Dinabandhu Andrews College
P.O. Garia, Kolkata 700 084
AISHE Code: C11955

Administrative Audit
(COVID Period)

Responses of the college to the questionare on the Administrative Audit formulated by the members of the Audit Team (COVID Period)

The Audit Team

1. Professor Aniruddha Mukhopadhyay, Professor of Environmental Science, Calcutta University

2. Dr. Debasish Pal, Principal, Uluberia College (Affiliated to Calcutta University), Howrah

3. Dr. Manas Kabi, Asutosh College (Affiliated to Calcutta University), Kolkata

4. Dr.Subhranil Som, Principal, Bhairab Ganguli College (Affiliated to West Bengal State University), Kolkata

5. Dr. Anita Chattopadhyay Gupta, Principal, Deshbandhu College for Girls' (Affiliated to Calcutta University), Kolkata

6. Dr. Partha Ghosh, Professor of Construction Engineering, Jadavpur University, Kolkata

7. Dr. Somnath Mukhopadhyay, Principal, Dinabandhu Andrews College, South 24 Parganas

8. Dr. Joy Sarkar, Associatde Professor of Botany & Coordinator of IQAC, Dinabandhu Andrews College, South 24 Parganas

Prof. ANriddha Mukhopadhyay
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Principal
ULUBERIA COLLEGE
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Dr. Partha Ghosh
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Principal
Dinabandhu Andrews College
P.O.-Garia, Kolkata-700 084
West Bengal, India

Joy Sarkar

Coordinator, IQAC
Dinabandhu Andrews College

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S/N	Description	Y/N	Response of the college
			GOVERNING BODY
1	Whether the present Governing Body has been constituted in terms of the new Education Act, 2017	YES	On 31st December, 2021 the Governing Body was reconstituted after the appointment of the President and two Government Nominees [vide G.O. No. 1230-Edn(CS), dated 20.12.2021] in terms of Section 5 of Chapter-II of 'The West Bengal Universities and College (Administration & Regulation) Act, 2017
2	Whether there is any women member in the existing Governing Body? If yes, in which capacity?	YES	One lady teacher is there in the existing Governing Body in the capacity Teachers' Representative
3	Whether the college is presently administered by the Governing Body of by the Government appointed administrator?	–	Duly formed Governing Body in terms of Section 5 of Chapter-II of 'The West Bengal Universities and College (Administration & Regulation) Act, 2017
4	Whether there was any Administrator during the last 5 years?	NO	Not Applicable
5	Whether the mettings of the Governing Body held regularly? If yes, how many meetings of the Governing Body are held in one year on an average?	YES	Four (04) or more on an average

			APPOINTMENT
	Whether the college maintains documents in connection wirh (a) Post Creation Government Orders for the Teaching staff including Principal?	YES	College maintains Post Creation Government Orders for the Teaching staff including Principal in both soft and hard format
	(b) Post Creation Government Orders for the Librarians?	YES	College maintains Post Creation Government Orders for the Librarian in both soft and hard format
	(c) Post Creation Government Orders for the Non-Teaching staff?	YES	College maintains Post Creation Government Orders for the Non-Teaching staff in both soft and hard format

