



# ADMINISTRATIVE AUDIT REPORT

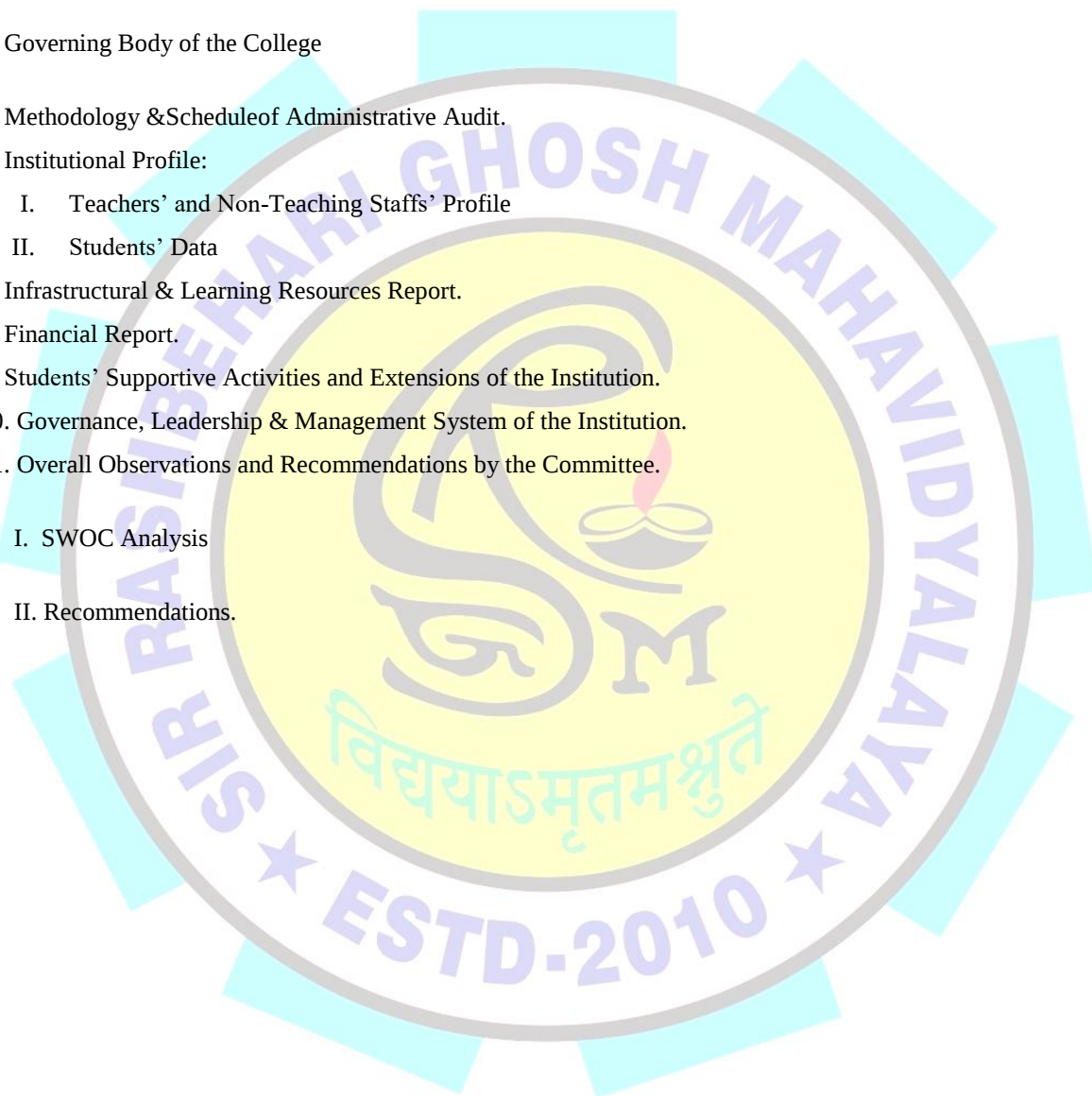
**Sessions: 2020-2021 & 2021-2022**

**SIR RASHBEHARI GHOSH MAHAVIDYALAYA**

*Vill. & P.O.- Ukhrid; P.S.- Khandagosh; Dist. –  
PurbaBardhaman; W.B. -713142*

## CONTENTS:

1. Introduction to the Administrative Audit.
2. Administrative Audit Committee Members:
  - I. Internal & External Members.
3. General information of the Institution.
4. Governing Body of the College
5. Methodology & Schedule of Administrative Audit.
6. Institutional Profile:
  - I. Teachers' and Non-Teaching Staffs' Profile
  - II. Students' Data
7. Infrastructural & Learning Resources Report.
8. Financial Report.
9. Students' Supportive Activities and Extensions of the Institution.
10. Governance, Leadership & Management System of the Institution.
11. Overall Observations and Recommendations by the Committee.
  - I. SWOC Analysis
  - II. Recommendations.



