

**Administrative Audit**

**2021-22**

**Audit Report**

*(June 2021- August 2022)*

**Overall evaluation**

**Date of Audit : 08.02.2023**

Suvarnalakshmi  
14.07.23

  
14.7.23

**Audit Team:**

**1. Dr. Shreeparna Ghoshal,  
TIC, Vidyasagar College For  
Women, Kolkata**

**2. Sri Vivek Gupta,  
President, Governing Body,  
Vidyasagar College For  
Women, Kolkata**

**3. Smt. Swarnali Mishra,  
Government Nominee,  
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 2021-22, the Audit and Evaluation Branch conducted Administrative audit of the college in February, 2023.

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	1800 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	15
	f. No. of Issue/Return books per day	12
	g. No. of Research Journals	04
	h. No. of Periodicals	15
	i. No. of e-journals	6293(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	No √ √

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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 √  x
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 80%

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?	458 (sem 6)
4.4.3	Has there has been any campus placement?	0
4.4.4	Have you conducted any pre placement training for student's placements? If yes, then Specify.	Yes (1-training) 106 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 ?	yes
4.4.14	Does the college have a functional Alumni Association? Numbers of Students enrolled ? Activities of Alumni Association.	Yes 297 6 Meetings in a year including one annual general meeting

### 6.0 Recommendations

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

1. One male security and three female securities required
2. For CCTV surveillance of camera should be increased. Monitoring display size should be increased
3. There will be a security office.
- 3. Portable water facility should be implemented.
4. Class room should be increased.
- 5. One sick room should be there.
- 6. Some equipment should be added in Gym.
7. Stock and asset register of each department along with Collage should be updated .
8. Area of the office should be increased.

### 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. Shreeparna Ghosal, TIC, Vidyasagar College  
For Women, Kolkata.

S. Ghosal 18/7/23  
Teacher-in-Charge  
Vidyasagar College for Women

2. Sri Vivek Gupta, President, Governing Body,  
Vidyasagar College For Women, Kolkata.

3. Smt Swarnali Mishra, Government Nominee, Vidyasagar College  
For Women, Kolkata.

Swarnali Mishra  
14.07.23

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

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

Annexure-1  
Vidyasagar college for Women

Sl. No.	Name (TS)	Sl.No	Name (TS)
1	Dr. Rupali Chaudhuri	39	Dr. Mihir Dam
2	ANIRBAN SARKAR	40	Anal pal
3	Dr. Ashutosh Prasad Singh	41	Sri Amit Mahata
4	Dr. Sobhana Sahoo	42	Dr. Uday Bhanu Paramanik
5	Dr. Shubhra Bagchi	43	Sri Ganesh Hembram
6	Dr. Amit Mohan Rakshit	44	Dr. Anasuya Majumdar
7	Dr. Tapan Roy	45	Smt. Moumita Ash
8	Dr. Sudipa Pandit (Roy)	46	Dr. Abhaya Dutta,
9	Dr. Maitrayee Basu Roy	47	Smt. Shamreen Naaz,
10	Dr. Chaitali Basu	48	Sri Biswajit Saha,
11	Dr. Nanda Mallick	49	Smt. Sayantani Bala,
12	Dr. Ajanta Mitra	50	Sri Arnab Kayal,
13	Sri Aniruddha Ghosh	51	Smt. Sima Biswas,
14	Smt. Patrali Ghosh	52	Dr. Chaitali Banerjee,
15	Dr. Shreeparna Ghosal	53	Smt. Sudakshina Ghosh,
16	Dr. Rapti Dev	54	Dr. Shinjini Gan Choudhury,
17	Dr. Paromita Majumdar	55	BASUDEB CHANDRA MUNSHI
18	Dr. Piyas Samanta	56	SOMSHANKAR RAY
19	Smt. Madhumita Dutta	57	Sugato Gupta
20	Dr. Srijit Chowdhury	58	PRADIPTA MUKHERJEE(ROY)
21	Sri Sankar Bakshi	59	SWARUP SAHA
22	Smt. Ajanta Saha Mandal	60	MD. Asif Alam
23	Dr. Piyali Dutta Choudhury	61	Rajib Prasad
24	Smt. Baisakhi Roy	62	Ranju Tamang
25	Smt. Arunima Bhattacharya	63	Rashi Subba
26	Sri Shouvonik Bala	64	Sanjib Saha
27	Dr. Dipti Banerjee	65	Soumen Adhikary
28	Sri Subrata Sen	66	Sujan Sinha
29	Smt. Mala Sarkar	67	Sukanta Kumar Patra
30	Sri Tanmoy Kumar Roy	68	Suman Bandyopadhyaya
31	Smt. Sampa Barman	69	Debkanta Ghosh
32	Dr. Shyamal Bhar	<b>Name (NTS)</b>	
33	Smt Keka Das	70	Subhendu Malik
34	Smt.Meenakshi Ghosh	71	Jayanta Saha
35	Smt. Molly Ghosh	72	Sayandeb Sinha
36	Sri Joydip Ghosh	73	Apurba Roy
37	Dr. Anushree Chakraborty	74	Norottam Das
38	Dr. Atri Saha	75	Sanjib Kar