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6-11	(d) Post Creation Government Orders for Government Approved teachers of other categories (Part Time Teachers/Contractual Whole Time Teachers/State Aided College Teachers)?	YES	College maintains Post Creation Government Orders Government Approved teachers of other categories (Part Time Teachers/Contractual Whole Time Teachers/State Aided College Teachers) in both soft and hard format
	(e) Whether the resrvation policy of the Government is maintained with 100% fidelity in conection with the appointment of teachers and the members of non-teaching staff	YES	The Roster of Appointment is periodically verified and duly authenticated by appropriate authority of the Backward Class Welfare Department of Government of West Bengal
	(f) Does the college restricts appointment of inappropriate category of teaching and non-teaching staff in case of appointment by way of transfer? If not what does it do in such cases?	NO	As per the Order of the State Government the letter of appointment is issued to the transferees (as per Govt. Order) even if reservation categories do not match
12	What steps are taken for regularly updating the Roster of Appointment (ROA)?	YES	As soon as any vacancy is created by way of retirement/resignation/death or any other reasons, the appropriate columns are filled up by the authorized staff of the college. The matter is then placed in the meeting of the Governing Body and finally submitted to the BCW Department for approval vis-a-vis authentication
13	Whether there are Government appointed Accountant and Cashier in the college	YES	There are two persons appointed against posts of Cashier (one each for the Morning and Day Shift of the College). While one post of Accountant is vacant from 01.04.2023, the other post of Accountant is presently filled up
FINANCIAL			
14	Dees the college submits Disbursement Certificate/Utilization certificate to Government against salary grants	YES	The college submits Disbursement Certificate against all salary grants along with claim bill for the salary of the next Month Blocks (Jan-Mar/Apr-July/Aug-Dec.
15	Does the college executed financial audit through Government appointed Auditor/Audit Farm?	YES	College accounts are audited by duly appointed (by the Government) Auditor
16	Did the college ever faced CAG Audit?	YES	The CAG Audit team executed Audit in the college twice: first in the year 2012 and subsequently in 2022 (for the 5 F/Ys: 2017-18 to 2021-22).
17	If yes, what was the outcome?	–	The 1st CAG Audit raised only 3 questions which were defended by the college in due course. The 2nd CAG Audit was executed taking this college as a 'Pilot Study'.

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18	What is the unique thing of the college with respect to CAG Audit?	–	It has been a great honour for the college to have been selected by the Office of the Principal Accountant General (Audit-I), WB as a 'Pilot Study' on the 'Performance Audit on Grant-In-Aid in respect of Higher Education Department'. Till date college did not receive any adverse report.
19	Are the details of the non-salary grants made available on the college website?	YES	All the Non-Salary grants are made available on the college website in chronological order along with (1) Sanction Memo Nos. & date, (2) Purpose of the Grant, (3) whether UC submitted etc.
20	Whether the events are regularly uploaded on the college website?	YES	The 'Events' are regularly hoisted on the college website with appropriate facts and figures
21	Whether there is any Bursar appointed by the Governing Body in terms of the Government Order?	YES	The Governing Body appointed Bursar in terms of G.O. bearing No. 932-Edn(CS), dated 12.07.1982
22	Whether Annual Budget is placed in the meeting of the Governing Body every year	YES	The Bursar of the college prepares Budget for every financial year ordinarily prior to commencement of a new Financial Year. The Budget is first considered in the meeting of the Finance Sub Committee which is subsequently considered in the meeting of the Governing Body for approval
23	Whether the college started e-procurement by way of e-tendering?	YES	The college has registered with the e-procurement system of the Govt. of West Bengal from 2022-23
24	Does the college issues Provident Fund Statement on expiry of every Financial Year?	YES	The statement of Provident Fund Account of all regular employees are issued in the month of April for the immediately preeceeding financial year.
25	Dose the college website have access to different important websites pertaining to Higher Education?	YES	The users can directly log in to other important websites such as (1) UGC, (2) Higher Education, Dept., (3) Finance Dept, WB, (4) Calcutta University, (5) NAAC/AISHE/NIRF etc.

ADMISSION

	Whether the college maintains transparency in the admission process w.r.t. The following		Cent per cent transparency is maintained since there is no human intervention in the system
	(a) Subject-wise and category-wise intake capacity	YES	Subject-wise and category-wise intake capacity are made available on the college website
26	(b) Whether the college strictly adheres to the reservation norms prescribed by the Government	YES	The relevant Government Orders are Hyperlinked with the relevant portions of the Admission Notifications so that every one may know that the college is commited to strictly comply with the Government regulations w.r.t. the reservation of studetns in Admissionm

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(c) Whether the college refunds the Admission Fees to the students who withdraw the admission in tune of the UGC regulation — YES — Hundred per cent (100%) fee are refunded through online mode after proper verification in terms of UGC norms

MANAGEMENT OF FUND FROM GOVERNMENT FOR RESEARCH

| 27 | How funds received from Government are managed? | YES | Funds received from Government are deposited in college account. The fund is disbursed as per the accounting procedure of the college to the Principal Investigator of directly to the party after proper verification |