## 1. INTRODUCTION TO THE ADMINISTRATIVE AUDIT

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. 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. The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.



## 2. ADMINISTRATIVE AUDIT COMMITTEE MEMBER

### I. Internal Administrative Committee

- i. Dr Indrani Bose, Teacher-in-charge, Sir Rashbehari Ghosh Mahavidyalaya.
- ii. Dr Jayanta Mukherjee, Principal, Acharya Sukumar Sen Mahavidyalaya, Gotan, PurbaBardhaman.
- iii. Dr Prasanta Karmakar, Secretary, Teachers' Council, Sir Rashbehari Ghosh Mahavidyalaya.
- iv. Dr Ankur Konar, Coordinator, IQAC, Sir Rashbehari Ghosh Mahavidyalaya.
- v. Sri Koushik Ghosh, Office Staff, Sir Rashbehari Ghosh Mahavidyalaya.



### 3. GENERAL INFORMATION OF THE INSTITUTION

|         |                                                                     |                                                                                                                                                                                                                  |
|---------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1.    | Year of establishment                                               | 2010 (vide memo no. 608-Edn 9CS)/4C-60/10, dated 05.08.2010)                                                                                                                                                     |
| 3.2.    | Affiliating University                                              | The University of Burdwan                                                                                                                                                                                        |
| 3.3.    | Year of Affiliation                                                 | 2010 (temporarily affiliated vide memo no. IC/Affln/P/179/518, dated 18.08.2010.)                                                                                                                                |
| 3.4.    | Whether recognized under the 12(B) and 2 (f) of UGC Act.            | No                                                                                                                                                                                                               |
| 3.5.    | Location of the College                                             | The college is located in the rural area (Ukhrid) of Khandaghosh block of the PurbaBardhaman District and connected by road with Burdwan town and by train Bowaichandi station of Eastern Railway.               |
| 3.6.    | Academic streams run by the College                                 | UG stream in Arts.                                                                                                                                                                                               |
| 3.7.    | Academic Departments run by the College                             | Bengali, Education, English, History, Philosophy, Political Science and Sanskrit                                                                                                                                 |
| 3.8.    | Number of Courses offered by the College                            | 1. B.A. Honours in Bengali<br>2. B.A.Honours in English<br>3. B.A. Honours in History<br>4. B.A. Honours in Philosophy<br>5. B.A. Honours in Political Science<br>6. B.A. Honours in Sanskrit<br>7. B.A. General |
| 3.9.    | Number of sanctioned post and number of faculty members on pay roll | Sanctioned posts: TS – 06, NTS - 08<br>Filled up posts: TS – 05, NTS – 00<br>Vacant posts: TS – 01, NTS - 08                                                                                                     |
| 3.10.a. | Students' enrollment in the session 2020-2021                       | Total no. of students enrolled:543<br>Total no. of Male students:226<br>Total no. of Female Students:317                                                                                                         |
| 3.10.b. | Students' enrollment in the session 2021-2022                       | Total no. of students enrolled:511<br>Total no. of Male students:198<br>Total no. of Female Students:313                                                                                                         |
| 3.11.   | Accreditation status of the College                                 | Not accredited.                                                                                                                                                                                                  |
| 3.12.   | No. Of NSS unit                                                     | 01                                                                                                                                                                                                               |
| 3.13.a. | Academic calendar of the session                                    | Due to the nation-wide lockdown for COVID-19                                                                                                                                                                     |

|              |                                               |                                                                                                                                                                                                                            |
|--------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | 2020-2021                                     | pandemic, the college had conducted all its academic and administrative works in online mode.                                                                                                                              |
| 3.13.b.<br>. | Academic calendar of the session<br>2021-2022 | 1. No. of days College open: <b>147 (in off-line mode)</b><br>2. No. of teaching days: <b>127 (in off-line mode)</b><br>3. No. of days used for examination: <b>03 (in off-line mode)</b><br>4. No. of holidays: <b>48</b> |



#### 4. GOVERNING BODY OF THE COLLEGE

The apex body of the college in terms of management is the Governing Body formed under and accordance with the statute of the University of Burdwan and the clauses of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. The names of the members with their respective designations are listed below for the Academic Sessions **2020-2021 & 2021-2022** respectively:

