

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

Administrative Audit
(Post COVID Period)



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

The Audit Team

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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
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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 reservation policy of the Government is maintained with 100% fidelity in connection 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
	Whether the college maintains documents in connection with		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
	(a) Post Creation Government Orders for the Teaching staff including Principal?	NO	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
12	(b) Post Creation Government Orders for the Librarians?	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
13	Whether there are Government appointed Accountant and Cashier in the college	YES	
FINANCIAL			
14	Does the college submit 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 execute financial audit through Government appointed Auditor/Audit Firm?	YES	College accounts are audited by duly appointed (by the Government) Auditor
16	Did the college ever face 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
- (a) Subject-wise and category-wise intake capacity YES Cent per cent transparency is maintained since there is no human intervention in the system
Subject-wise and category-wise intake capacity are made available on the college website

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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 committed to strictly comply with the Government regulations w.r.t. the reservation of students in Admission
	(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 Records 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 Refresher 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 short term courses/training programmes subject to the admissibility 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.

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- 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.
- 34 Whether the college provides monetary 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

- Whether the college has constituted the following cells/bodies (functional)?
- 35 (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

- Does the college execute the folloing regularly?
- 36 (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 ready 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.

- 37 Whether there is CCTV Surveillance 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

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|----|---|-----|---|
| 38 | 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 Office |
| 39 | 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 |
| 40 | 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

- | | | | |
|----|--|-----|---|
| 41 | 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 comprising lady teacher and Non-teaching staff to look after the students' beneficiary scheme (Kanyasree Prokalpo, K2 & K3) exclusively meant for the girl students |
| 42 | 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) |

Infrastructure Development

- | | | | |
|----|--|-----|---|
| 43 | 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 |
|----|--|-----|---|

FACILITIES

- | | | | |
|----|--|-----|---|
| 44 | Classrooms | YES | Available in sufficient numbers |
| 45 | Sufficient numbefr of Smart Classrooms | No | 5 Smart Classroom are available |
| 46 | Virtual Classroom | YES | One Virtual Classroom is available |
| 47 | Laboratories | YES | Available in sufficient numbers |
| 48 | Library | YES | Available in fully working condition |
| 49 | Reading Room in the Library | YES | Available for 50 students at a given time |

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50	Conference Room	YES	Available with seating capacity of 25 fitted with LCD Projector
51	Reading Room for Teachers	YES	The Conference Room is used as "Teachers' Reading Room"
52	Room for doing confidential work	YES	The Conference Room is used as a space for doing confidential work
53	Teachers' Room	YES	Available with seating Capacity of 80 teachers at a time
54	Individual Lockers for the teachers	YES	Available
55	Separate toilet/washroom for Gents and Lady teachers	YES	Available; two for Male and two Female teachers
56	Students' Common Room	YES	Available (Table Tennis Board and Carom Boards are also available)
57	Girl students' Common Room	YES	Available
58	Separate toilet/washroom for Boys	YES	Available
59	Separate toilet/washroom for Girls	YES	Available
60	Wheel Chair for differently abled students	YES	Available
61	Ramp for differently abled students	YES	Available
62	Computer Centre with internet facility	YES	Available (Number of Computers: 35)
63	Dedicated Server Room	YES	Available
64	Necessary softwares for different courses of study	YES	Available
65	Power Generator	YES	Two Power Generators (62 KVA and 30 KVA)
66	Fire fighting Apparatus	YES	Available (Water-based, Foam-based & CO-based in all three college buildings)
67	Napkin Vending Machine in the Girls' Common Room	YES	Available
68	Availability of pure drinking water	YES	Available
69	Alternative source of power generation such as Solar Power Plant	YES	Available (20 KVA with 80 Panels)
70	Institutional website	YES	Available
71	Institutional E-mail ID	No	Not Available
72	Individual Teachers' Login on the college website	No	Not Available now
73	Teachers' Profile updation facility (on the college website)	No	Not Available
74	Photocopies machine in the College Office, Principal's Office and the Library	YES	Available (6 numbers)
75	Common space for Studnets' Activities	YES	Available (Capacity: 300)
76	Secured supply of fuel for the burners in the Chemistry laboratory	YES	Available (Designed and executed by agencies recommended by Indian Oil Corporation Ltd.)
77	Infarmary (Medical Centre)	YES	Available (infrastructure to be developed)

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78	Doctors on call facility	YES	Available
79	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)
80	Garden on the College premises	YES	Available
81	Pond on the College premises	YES	Available (67 m X 60 m)
82	Active Rain Water Harvesing System	YES	Available (using the pond).
83	Playground	YES	Available (the college has the user right conferred on it by the Government)
84	Vermicompost Plants	No	Not Available
85	System of solid waste management & System of Toxic Waste Management	YES	Available (the solid wastes are regularly lifted by Kolkata Municipal Corporation The non-hazardous labortory wastes are disposed off through the floowing means:
86	System of the disposal of non- hazardouschemical wastes (from the laboratories)	YES	1. Sanitary sewar or trash disposal 2. Acid-base neutralization followed by sewar disposal The hazardous labortory wastes are disposed off through the floowing means:
87	System of the disposal of hazardouschemical wastes (from the laboratories)	YES	1. Incineration 2. Destruction by authclaving followed by disposal as solid waste
88	Fund for students' activities	YES	Available

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Dinabandhu Andrews College (C11955)
Administrative Audit (Post 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 Government rules
- 6 Wide diversity of subjects/courses
- 7 Existence of Police Station in the close vicinity of the college
- 8 Existence of Fire Station in the close vicinity of the college
- 9 Involvement of the Principal in various committees of the Department of Higher Education, Government of West Bengal which helps the college to understand the Government policies better

Weakness

- 1 Lack of Hostel facilities for the students
- 2 Absence of full fledged 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
- 7 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 infrastructure of Higher Educational Institutes managed by private agencies compared to Government funded HEIs
- 4 Steady reduction in the appointment of Non-teaching/support staff



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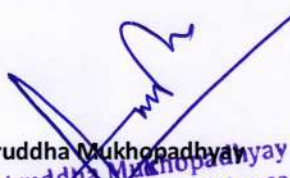


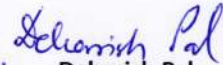
Observations


The college Administration has been taking due care in all the fundamemntal areas needed to run an Institute of Higher Education smoothly. The infrastructure, 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:

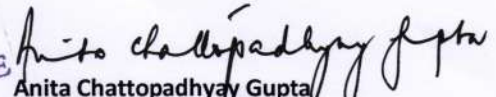
- (1) The college need to facilitate ICT-based learing by way of augmenting the number of Smart Classrooms, and other aspects of ICT-basd learning process.
- (2) The college must approach the Government so that the vacant posts of non-teaching staff are filled up
- (3) The college must take initiatives 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



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