TERMINAL BENEFITS

| 28 | Whether the college intimates the retiring employees sufficiently ahead of the due date of their retirement? If yes, when it is done? | YES | The college intimates the retiring employees about 16 to 28 months before their due date of retirement |
| 29 | Is there any case where the papers pertaining to the retirement benefits of any retiring employee is pending past the date of his/her retirement? | NO | The teachers and staff responsible for the work are so sincere, such thing never happened in last 16 years (the tenure of the present Principal) |

SERVICE BOOK AND LEAVE RECORD

| 30 | Whether there is any Service Book and Leave record Maintenance Committee? If yes, to what extent the Service Books and the Leave Recors of the employees are maintained? | YES | The designated committee for the maintenance of Service Book and Leave record regularly updates the service records and leave records of the member so teaching and non-teaching staff |

EMPLOYEES' BENEFITS

31	Whether the teachers are granted with pay leave for pursuing the Refressor Courses and the Orientation Programmes?	YES	The teachers are allowed to go for pursuing Orientation Programmes and Refresher Courses on full pay. The teachers are also allowed with-pay leave for attending shoert term courses/training programmes subject to the admissiblility of the courses for their benefits under CAS
32	Whether the Lady teachers are granted Child Care Leave as per Government norms?	YES	Child Care Leave granted to the lady teachers holding permanent appointment against substantive posts in terms of West Bengal Government Order bearing No. 08-ILC, dated 13.01.2016 and other such orders issued by the Government from time to time.
33	Whether the male teachers are granted Paternity-Cum-Child Care Leave as per Government norms?	YES	Child Care Leave granted to the male teachers holding permanent appointment against substantive posts in terms of West Bengal Government Order bearing No. 103-Edn(CS), dated 17.03.2017.

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| 34 | Whether the college provides monetory support to the teachers and staff for performing Ex-Classroom activities such as Educational Excursion, Field Study, visit of Zoological Garden/Museum etc. | YES | Teachers and the members of non-teaching staff are allowed grants as per budgetary provisions for travel, stay in hotel, food and Taxi fare for shifting from home to Rly station and from Rly station to home |

BODIES AND CELLS

| 35 | Whether the college has constituted the following cells/bodies (functional)?
(a) Grievance Redressal Committee
(b) Internal Complaint Committee
(c) RTI Cell
(d) Anti-Ragging Committee
(e)Teachers' Council | YES | Yes ther exists functional
(a) Grievance Redressal Committee,
(b) Internal Complaint Committee,
(c) RTI Cell,
(d) Anti-Ragging Committee &
(e)Teachers' Council |

AUDIT

| 36-41 | Does the college execute the folloing regularly?
(a) Audit of College Accounts
(b) Audit of the Provident Fund (for the regular employees)
(c) Academic Audit
(d) Administrative Audit
(e) Green Audit
(f) Energy Audit | YES | (a) Audit of the college accounts are executed by the Government appointed auditors in terms of G.O. No. 364-Edn(CS), dated 02.03.1973. Audit has been completed till 2019-20. While the Accounts are readu for audit for 2020-21, 2021-22 & 2022-23. But the Audit has not been executed in absence of Government appointed Auditor. The College has already communicated the Government regarding this.
Other audits have recently been undertaken:
Green Audit: Completed
Academic Audit: Completed
Energy Audit: Being done
Administrative Audit: Being done |

COMPUTER, INTERNET, ICT ETC.

| 42 | Whether there is CCTV Survillance in the college? | YES | The CCTV monitoring system is operative in the college in terms of the West bengal Government Order bearing No.1326-Edn(CS), dated 06.09.2011 |

| 43 | Whether the WiFi facility is available in the Teachers' Room, Library, Principal's room and the college Office? | YES | the WiFi facility is available in the Teachers' Room, Library, Bursar's Room & the Principal's room and the college Ofiice |

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44	Whether there is a designated Committee and the college authorized teacher for looking after the system of uploading college data (Teachers' data, data of Non-Teaching staff, Students' data, etc.) on the specific portal maintained by the Government?	YES	There are a team of 5-6 teachers and non-teaching staff for looking after the system of uploading college data (Teachers' data, data of Non-Teaching staff, Students' data, etc.) on the specific portal maintained by the Government
45	Does the college make the important notifications available in the public domain (College website/WhatsApp Groups etc.)?	YES	The college regularly publishes all notification on the college website under (1) General Notice, (2) Admission Notice, (3) Tender Notice, (4) Examination Notice etc.