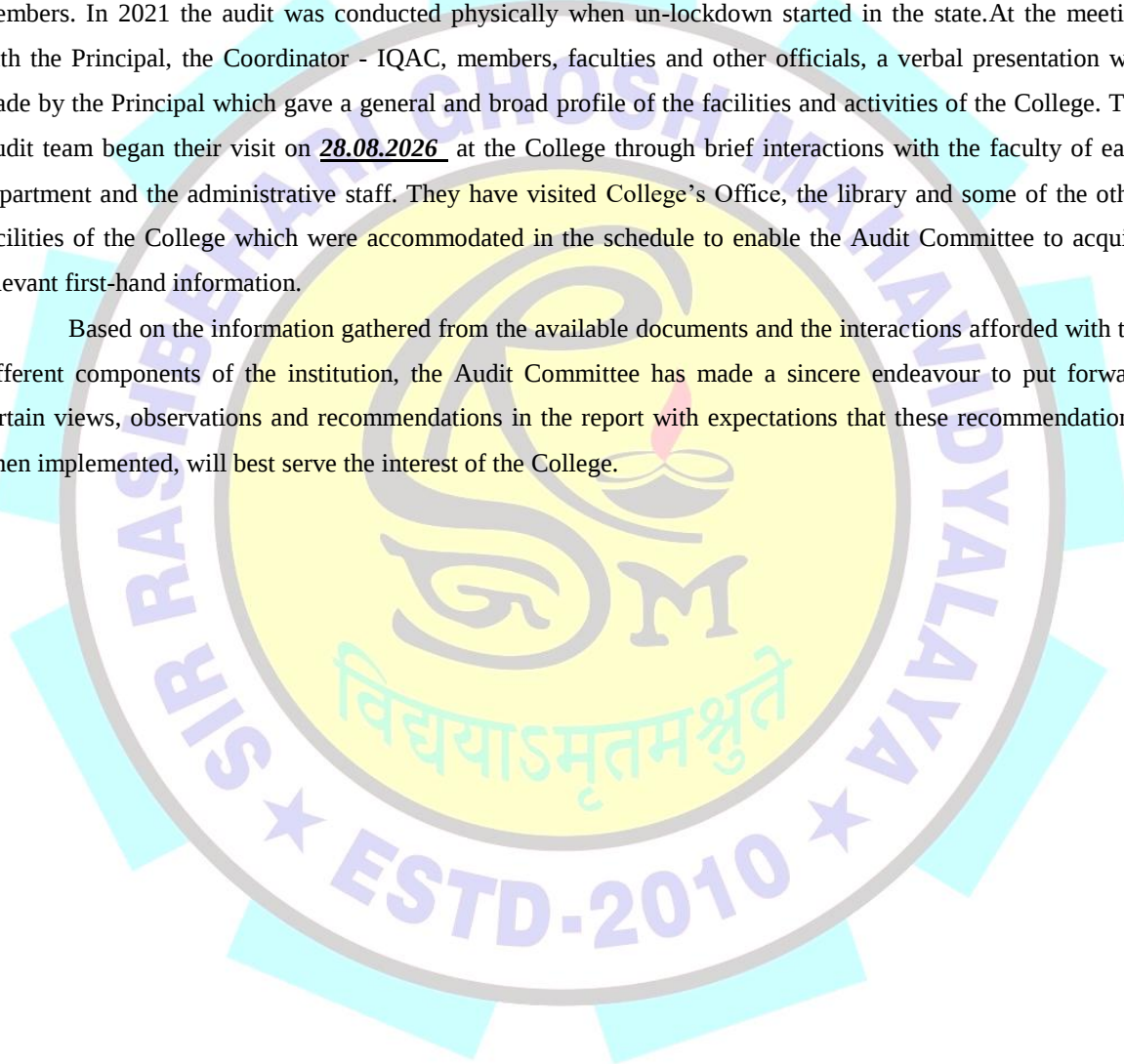
1. Sri Nabin Chandra Bag, President
2. Dr Debabrata Ghosh, Principal & ex-officio Secretary
3. Dr Naba Kumar Bez, State Government Nominee
4. Dr Salauddin Khan, State Government Nominee
5. Dr Rupasree Chatterjee, University Nominee
6. Dr Golam Mostafa, University Nominee
7. Md. Aparthiba Islam, Donor's Representative
8. Prof. Indrani Bose, Teacher's Representative
9. Dr Jayanta Biswas, Teacher's Representative
10. Dr Ankur Konar, Teacher's Representative

