

**ADMINISTRATIVE AUDIT REPORT**  
**2019-2020**

**CHAKDAHA COLLEGE**  
**(AFFILIATED TO UNIVERSITY OF KALYANI)**  
**RABINDRANAGAR, P.O. CHAKDAHA**  
**DIST. NADIA, PIN-741222**  
**WEST BENGAL**



**Committee Members of the Administrative Audit (2019-2020)**

<b>Dr. Bimalendu Biswas</b>	<b>Controller of Examinations University of Kalyani, Kalyani, Nadia External Member</b>
<b>Dr. Sukdeb Ghosh</b>	<b>Principal Srikrishna College, Bagula, Nadia External Member</b>
<b>Smt. Mita Paul</b>	<b>Deputy Lecturer-in-Charge JRSET College of Law, Nadia External Member</b>
<b>Dr. Swagata DasMohanta</b>	<b>Principal and Secretary G.B. Chakdaha College Internal Member</b>
<b>Dr. Arun Kumar Nandi</b>	<b>Associate Professor in Economics IQAC Coordinator, Chakdaha College Internal Member</b>
<b>Dr. Paritosh Biswas</b>	<b>Associate Professor in Chemistry Member G.B. Internal Member</b>
<b>Smt. Madhumita Das</b>	<b>Associate Professor in English Coordinator, Academic Sub-Committee Internal Member</b>

**Preliminary Information about Chakdaha College**

Name and Address of the College	CHAKDAHA COLLEGE, Rabindranagar, P.O. & P.S. Chakdaha, Dist. Nadia, PIN- 741222
Date of Establishment	21.11.1972
Affiliating University	University of Kalyani, Kalyani, Nadia Approval Letter No.: 19M-1/72 dated 31.05.1973 & S-320 dated 13.03.1978
Recognized by UGC 2(f) & 12(B)	Yes; Approval Letter No.: F.B-32(a)/80(CP) dated 21.07.1981 & F.1-1/2016(CPP-I/C) dated 30.12.2016
Type of College	Co-education College
Financial status	Grant-in-aid
AISHE Code	C-7057
Accreditation Status by NAAC	B <sup>+</sup> (CGPA 2.55) in 2 <sup>nd</sup> Cycle, December 2016
Name of the G.B. President	Sri Dipak Chakraborty
Name of the Principal	Dr. Swagata DasMohanta
IQAC Coordinator	Dr. A. K. Nandi
College Website	<a href="http://www.chakdahacollege.ac.in">www.chakdahacollege.ac.in</a>
College E-mail	<a href="mailto:chakdahacollege1972@gmail.com">chakdahacollege1972@gmail.com</a>

The Hon'ble members of the above mentioned Audit Team visited Chakdaha College for Administrative Audit Purpose on 27.11.2021 and judged the overall administration based on the following criteria:

FACILITY	Quality/Service	Experts' Comment
Office Space	Excellent	There are separate rooms and tables for different types of office works viz. Cash section, Accounts Section, Other Official Sections etc.
Area of Library	Good	The Central Library is two storied. The Books are well kept and catalogued.
Do you have separate reading area for students and staff?	Yes	Students' reading section is good. Staff reading section is average.
Laboratories	Excellent	All the laboratories are well equipped. The authority should think of enhancing the skilled laboratory staff/technician.
Security Service	Good	At present the Darwan of the College takes the responsibility of security service under the proper guidance of the Hon'ble Principal madam. The College authority should think to arrange and deploy more security personnel at earliest convenience.
Drinking Water Facility	Excellent	Almost all the buildings have purified drinking water facility.

Power backup facility	Excellent	There is green generator for the all time power back up facility
Washroom facility for boys and girls	Very Good	09 number of boys toilet facilities for both staff (05) and students (04) and 12 number of toilet facilities for girls for both staff (07) and students (05). These are cleaned well. Considering the student strength, the authority should think for constructing some more toilet facilities.
Washroom facility for Physically challenged	Average	There is a single toilet facility for physically challenged. This is also well cleaned.
Washroom facility for Teaching Staff (Male & Female)	Excellent	Separate, well cleaned washroom facilities available for both male and female teaching staff
Washroom facility for Non-Teaching Staff (Male & Female)	Excellent	Separate, well cleaned washroom facilities available for both male and female non-teaching staff
Common room facility for girls	Good	There is a common room for girl students with wash room and vending machine facility. But the room is poor ventilated.
Common room facility for boys	N.A.	At present there is no specific room allotted for this purpose. The Hon'ble Principal is requested to arrange a separate common room for boys.
Ramp	Good	Ramp facilities are provided at all the