STUDENTS' WELFARE

46	Whether there is a designated Committee and the college authorized teacher for looking after the beneficiary scheme exclusively meant for the girl students?		There is one designated committee complrising lady teacher and Non-teaching staff to look after the students'beneficiary scheme (Kanyasree Prokalpo, K2 & K3) exclusively meant for the girl students
47	Whether there is a designated Committee and the college authorized teacher for looking after the students' beneficiary schemes (Scholarships)?	YES	There is one designated teacher and three members of Non-teaching staff to look after the students' beneficiary schemes (Scholarships)

Infrastucture Development

48	Is there anything to report on infrastructure development?	YES	A six storied building (floor area 5000 sq. ft. X 6 = 30000 sq, ft) including Seminar Room, Large Class Rooms, New IQAC Room, Research Area for teachers, two large Computer Centres, Additional Principal's room, Auditorim, 5 Nos. of staff Quarter, two Gyms, one each for boys and girls is almost completed and expected to be inaugurated in early 2023

COLLEGE MANAGEMENT DURING COVID PERIOD

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| 49 | How the college provided support to the students during the 'COVID Period' that spanned from March, 2020 to November, 2021? | – | The college provided support to the students during the 'COVID Period' that spanned from March, 2020 to November, 2021 through the following support systems:
1. Periodically uploading study materials on the college website
2. Creating class-wise/subject and course-wise WhatsApp groups for delivery of message/instruction
3. Holding online classes through Google Meet/Google Classroom/Zoom etc.
4. Regular and frequent updation of the online notice board
5. Waiver of fees for Practical Classes
6. Online approval of students' application for enrolment to CU Examination
7. Holding examination online etc. |
| 50 | How the college provided support to the members of teaching and non-teaching staff during the "CORONA Period' that spanned from March, 2020 to November, 2021? | – | The college provided support to the members of teaching and non-teaching staff during the "CORONA Period' that spanned from March, 2020 to November, 2021 in the following ways:
1. Online approval of the application for leaving station (after lockdown) subject to the condition that he/she will continue taking online classes online
2. Gathering employees' advice throgh Google Forms pertaining to the (a) Quantum of contribition to PF, (b) amount of TDS etc.
3. Approval of application for interest-free Festival Advance,
4. Holding online meetings for taking collective decision,
5. Holding online meetings of the Finance Committee for the procurement of COVID preventive materials such as Gloves, Masks, hand sanitizers, sanitizer dispenser etc. |

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| 51 | How the college provided support to the retiring/retired employees the "CORONA Period' that spanned from March, 2020 to November, 2021? | — | Only one Lady staff retired within the COVID period. The college extended support to her in the following way:
1. College gathered all personal information through E-mail
2. College submitted e-pension documents online through Govt. portal
3. College completed all papers by way of writing on the pdf copy of the documents
4. The print outs of the physical documents were finally signed by the incumbent (maintaining the COVID protocol)
5. College finally submitted the pension document to the Education Directorate (maintaining the COVID protocol)
6. College disbursed the accumulated PF immediately after her retirement through online process (HRMS)
7. College submitted for payment of GSLI proceeds and othe benefits such as leave encashmeng exclusively through online means |
| 52 | How the college managed the system of teaching during the "CORONA Period' that spanned from March, 2020 to November, 2021? | — | 1. The subject-wise, course-wise and Semester-wise study materials were periodically made available in the public domain
2. Personal attention (clearing doubts etc.) were provided over telephone or through Video Call or through other online means
3. Regularly holding online classes
4. The routine for online classes were periodically published on the college website with the links for online classes etc. |

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The college managed the system of Examination and Evaluation during the "CORONA Period' in the following ways:

1. A system was developed (with due permission from the President, GB) for holding online Examination

2. The system had the provision of uploading Question Paters in a date & time-bound manner

3. Several notices were issued for the information of the concerned students regading the 'system'

4. After writing the scripts, the students has to prepare a single pdf file (≤ 2MB) to be uploaded on the system against specific Class, Semester and Roll No.