- i. Sri Nabin Chandra Bag, President.
- ii. Dr Debabrata Ghosh, Principal & Secretary.
- iii. Dr Golam Mostafa, Affiliating University Nominee.
- iv. Dr Rupashree Chaterjee, Affiliating University Nominee.
- v. Smt Indrani Bose, Teachers' Representative.
- vi. Dr Jayanta Biswas, Teachers' Representative.
- vii. Dr Ankur Konar, Teachers' Representative.
- viii. Smt Soma Neogi, State Government Nominee.
- ix. Suhradip Sinha, State Government Nominee.
- x. Md. Aparthib Islam, Donor Member.

## 5. METHODOLOGY & SCHEDULE OF ADMINISTRATIVE AUDIT

Due to nationwide lockdown caused by covid-19 pandemic, physical audit could not be conducted for the year 2020. However, partial audit was conducted virtually and through limited presence of the concerned members. In 2021 the audit was conducted physically when un-lockdown started in the state. At the meeting with the Principal, the Coordinator - IQAC, members, faculties and other officials, a verbal presentation was made by the Principal which gave a general and broad profile of the facilities and activities of the College. The Audit team began their visit on 28.08.2026 at the College through brief interactions with the faculty of each department and the administrative staff. They have visited College's Office, the library and some of the other facilities of the College which were accommodated in the schedule to enable the Audit Committee to acquire relevant first-hand information.

Based on the information gathered from the available documents and the interactions afforded with the different components of the institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the report with expectations that these recommendations, when implemented, will best serve the interest of the College.



## 6. INSTITUTIONAL PROFILE

Sir Rashbehari Ghosh Mahavidyalaya was established in the name of a renowned politician, lawyer and social worker in the year 2010. It is a general degree college affiliated with the University of Burdwan. Presently, the college offers B.A. Honours and General programmes in 07 different subjects in Humanities and Social Science. Along with the curriculum activity, the college also offers add-on courses on different supportive subjects, organizes seminars, special talks, awareness campaigns etc. in convenient time. The college has one NSS unit, which adopted a nearby village and serve the villagers with sincerity. Some cultural programmes are also being celebrated throughout the session. In a word, the college always tries to focus in the holistic development of its students with its' limited capacity.

### I. (a) TEACHERS' AND NON-TEACHING STAFFS' DATA:

#### ACADEMIC SESSIONS: 2020-2021 & 2021-2022

| Sl. No. | Name of the post             | Nature of the post | No. of post sanctioned | No. of posts filled up |
|---------|------------------------------|--------------------|------------------------|------------------------|
| 01.     | Principal                    | Substantive        | 01                     | 01                     |
| 02.     | AP in Political Science      | Substantive        | 01                     | 01                     |
| 03.     | AP in Sanskrit               | Substantive        | 01                     | 01                     |
| 04.     | AP in Bengali                | Substantive        | 01                     | 01                     |
| 05.     | AP in English                | Substantive        | 01                     | 01                     |
| 06.     | AP in History                | Substantive        | 01                     | 00                     |
| 07.     | State-aided college teachers | Permanent          | 17                     | 17                     |
| 08.     | Group C                      | Substantive        | 04                     | 00                     |
| 09.     | Group D                      | Substantive        | 04                     | 00                     |
| 10.     | Group C                      | Temporary          | ×                      | 01                     |
| 11.     | Group D                      | Temporary          | ×                      | 01                     |