		buildings of the College.
CCTV Surveillance	Excellent	At present there are total 22 number of CCTV are installed at every strategic corners.
Stock Register	Good	Stocks are maintained in the stock registers.
Asset Register	Excellent	Assets are well marked and maintained in the asset registers.
Canteen	Good	There is a canteen which serves to cater the basic need of both the students and staff.
Hostel for Boys	Good	One hostel for SC/ST boys, seat capacity: 14
Hostel for Girls	No	One hostel for girls is under construction.
Basic Medical Facility	Good	First-aid treatment facility along with oxygen cylinder, wheel chair, pulse oxymeter etc. are available at the College. For any other medical emergency the College authority takes utmost care to shift the concerned patient to the Chakdaha State General Hospital, just 250 meters away from the College.
Garden	Excellent	There are some trees in the college campus. The college also cultivates the seasonal plants.
Herbal Garden	Excellent	There are a number of medicinal/herbal

		plants in the A.J.C. Bose Poly House.
Sports facility	Excellent	All common indoor and outdoor sports facilities are available.
Gymnasium	Good	There is a gymnasium with a number of gym equipment. The gymnasium is funded by RUSA 2.0.
Air Quality Measurement System	N.A.	At present there is no instrument available for measuring the Air Quality Index.
NCC & NSS	Excellent	Both NCC and NSS wings are in the College and they carry out so many outreach social activities.
Women Cell	Yes	There is a Women Cell under the Teachers' Council.
ICC	Yes	ICC has been formed and functioning as per the UGC guidelines.
Anti Ragging Cell	Yes	The Anti ragging Cell is properly functioning.
RTI Cell	Yes	RTI cell is also formed with designated SPIO and Appellate authority
Xerox	Yes	Xerox facility available for the office works only.
Maintenance of Leave Records of TS and NTS	Yes	The leave records of all the TS and NTS are properly recorded and maintained
Service Book of TS and	Yes	The Service Books of all the TS and NTS

NTS		are properly recorded and signed by the Principal
Promotion of the TS and NTS	Excellent	The Hon'ble Principal madam takes all the necessary steps for the promotional benefit of the staff members in due time.
Cultural Activities	Excellent	The College organizes so many events and cultural programmes round the year
Computer & Printing	Yes	Computer and printing facilities are available at the office and at many departments.
Wi-Fi	Yes	Wi-fi facility is available almost every part of the College
Rain Water Harvesting	No	This system may be introduced at earliest.
Roof Top Solar System	No	The authority should think for installing Solar Panel for an alternative energy source.
Distance Learning Centres	Yes	Two distance learning centres, one of NSOU and another of DODL, KU are smoothly functioning in the College.
Governing Body Meeting	Good	The G.B. meeting is held on regular basis. During 2019-2020 total three (03) G.B. meetings dated 12.07.19, 11.12.19 and 04.03.19 were held. It is reported that some more meeting could not be conducted due to pandemic situation.



Finance Committee Meeting	Excellent	Before each and every G.B. meeting Finance Committee meeting is held.
IQAC Meeting	Excellent	The IQAC meeting is also held regularly. During 2019-2020 total two (02) IQAC meetings were held. Besides, twelve (12) number of IQAC meetings with different stakeholders were also held.
Teachers' Council Meeting	Excellent	The T.C. meeting also held regularly. The meeting of the sub-committee under the T.C. is also a regular practice.
Feedback System	Excellent	Feedback from all the stakeholders are collected, analyzed and proper action is taken wherever necessary.
MoU	Moderate	Some more functional MoUs should be signed.
Audit	Excellent	Audit is done on regular basis and as per Govt. guidelines.

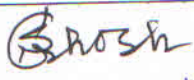






### **Suggestions & Recommendations of the Experts Members:**

We have physically visited the entire College and also gone through the office records provided by the authority. According to our expert judgment, adequate administrative audit procedures have been performed, and the necessary data has been acquired to substantiate the veracity of the statements made. The recommendations/suggestions are provided based on comparisons of the circumstances as they were found during the audit.

- (i) More MoU to be signed

- (ii) Library space should be enhanced
- (iii) Cold drinking water facility be installed
- (iv) More washrooms facilities be constructed for physically challenged and transgender
- (v) Library be fully digitized
- (vi) ICT facility be improved
- (vii) Green/Energy Audit to be done
- (viii) An auditorium may be constructed

**Signature of the Audit Experts:**

<u>External Members</u>	
Sukdeb Ghosh	 Dr. Sukdeb Ghosh Principal SRIKRISHNA COLLEGE Bagula, Nadia, W. B.-741502
Bimalendu Biswas	 Controller of Examinations University of Kalyani West Bengal
MITA PAUL	 Deputy Lecturer-in-Charge JRSET College of Law Deputy Lecturer-in-Charge JRSET College of Law
<u>Internal Members</u>	
Dr. Swagata DasMohanta Principal and Secretary G.B. Chakdaha College	 Principal CHAKDAHA COLLEGE
Dr. Arun Kumar Nandi Associate Professor in Economics IQAC Coordinator, Chakdaha College	 Co-ordinator IQAC, Chakdaha College
Dr. Paritosh Biswas Associate Professor in Chemistry Member G.B.	 Paritosh Biswas
Smt. Madhumita Das Associate Professor in English Coordinator, Academic Sub-Committee	 Madhumita Das.