5. The teachers were provided with specific User ID and Password for their individual log in.

6. Using specific User ID and Password, the teachers evaluated the scripts online and awarded marks.

7. The marks were then entered into the University system by the examiners themselves.

8. After scrutiny, the marks were finally submitted to the University.

53 — What kind of arrangements were made by the college during the COVID Pandemic
(1) Holding online examination
(2) Evaluation of answer scripts
(3) Uploading of marks awarded on the Calcutta University Portal

The college took the following steps for the distribution of Admit Card and Marksheets in the following ways:

1. University send the Admit Cards tghrough online mode

2. The college issued notification with appropriate links for downloading the Admit Cards by the students

3. The link for online results were also notified by the college online for the students to download their result online using Roll and Registration numbers as User ID and Password respectively.

4. The Marksheets were also made available online (Password protected). The formula for te User ID and Password were notified. Using the student-specific user ID and Password, the students downloaded their Marksheets (Physical copies of the Marksheets were distributed after the COVID period).

54 — What steps were taken by the college for the distribution of Admit Cards and Mark Sheets?

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55	Did the college conducted any examination in the physical mode during the COVID Pandemic? If yes, mention the steps thaken by the college to combat CORONA disease?	YES	The college conducted one public examination (SET Examination, CSC) on 9th December, 2021. College adopted all measures as per Government directives for the smoothly conducting the SET Examination
56	Did the college provided masks, gloves, hand sanitizers etc. to the sweepers?	YES	The college provided masks, gloves, hand sanitizers etc. to the sweepers free of cost
57	How the College Administration supported the students in areas such as (1) Attestation of documents, (2) Fresh Application or Renewal of Applicatoion for different scholarships, (3) Distribution of Admit Cards (4) Distribution of Mark Sheets etc.?	YES	The students were asked to send the documents to be attested by the Principal, application of waiver of fees etc. through e-mail. The materials were downloaded by the Principal for appropriate action online.
58	How the College Administration supported the students in areas such as (1) Submission of application for appearing at the university examination, (2) Proof of payment of Fees etc.	YES	A special e-submission portal was made available for the students to submit application for appearing at the university examination & proof of payment of fees etc. The documents were subsequently retrived from the system and print outs were taken.
59	How the College Administration supported the members of teaching and non-teaching staff in areas such as (1) Submission of HRA Declaration, (2) Receiving the employees' advice regarding the quantum of their contribution to PF, (3) Submission of documents pertaining to Income Tax Exemption as per rules (4) Distribution of Form-16, (5) Distribution of PF statement uring COVID Pandemic (6) Salary Slips	YES	The College Administration supported the members of teaching and non-teaching staff as written hereunder: 1. HRA declaration were collected through E-mail 2. Employees' advice regarding the quantum of their contribution to PF through Google Form 3. Documents pertaining to Income Tax Exemption as per rules were collected throughespecially designed online sysem 4. Form-16 were made available on the college website as downloadable material protected by specific User ID and Password. 5. PF Statements were made available on the college website as downloadable material protected by specific User ID and Password 6. Salary Slips were made available on the college website as downloadable material protected by specific User ID and Password

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60	How the college manage the system of Pay Revision of the members of teaching and non-teaching staff in terms of Gos bearing Nos. 1306(22)-Edn(U), dt.30.12.2019, 28-Edn(CS), dated 09.01.2020 and other such orders		The office of the Education Directorate, Department of Higher Education issued an order bearing No. ED-77/2020, dated 13.05.2020 (within the LOCKDOWN Period) and empowered the Head of the Institutions to generate Pay Fixation Memos of Principal,Teachers, Librarians and members of Non-Teaching Staff in the revised pay structure in termas of GOs bearing Numbers 1306(22)-Edn(U), dt.30.12.2019, 28-Edn(CS), dated 09.01.2020 and other such orders.