**(b) ACHIEVEMENTS OF THE TEACHERS IN ACADEMIC AND NON-ACADEMIC FIELDS:****ACADEMIC SESSION 2020-2021& 2021-2022**

| Name of the Teachers         | Designation                              | Highest Qualification | Academic achievements                                                                                                                                                                             | Non-academic Achievements |
|------------------------------|------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Dr. Debabrata Ghosh</b>   | Principal                                | Ph.D.                 | Books published: <b>06</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b><br>Research Supervision: <b>08</b> | Nil.                      |
| <b>Smt Indrani Bose</b>      | Assistant Professor in Political Science | M.A.                  | Books published: <b>02</b><br>Chapters in Book / Journals: <b>02</b><br>Seminars & workshops: <b>03</b><br>Academic & Professional Degree/Course: <b>01</b>                                       | Nil.                      |
| <b>Dr. Prasanta Karmakar</b> | Assistant Professor in Sanskrit          | Ph.D.                 | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>01</b><br>Seminars & workshops: <b>05</b><br>Academic & Professional Degree/Course: <b>NIL</b>                                     | Nil.                      |
| <b>Dr. Jayanta Biswas</b>    | Assistant Professor in Bengali           | Ph.D.                 | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>07</b><br>Seminars & workshops: <b>03</b><br>Academic & Professional Degree/Course: <b>NIL</b>                                     | Nil.                      |
| <b>Dr. Ankur Konar</b>       | Assistant Professor in English           | Ph.D.                 | Books published: <b>02</b><br>Chapters in Book / Journals: <b>04</b><br>Seminars & workshops: <b>04</b><br>Academic & Professional Degree/Course: <b>NIL</b>                                      | Nil.                      |
| <b>Smt Soma Neogi</b>        | SACT-2 in Philosophy                     | M.A.                  | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>01</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b>                                    | Nil.                      |
| <b>Sri Avishek Sam</b>       | SACT-2 in English                        | M.A.                  | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b>                                   | Nil.                      |
| <b>Smt K Sayantani Reddy</b> | SACT-1 in Sanskrit                       | M. Phil.              | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>03</b><br>Seminars & workshops: <b>01</b><br>Academic & Professional Degree/Course: <b>NIL</b>                                     | Nil.                      |
| <b>Sri Suvradip Sinha</b>    | SACT-1 in History                        | M.A.                  | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>01</b><br>Seminars & workshops: <b>01</b><br>Academic & Professional Degree/Course: <b>NIL</b>                                     | Nil.                      |
| <b>Sri Tanmay Ghosh</b>      | SACT-1 in ENVS                           | M.A.                  | Books published: <b>NIL</b>                                                                                                                                                                       | Nil.                      |

|                               |                             |          |                                                                                                                                                                 |                                                                 |
|-------------------------------|-----------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
|                               |                             |          | Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>01</b><br>Academic & Professional Degree/Course: <b>02</b>                                  |                                                                 |
| <b>Smt Sumitra Karmakar</b>   | SACT-1 in Sanskrit          | M. Phil. | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>03</b><br>Seminars & workshops: <b>02</b><br>Academic & Professional Degree/Course: <b>NIL</b>   | Nil.                                                            |
| <b>Sri Debdas Paramanik</b>   | SACT-1 in Bengali           | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b> | Nil.                                                            |
| <b>Sayed Ali</b>              | SACT-1 in History           | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b> | Nil.                                                            |
| <b>Sri Bivash Bindu Ghosh</b> | SACT-2 in Philosophy        | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b> | Nil.                                                            |
| <b>Smt Piyali Hazra</b>       | SACT-2 in Philosophy        | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b> | Nil.                                                            |
| <b>Sri Purnabrata Koner</b>   | SACT-2 in Philosophy        | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>01</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b>  | Nil.                                                            |
| <b>Sri SufalDas</b>           | SACT-1 in Philosophy        | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b> | Nil.                                                            |
| <b>Sri Suvendu Modak</b>      | SACT-2 in Political Science | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b> | Completed training on “call center” for three months from WEBEL |
| <b>Smt Tulika Mondal</b>      | SACT-2 in Sanskrit          | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>01</b><br>Academic & Professional Degree/Course: <b>NIL</b>  | Nil.                                                            |
| <b>Smt Keya Ghosh</b>         | SACT-2 in Bengali           | M.A.     | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b> | Nil.                                                            |
| <b>Smt Pallabi Mallick</b>    | SACT-1 in History           | M.A.     | Books published: <b>NIL</b>                                                                                                                                     | Nil.                                                            |

|                     |                     |      |                                                                                                                                                                 |      |
|---------------------|---------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|                     |                     |      | Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>01</b>                                 |      |
| <b>Smt Soma Roy</b> | SACT-2 in Education | M.A. | Books published: <b>NIL</b><br>Chapters in Book / Journals: <b>NIL</b><br>Seminars & workshops: <b>NIL</b><br>Academic & Professional Degree/Course: <b>NIL</b> | Nil. |

