audit has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

In our professional judgment, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and are 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.

## 3.0 Summary of Findings

The main findings of the audit show that, in general, all the departments are aware about the need for Administrative policies at a general level.

However, on detailed review, it was observed that, though the college is implementing the Administrative Policy, many of the practices followed in the institution are not in compliance with the Administrative Policy of the institution, and the applicable standards. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

**4.0 Infrastructural review criteria**

The following criteria was used to review the infrastructural facilities of the college

**INFRASTRUCTURAL FACILITY**

Sr. No	PARTICULARS	ANSWERS
4.1	Campus Area  1. Exemplary  2. Good  3. Inadequate	√
4.2	Campus Ownership 1. Owned by management  2. Rent	√
4.3	Office Space  1. Exemplary  2. Good  3. Inadequate	√
4.4	a. Area of Library	1500 Sq.ft
	b. Do you have separate reading area for student & Staff?	Yes
	c. Do you display the new arrivals?	Yes
	d. Do you maintain Book Volumes?	Yes
	e. No. of Books per student	14
	f. No. of Issue/Return books per day	50
	g . No. of Research Journals	05
	h. No. of Periodicals	10
	i. No.of e-journals	6247(N-List)
4.5	Laboratories  1. Exemplary  2. Good  3. Inadequate	√

Sr. No	PARTICULARS	ANSWERS
4.6	Security . 1. Exemplary 2. Good 3. Inadequate	√
4.7	Portable water facility 1. Exemplary 2. Good 3. Inadequate	√
4.8	Power Backup facility 1. Exemplary 2. Good 3. Inadequate	√
4.9a	Washroom facility ( For Male) 1. Exemplary 2. Good 3. Inadequate	√
4.9b	Washroom facility ( For Female) 1. Exemplary 2. Good 3. Inadequate	√
4.9c	Washroom facility ( For Staff) 1. Exemplary 2. Good 3. Inadequate	√
4.10	Parking 1. Exemplary 2. Good 3. Inadequate	√

4.11	Class Rooms ( As per requirement) 1. Exemplary 2. Good 3. Inadequate	√
4.12	Staff Room (Tick only one) 1. Individual Staff room with IT facility 2. Staff room with separate cabins 3. Departmental Staff 4. Common	√

Sr. No	PARTICULARS	ANSWERS
4.13	Seminar Room 1. Exemplary 2. Good 3. Inadequate	√
4.14a	Common Room ( For Boys) 1. Exemplary 2. Good 3. Inadequate	NA
4.14b	Common Room ( For Girls) 1. Exemplary 2. Good 3. Inadequate	√
4.15	1. Medical Centre Facility 2. Health Centre Facility 3. First Aid Facility	√ √ √

4.16	Sports Facility ( 2 Marks for separate ground for each sport) [Maximum – 6]	Yes [ 2 ]
4.17	Indoor Sports Facility ( 2 Marks for separate ground for each sport) [Maximum – 4]	Yes [ 4 ]
4.18	Gymnasium	Yes
4.19	Hostel (Girls)  1. Exemplary  2. Good  3. Inadequate	√
4.20	Transport for Students	No
4.21	Support Services (**Bank/P.O./**Xerox)	Yes

Sr. No	PARTICULARS	ANSWERS
4.22	Canteen	Yes
4.23	Approach Road	Yes
4.24	Garden	Yes
4.25	Auditorium/Assembly Hall	Yes
4.26	Internet Facility  1. For Staff & Students  2. For Staff Only	Yes √  ✗
4.27	Overall Maintenance  1. Exemplary  2. Satisfactory  3. Not satisfactory	√
4.28	How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel?	Teaching 100% Non-teaching 60%

4.29	Did your College arrange for Training of Faculty members in the use of Computers?	Yes
4.30	How many Computers do you have in the College?	90 (approx.)
4.31	Does the College have Internet facilities?	Yes
4.32	Have your Faculty members undergone training for NME-ICT? If yes, How many?	No
4.33	List out names of Faculty and non-teaching Staff.	Annexure - I

Sr. No	PARTICULARS	ANSWERS
<b>4.4</b>	<b>PLACEMENT ACTIVITY</b>	
4.4.1	Has the Placement cell/ **Career Counseling Cell been formed in your college?	Yes
4.4.2	How many students have been enrolled?	70
4.4.3	Has there has been any campus placement?	10
4.4.4	Have you conducted any pre placement training for student's placements? If yes, then Specify.	Yes (1-training) 100 students have taken training
4.4.5	Have you organized any company visits or guidance camp for students?	No
4.4.6	Does the placement cell maintain the record of job opportunities and students?	Yes
4.4.7	Are the students provided computers and Internet to search job, to down load application forms etc?	Yes
4.4.8	Does the college have a system of registering students at the Employment office?	No
4.4.9	Does the college subscribe to magazines like Employment News, Rojgar Samachar etc? If yes, Give names of magazines.	Yes Employment News, Karmakshetra etc.
4.4.10	Does your College have a Digital English Language Lab?	No
4.4.11	Do you propose to apply for a DELL ?	Yes



4.4.12	How many students use the DELL in a day ? At least 10%	NA
4.4.13	Does your College facilitate Academic links/ collaborations/ MoU, etc with other centers of higher learning ?	No
4.4.14	Does the college have a functional Alumni Association? Numbers of Students enrolled ? Activities of Alumni Association.	Yes 290 6 Meetings in a year including one annual general meeting

### 6.0 Recommendations

Following the audit, several recommendations were made to the management:

1. Health Centre facility may be provided on campus.
2. Research Journal – target is to subscribe to a minimum of 10 Journals.
3. All Notices to be E-mailed or Texted to all Stakeholders.
4. Solar Panel mechanism to be installed.
5. Employment Registering support system may be provided by the College..
6. Digital Language Lab needs to be developed.