The Principal and one Senior Teachers Dr.Tarun Pradhan were invited in an online meeting (for Training). Subsequently, the Principal, Dr. Tarun Pradhan, Bursar Dr. Mithun Maji, Dr.Asim Kumar Manna and Head Clerk In- Charge Sukanta Guha collectively executed the fixation of immediately after the meeting and finally completed the work on 20.05.2020.

The members of teaching and non-teaching started getting salary in the revised pay structure from the month of May, 2020 itself.

61	How the college manage the system of Pay Revision of the members of State Aided College Teachers (Erstwhile Govt. Approved Part Time and Contractual Whole Time Teachers and the erstwhile Guest Teachers)	–	Similar to what the did w.r.t. The fixation of pay of regular employees, the college also executed the Fixation of Pay in HRMS for the SACT Teachers. Moreover, new HRMS ID were created for 9 Erstwhile Guest Teachers
62	What kind of support was provided by the college to the retired/deceased members of Teaching and Non-Teaching staff for their revision of Pension w.e.f. 01.01.2016?	–	The college took all steps for the revised fixation of pay in the month of September, 2020 so that te pay of 3 Teachers and 4 members of Non-Teaching staff were re-fixed in the revised scale of pay. Subsequently, the college re-written the Service Book of such retired/deceased teachers and NTS and submitted necessary documents to the Education Directorate for the revision of Pension including CVP.

	FACILITIES		
63	Classrooms	YES	Available in sufficient numbers
64	Sufficient numbefr of Smart Classrooms	No	5 Smart Classroom are available
65	Virtual Classroom	YES	One Virtual Classroom is available
66	Laboratories	YES	Available in sufficient numbers
67	Library	YES	Available in fully working condition
68	Reading Room in the Library	YES	Available for 50 students at a given time
69	Conference Room	YES	Available with seating capacity of 25 fitted with LCD Projector
70	Reading Room for Teachers	YES	The Conference Room is used as "Teachers' Reading Room"

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71	Room for doing confidential work	YES	The Conference Room is used as a space for doing confidential work
72	Teachers' Room	YES	Availabe with seating Capacity of 80 teachers at a time
73	Individual Lockers for the teachers	YES	Available
74	Separate toilet/washroom for Gents and Lady teachers	YES	Availabe; two for Male and two Female teachers
75	Students' Common Room	YES	Available (Table Tennis Board and Carom Boards are also available)
76	Girl students' Common Room	YES	Available
77	Separate toilet/washroom for Boys	YES	Available
78	Separate toilet/washroom for Girls	YES	Available
79	Wheel Chair for differently abled students	YES	Available
80	Ramp for differently abled students	YES	Available
81	Computer Centre with internet facility	YES	Available (Number of Computers: 35)
82	Dedicated Server Room	YES	Available
83	Necessary softwares for different courses of study	YES	Available
84	Power Generator	YES	Two Power Generators (62 KVA and 30 KVA)
85	Fire fighting Apparatus	YES	Available (Water-based, Foam-based & CO-based in all three college buildings
86	Napkin Vending Machine in the Girls' Common Room	YES	Available
87	Avalibility of pure dringking water	YES	Available
88	Alternative source of power generation such as Solar Power Plant	YES	Available (20 KVA with 80 Panels)
89	Institutional website	YES	Available
90	Institutional E-mail ID	No	Not Available
91	Individual Teachers' Login on the college website	No	Not Available now
92	Teachers' Profile updation facility (on the college website)	No	Not Available
93	Photocopies machine in the College Office, Principal's Office and the Library	YES	Available (6 numbers)
94	Common space for Studnets' Activities	YES	Available (Capacity: 300)
95	Secured supply of fuel for the burners in the Chemistry laboratory	YES	Available (Designed and executed by agencies recommended by Indian Oil Corporation Ltd.)
96	Infarmary (Medical Centre)	YES	Available (infrastructure to be developed)
97	Doctors on call facility	YES	Available