## II. STUDENTS' PROFILE:

| Name of the Program                      | Academic session |               | Total no. of students admitted | Total no. of students admitted in UR Category | Total no. of students admitted in SC Category | Total no. of students admitted in ST Category | Total no. of students admitted in OBC Category |
|------------------------------------------|------------------|---------------|--------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------|------------------------------------------------|
| <b>B.A. HONOURS &amp; GENERAL (CBCS)</b> | <b>2020-2021</b> |               | <b>543</b>                     | <b>250</b>                                    | <b>114</b>                                    | <b>06</b>                                     | <b>174</b>                                     |
|                                          |                  | <b>MALE</b>   | 226                            | 105                                           | 60                                            | 04                                            | 58                                             |
|                                          |                  | <b>FEMALE</b> | 317                            | 145                                           | 54                                            | 02                                            | 116                                            |
|                                          | <b>2021-2022</b> |               | <b>511</b>                     | <b>229</b>                                    | <b>99</b>                                     | <b>06</b>                                     | <b>177</b>                                     |
|                                          |                  | <b>MALE</b>   | 198                            | 83                                            | 48                                            | 04                                            | 63                                             |
|                                          |                  | <b>FEMALE</b> | 313                            | 146                                           | 51                                            | 02                                            | 114                                            |

## 7. INFRASTRUCTURAL & LEARNING RESOURCES REPORT

| Criteria                                     | Description                                                                                                                                                                                                                                            |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Facilities</b>                   | Area of the College: <b>6.0 acre</b>                                                                                                                                                                                                                   |
|                                              | Built-up area: <b>622.45 Sq.M</b>                                                                                                                                                                                                                      |
|                                              | Classrooms: <b>11</b>                                                                                                                                                                                                                                  |
|                                              | Virtual Classrooms: <b>01</b>                                                                                                                                                                                                                          |
|                                              | Seminar Halls: <b>02</b>                                                                                                                                                                                                                               |
|                                              | Administrative Rooms: <b>02</b>                                                                                                                                                                                                                        |
|                                              | Teachers' Rooms: <b>01</b>                                                                                                                                                                                                                             |
|                                              | Toilets: <b>09</b>                                                                                                                                                                                                                                     |
|                                              | Toilets for females only: <b>04</b>                                                                                                                                                                                                                    |
|                                              | Common Room/ Students' Union Room: <b>01</b>                                                                                                                                                                                                           |
|                                              | Common Room for Girls: <b>01</b>                                                                                                                                                                                                                       |
|                                              | First-aid: <b>Available</b>                                                                                                                                                                                                                            |
|                                              | Playground: <b>A big one</b>                                                                                                                                                                                                                           |
|                                              | Greenery: <b>3344 Sq. M (aprox.)</b>                                                                                                                                                                                                                   |
|                                              | Drinking Water: <b>03 water purifiers installed</b>                                                                                                                                                                                                    |
|                                              | Ramp: <b>In entrance only</b>                                                                                                                                                                                                                          |
| <b>Learning Resources</b>                    | Library: <b>01</b>                                                                                                                                                                                                                                     |
|                                              | Reading Room: <b>01</b>                                                                                                                                                                                                                                |
|                                              | Learning through Audio-visual: <b>Available digital sources</b>                                                                                                                                                                                        |
| <b>ICT Facilities</b>                        | Desktops for Administrative work: <b>02</b>                                                                                                                                                                                                            |
|                                              | Desktops for Academic works: <b>03</b>                                                                                                                                                                                                                 |
|                                              | Printers / Scanners: <b>03</b>                                                                                                                                                                                                                         |
|                                              | Xerox Machine: <b>01</b>                                                                                                                                                                                                                               |
|                                              | Projector: <b>01</b>                                                                                                                                                                                                                                   |
|                                              | White Board for projection: <b>01</b>                                                                                                                                                                                                                  |
|                                              | Sound system: <b>01</b>                                                                                                                                                                                                                                |
|                                              | CCTV surveillance: <b>Yes</b>                                                                                                                                                                                                                          |
|                                              | Wi-fi: <b>Installed</b>                                                                                                                                                                                                                                |
|                                              | Online Admission: <b>Through a dedicated portal</b>                                                                                                                                                                                                    |
| <b>Infrastructure for Campus Maintenance</b> | There are well established procedures & policies for maintaining & utilizing physical, academic & support facilities of the college.<br>The college authority has constituted a number of committees to take care of infrastructure & other facilities |

## 8. FINANCIAL REPORT

| Criteria                                    | College's Submissions                                                                                             |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Financial Management software</b>        | CAMS 2.8.0.0.                                                                                                     |
| <b>Annual Audit Internal &amp; External</b> | Up-to date                                                                                                        |
| <b>GPF Register</b>                         | GPF Passbook along with Subscriber-wise GPF accounts is upto date.                                                |
| <b>Fees collection from students</b>        | As per Govt. rule.                                                                                                |
| <b>Grants received from Government</b>      | 1. Regular salary grants received and disbursed by the DDO.<br>2. Grant Received from BU to NSS Unit I & utilized |
| <b>Grants received from other sources</b>   | Nil.                                                                                                              |
| <b>Deposition of Tuition Fees</b>           | Submitted as per Govt. rule to the Burdwan Treasury-I through TR From 07 on regular basis.                        |

