

ADMINISTRATIVE AUDIT REPORT 2020-21



Rammohan College

102/1, 85A, 85B, 85C & 85D-Raja Rammohan Sarani

Kolkata-700009

West Bengal, India

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Members of the Audit Team

1. Shri Debasish Biswas, Inspector of Colleges, University of Calcutta, Kolkata
 2. Dr. Jaydeep Sarangi, Principal, New Alipore College, Kolkata
 3. Dr. Anupama Chowdhury, Principal, Women's College, Calcutta
 4. Dr. Saswati Sanyal, Principal, Rammohan College, Kolkata
 5. Dr. Samrat Bhattacharjee, IQAC Co-Ordinator, Scottish Church College, Kolkata
 6. Dr. Krishnendu Sarkar, IQAC Co-Ordinator, Rammohan College, Kolkata
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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	✓			
Area of Library	✓			
Do you have separate reading area for student & staff?		✓		
Laboratories	✓			
Security		✓		
Water facility		✓		
Power Backup facility		✓		
Washroom facility (Male)		✓		
Washroom facility (Female)		✓		
Washroom facility (Staff)		✓		
Common room		✓		
Medical Centre facility		✓		
CCTV Surveillance	✓			
Stock Register		✓		
Canteen	✓			
Gardens	✓			
Sports/Gym/Yoga facility	✓			
AMC report of Computer, AC, etc.		✓		
Air quality friendliness		✓		
Function of Women's cell	✓			
Maintenance of leave records	✓			
Service books for staff		✓		
Internal management schemes		✓		
Students's services		✓		
Facilities for Physically Challenged students/staff		✓		
Seminars/webinars on value education	✓			
Seminars/webinars on empowerment	✓			

1. How many Faculty members/Administrative staff can operate MS-Word/Power point? **ALL**
2. Did your college arrange for Training of Faculty/Staff? **YES**
3. How many Computers do you have in the College? **65**
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. Mission and vision of the college | Well displayed |
| 2. Governing Body Meetings | Regular |
| 3. IQAC Meetings | Regular |
| 4. Finance Committee Meetings | Regular |
| 5. Purchase Committee Meetings | Regular |
| 6. Teachers' Council Meetings | Regular |
| 7. Meetings of Academic Committee | Regular |
| 8. Maintenance of COVID protocol | Very Good |
| 9. Training for teachers and NTS for online teaching/office work | Frequently |
| 10. MoU with institutions | Highly Commendable |
| 11. Linkages with other institutes | Excellent |
| 12. Doctor on Call | Yes |
| 13. Positive coverage/linkages | Yes |
| 14. No. of vacant teaching posts in the college | |
| 15. Motivation for teachers by giving financial help for projects and travels assistance | Yes |

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 on employers | YES |

Mandatory Cells:

- | | |
|-----------------------------------|------------|
| 1. Anti-ragging Cell | YES |
| 2. RTI Cell | YES |
| 3. Internal Complaints Cell | YES |
| 4. Grievance Redressal Cell | YES |
| 5. Backward Caste & Minority Cell | YES |

Audit:

- | | |
|-------------------------|-------------------|
| 1. Annual Audit | Up to date |
| 2. PF audit | Up to date |
| 3. Green & Energy audit | DONE |
| 4. Gender audit | DONE |

Revenue collection: Well organized


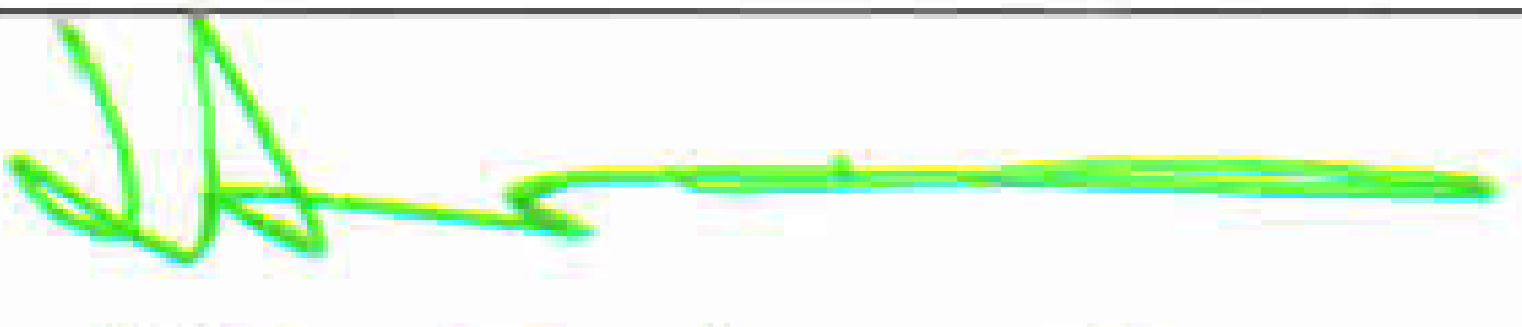


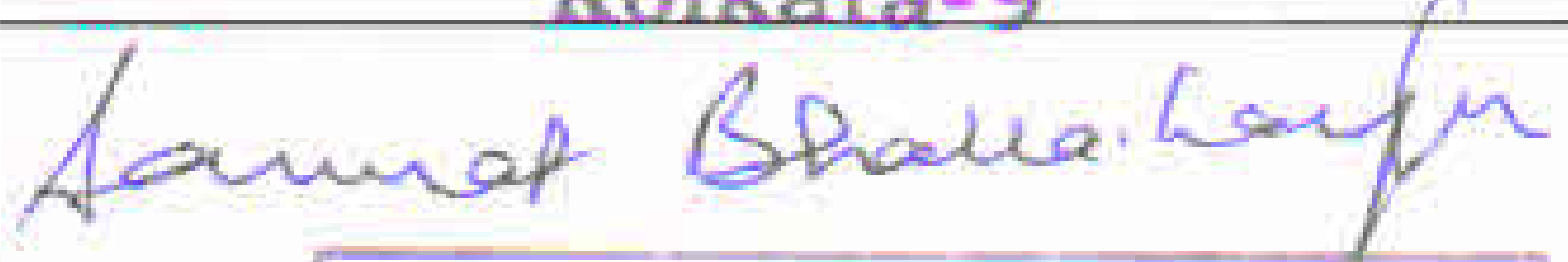

Assets: Maintained in order

Budget: Regularly prepared on time and placed in the Governing Body Meeting for approval

Maintenance of Grants received/utilization submitted: In order

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Audit Team:

Member of Audit Team	Signature
Shri Debasish Biswas Inspector of Colleges, University of Calcutta, Kolkata	 Inspector of Colleges UNIVERSITY OF CALCUTTA
Dr. Jaydeep Sarangi, Principal, New Alipore College, Kolkata	 Dr. Jaydeep Sarangi Principal New Alipore College Kolkata-700053.
Dr. Anupama Chowdhury, Principal, Women's College, Calcutta	 Principal Women's College Calcutta
Dr. Saswati Sanyal, Principal, Rammohan College, Kolkata)	 Principal Rammohan College Kolkata-9
Dr. Samrat Bhattacharjee, IQAC Co-ordinator, Scottish Church College, Kolkata	 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> COORDINATOR IQAC Scottish Church College Kolkata - 700 006 </div>
Dr. Krishnendu Sarkar, IQAC Co-ordinator, Rammohan College, Kolkata	 Co-ordinator IQAC Rammohan College Kolkata