### 7.0 Objectives and Scope

This audit was conducted for Vidyasagar College For Women campus in 39, Sankar Ghosh Lane, Kolkata – 700006 and 8/A, Shibnarayan Das Lane, Kolkata – 700006 and all departments of the institution operating from the 39, Sankar Ghosh Lane, Kolkata campus.

### 8.0 Methodology

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

## Review of the Documentation

For the purpose of this audit the Administrative Policy of the institute was reviewed.

## Interviews

Interviews were conducted with the Principal, and also faculties and students.

## Physical Inspection

The audit team was in college to inspect the campus.

## 9.0 Declaration

We agree with all the recommendation and observation mentioned in this report.

## Signature of the Academic Audit Team

1. Dr. Rupali Chaudhuri, Principal, Vidyasagar College For Women, Kolkata.
2. Sri Debasis Mallick, President, Governing Body, Vidyasagar College For Women, Kolkata.
3. Sri Aniruddha Ghosh, Bursar, Vidyasagar College For Women, Kolkata.
4. Dr. Tapan Roy, Coordinator, IQAC, Vidyasagar College For Women, Kolkata.

*Rupali Chaudhuri*  
Principal 06.12.19  
Vidyasagar College For Women

*S. Mallick*  
President 7.12.19  
Governing Body  
Vidyasagar College for Women

*A. Ghosh*  
BURSAR 19.8.19  
vidvasagar College for Women

*T. Roy* 19.08.19  
DR. TAPAN ROY  
Co-Ordinator, I.Q.A.C.  
VIDYASAGAR COLLEGE FOR WOMEN  
Kolkata

**Annexure-1**  
**Vidyasagar college for Women**

Sl. No.	Name (TS)
1	Dr. Rupali Chaudhuri
2	Dr. Krishna Barat
3	Dr. Ashutosh Prasad Singh
4	Dr. Sobhana Sahoo
5	Smt. Shubhra Bagchi
6	Dr. Amit Mohan Rakshit
7	Dr. Tapan Roy
8	Dr. Sudipa Pandit (Roy)
9	Dr. Maitrayee Basu Roy
10	Dr. Chaitali Basu
11	Dr. Nanda Mallick
12	Dr. Ajanta Mitra
13	Sri Aniruddha Ghosh
14	Smt. Patrali Ghosh
15	Dr. Shreeparna Ghosal
16	Dr. Rapti Dev
17	Dr. Paromita Majumdar
18	Dr. Piyas Samanta
19	Smt. Madhumita Dutta
20	Dr. Srijit Chowdhury
21	Sri Sankar Bakshi
22	Smt. Ajanta Saha Mandal
23	Dr. Piyali Dutta Choudhury
24	Smt. Baisakhi Roy
25	Smt. Arunima Bhattacharya
26	Sri Shouvonik Bala
27	Dr. Dipti Banerjee
28	Sri Subrata Sen
29	Smt. Mala Sarkar
30	Sri Tanmoy Kumar Roy
31	SMT. SAMPA BARMAN
32	DR. SHYAMAL BHAR
33	SMT KEKA DAS
34	SMT.MEENAKSHI GHOSH
35	SMT. MOLLY GHOSH
36	Sri Joydip Ghosh
37	Smt. Anushree Chakraborty
38	Smt. Atri Saha

Sl.No	Name (TS)
39	Sri Mihir Dam
40	Smt. Srobonti Chattopadhyay
41	Sri Amit Mahata
42	Sri Uday Bhanu Paramanik
43	Sri Ganesh Hembram
44	Dr. Anasuya Majumdar
45	Smt. Moumita Ash
46	Dr. Abhaya Dutta,
47	Smt. Shamreen Naaz,
48	Sri Biswajit Saha,
49	Smt. Sayantani Bala,
50	Sri Arnab Kayal,
51	Smt. Sima Biswas,
52	Dr. Chaitali Banerjee,
53	Sri Bikash Sardar,
54	Smt. Sudakshina Ghosh,
55	Dr. Shinjini Gan Choudhury,
56	Anal pal
57	BASUDEB CHANDRA MUNSHI
58	SOMSHANKAR RAY
59	Sugato Gupta
60	PRADIPTA MUKHERJEE(ROY)
61	SWARUP SAHA
62	ANIRBAN SARKAR

NTS

1	Sayandeb Sinha
2	Apurba Roy
3	Uday sankar Nath
4	Sanjib Kar
5	Banamali Dey
6	Prabir Kumar Aich
7	Nipun chandra Ghosh
8	Tushar Kanti Hazra
9	Arun Das
10	Sabita Dam
11	Samarjit Dutta
12	Amitava Das
13	Budhram Malik