## 9. STUDENTS' SUPPORTIVE ACTIVITIES AND EXTENSIONS OF THE INSTITUTION

| Criteria                                   | College's Submissions                                                                                                                                                                                                                                                                                           |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STUDENTS' SUPPORTIVE ACTIVITIES</b>     |                                                                                                                                                                                                                                                                                                                 |
| <b>Invited / Special Lectures</b>          | Nil.                                                                                                                                                                                                                                                                                                            |
| <b>Seminars Conducted</b>                  | <b>Students' Seminars conducted by the Departments:</b><br>Bengali: <b>01</b><br>English: <b>01</b><br>History: <b>01</b><br>Political Science: <b>01</b><br>Sanskrit: <b>01</b>                                                                                                                                |
| <b>Awareness Campaigns Organized</b>       | 1. COVID -19 Vaccination<br>2. West Bengal Students' Credit Card Scheme<br>3. Anti-ragging<br>4. Awareness about sexual harassment.                                                                                                                                                                             |
| <b>Cultural Participation Collaborated</b> | 1. Observation of Independence Day, Republic Day, Teachers' Day & Sir Rashbehari Ghosh's Birthday<br>2. Freshers' Welcome by the senior students.                                                                                                                                                               |
| <b>Special Student Support</b>             | <b>Financial</b><br>1. Various Central & State Scholarships<br>2. Non-Government Scholarships<br>3. Helpdesk for WBSCCS<br><b>Academic</b><br>4. Remedial Classes<br><b>Physical</b><br>5. Offers Sports equipment<br><b>Cultural</b><br>6. Cultural Committee supports to organize various cultural activities |
| <b>EXTENSION ACTIVITIES</b>                |                                                                                                                                                                                                                                                                                                                 |
| <b>One NSS Unit</b>                        | Active NSS carries out extension activities like cleanliness drive, awareness programme, Medical Camp, Swachh Bharat etc. World Yoga Day, Independence day etc. are also being observed.                                                                                                                        |
| <b>Collaborations and MoUs</b>             | College has imitated collaboration Agreements with the following institutions for different activities like students exchange, faculty exchange, special lecture, organising seminars etc.<br>Total number of MOU and collaboration agreements signed – <b>01</b><br>a) Jamalpur Mahavidyalaya                  |

## 10. GOVERNANCE, LEADERSHIP & MANAGEMENT SYSTEM OF THE INSTITUTION

| Criteria                          | Sub-criteria                      | College's Submissions                                                                             |
|-----------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------|
| <b>GOVERNANCE</b>                 |                                   |                                                                                                   |
| Basic administrative information  | Mission and Vision of the College | Displayed in the College's Website                                                                |
|                                   | Governing Body Meeting            | No. of Meeting: <b>Nil.</b>                                                                       |
|                                   | Departmental Meetings             | <b>Regular in all the departments</b>                                                             |
|                                   | IQAC Meeting                      | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Finance Committee Meeting         | No. of Meeting: <b>Nil</b>                                                                        |
|                                   | Purchase Committee Meeting        | No. of Meeting: <b>Nil</b>                                                                        |
|                                   | Teachers' Council Meeting         | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Academic Committee                | As same as TC meeting                                                                             |
|                                   | Anti-ragging Committee            | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Grievance Redressal Committee     | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Internal Complaints Committee     | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Sexual Harassment Committee       | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Vishakha Cell                     | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | RTI Cell                          | No. of Meeting: <b>Regular</b>                                                                    |
| <b>LEADERSHIP</b>                 |                                   |                                                                                                   |
| Faculty Empowerment Strategy      | ----                              | The Institution grants leave on-duty for attending Ops, RCs, FDPs, STCs, Seminars, Workshops etc. |
| <b>MANAGEMENT SYSTEM</b>          |                                   |                                                                                                   |
| Various administrative committees | Admission Committee               | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | GPF Sub-Committee                 | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Routine Sub-Committee             | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | BUP Sub-Committee                 | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | NAD Sub-committee                 | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | WBSCCS Sub-committee              | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Scholarship Sub-Committee         | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Games & Sports Sub-committee      | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Library Sub-committee             | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Examination Sub-committee         | No. of Meeting: <b>Regular</b>                                                                    |
|                                   | Women's Cell                      | No. of Meeting: <b>Regular</b>                                                                    |
| Feedback from all stakeholders    | Students' Feedback                | Available                                                                                         |
|                                   | Teachers' Feedback                | Available                                                                                         |
|                                   | Non-teaching Staffs' Feedback     | Available                                                                                         |
| Asset register                    | ---                               | It will be prepared shortly.                                                                      |