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98	Scope/facility for education of the students who need to work for their families during the day time	YES	Available (Morning Shift of the College)
99	Garden on the College premises	YES	Available
100	Pond on the College premises	YES	Available (67 m X 60 m)
101	Active Rain Water Harvesing System	YES	Availble (using the pond).
102	Playground	YES	Available (the college has the user right conferred on it by the Government)
103	Vermicompost Plants	No	Not Available
104	System of solid waste management &System of Toxic Waste Management	YES	Available (the solid wastes are regulary lifted by Kolkata Municipal Corporation

Special Mention

The great Scientist and the Father of Molecular Biology Prof. Bruce Alberts virtually spoke in the webinar on"Science, Biology and the World 's Future" jointly organized by the Department Botany and IQAC of the college on 25.08.2020

Dr. Joy Sarkar received the the prestigious Membership of the Linnean Society of London on 22.10.2020

The Principal Dr.Somnath Mukhopadhyay received "Outstanding Teacher_2021-22' award from Presidency University, Bengaluru, India

The Principal Dr.Somnath Mukhopadhyay was assigned the responsibility the additional duty as "Officer on Special Duty' in the West bengal College Service Commission in terms of the Government Order bearing No. 140-Edn(CS), dated 08.02.2022

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Dinabandhu Andrews College (C11955)

Administrative Audit (COVID Period)

SWOT Analysis

Strength

1 Almost 100% Teaching Posts are filled up

2 Huge Infrastructure

3 Sex ration among the teachers is almost 50/50

4 Geographical location of the college vis-à-vis connectivity

5 Caste and category-wise representation of teachers is very near to what is expected as per Governmengt rules

6 Wide diversity of subjects/courses

7 Existance of Police Station in the close viscinity of the college

8 Existance of Fire Station in the close viscinity of the college

9 understand the Government policies better

Weakness

1 Lack of Hostel facilities for the students

2 Absence of full flaged Heal Care Facility for the student and staff

3 Lack of complete digization of the college library

4 Insufficient numbers of Smart Classrooms

5 Absence of Gym for boys and girls

6 A large number of vacant positions of Non-Teaching staff of different categories

   No Certificate Course has started yet

Opportunities

1 Geographical and locational advantages

2 Ample scope for building an Eco-friendly and sustainable infrastucture

3 The pond on the college premises may be used for pisciculture for revenue generation

4 The space within the garden on the college premises may be used for vermi-compost plants for earning revenew

5 A significant poportion of teachers belong to 40-50 years age group

6 There is ample scope for using the college infrastucture during the evening hours for professional courses

Threats

1 Gradual reduction of student strength

2 Gradual loss of interest of 10+2 Pass outs to pursue Higher Education

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3 Gradual increase in the infrastucture of Higher Educational Institutes managed by private agencies compared to Government funded HEIs

4 Steady reduction in the appointment of Non-teaching/support staff

Dr.Somnath Mukhopadhyay
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Dr. Joy Sarkar
Coordinator, IQAC
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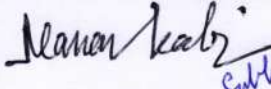2 0 APR 2021

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Observations of the Audit Team

OBSERVATIONS

The college Administration has been taking due care in all the fundamemntal areas needed to run an Institute of Higher Education smoothly. The infrastructute, the student support system, the staff support system are fine tuned with required infrastucture. The appears to have taken acre of most of the essential aspects of what must be available in any institute of Higher Learning.

However, we are please to suggest the following for further enhancing the acceptance of the college to the society at large. These are:
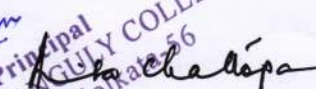
(1) The college need to facilitate ICT-based learing by way of augmenting the number of Smart Classrooms, and other aspects of ICT-bsed learning process as soon as possible or after the COVID is over

(2) The college must approach the Government so that the vacant posts of non-teaching staff are filled up

(3) The college must take initiatives for offering short term Certificate Courses (online/Offline)

(4) The college must go for MoUs with other institutes, both Govt. funded and Private funded in nature after the COVID is over
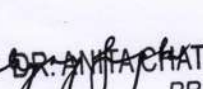
Prof. Aniruddha Mukhopadhyay
Dept. of Environmental Science
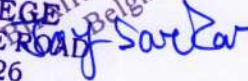University of Calcutta

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