## 11.OVERALL OBSERVATIONS AND RECOMMENDATIONS BY THE COMMITTEE

### I. SWOC ANALYSIS

#### Strengths:

- ✓ The college has a wide range of possibilities and is doing well with its limited physical facilities.
- ✓ Sound management.
- ✓ Dedicated faculty and non-teaching staff.
- ✓ Modern techniques are adopted along with pen & paper method in the classrooms by the teachers.
- ✓ The green atmosphere.
- ✓ There are well established procedures & policies for maintaining & utilizing physical, academic & support facilities of the college.
- ✓ Well-maintained Finance Management Software with online payment option.
- ✓ Ragging-free student friendly atmosphere.
- ✓ Wi-fi enabled campus (for teachers and member of the non-teaching staff).
- ✓ Most of the substantive postholders are qualified with Ph.D. degree.
- ✓ Appointment of SACT for different subjects

#### Weakness:

- Lack of necessary fund.
- Limited no. of classrooms & facilities for students.
- Limited no. of advanced teaching-learning equipments.
- Lack of permanent non-teaching staff to manage the workload and administrative responsibilities
- Lack of proper connectivity by bus or train.
- No separate common room for boys.
- No separate toilet for physically challenged persons.

#### Opportunities:

- With qualified teachers and varied departments, there is a scope for planning various interdisciplinary add-on courses.
- The NSS unit of the college is very active and has hosted many programmes for the betterment of the students and for nation building.
- Collaboration with other institutions for offering joint programmes can augment the status of this institution.

#### Challenges:

- ❖ The introduction of CBCS promises to contemporize education with changing pedagogies but the restricted size of sanctioned teachers will hamper to fulfil the objectives of CBCS curriculum.

- ❖ Non-engagement of the permanent Non-Teaching staffs affect the non-academic works of the institution.
- ❖ Most of the students are first generation learners and therefore not easy to motivate them for internal and external activities.
- ❖ Early marriage of the girl students increases the dropout rate.
- ❖ Inadequate funds bar the smooth development of the institution.

## II. RECOMMENDATIONS

- Infrastructural facilities to be upgraded with latest equipment.
- More thrust on IT in the teaching-learning process be given.
- Augmentation in ICT and sport resources are required
- The college has a small Library with a limited no. of books. No. of books should be increased.
- Library resources should be maintained digitally.
- Collaborations with formal MOUs with reputed institutions be made for faculty development.
- More collaboration needs to be established for Faculty exchange, Student exchange, internship, etc.
- Faculty be encouraged to participate more in various Faculty Development Programmes.
- More faculties may be trained in using ICT facilities for teaching learning
- Proper documentation is required for all activities
- More students should be involved in extension activities.
- Necessary initiatives to be taken to fill up the vacant posts.
- A Fixed Asset Register should be maintained by the institution.
- Initiatives must be taken to build a consolidated fund of the College.



| Member of the Audit team                                                                                                | Signature with seal                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Dr Jayanta Mukherjee,</p> <p>Principal,</p> <p>Acharya Sukumar Sen Mahavidyalaya,</p> <p>Gotan, Purba Bardhaman.</p> | <p><i>[Signature]</i> 28.8.2026</p> <p>Principal</p> <p>Acharya Sukumar Sen Mahavidyalaya,</p> <p>Gotan &amp; P.O. Gotan, Dist. Purba Bardhaman.</p>                                                   |
| <p>Dr Indrani Bose,</p> <p>Teacher-in-charge,</p> <p>Sir Rashbehari Ghosh Mahavidyalaya.</p>                            | <p><i>[Signature]</i> 24.8.26</p> <p>Teacher-in-Charge</p> <p>Sir Rashbehari Ghosh Mahavidyalaya</p> <p>Utkrid, Khandaghoash,</p> <p>Purba Bardhaman, W.B.-713142</p>                                  |
| <p>Dr Prasanta Karmakar,</p> <p>Secretary, Teachers' Council,</p> <p>Sir Rashbehari Ghosh Mahavidyalaya.</p>            | <p><i>[Signature]</i> 24.08.2026</p> <p>SECRETARY</p> <p>TEACHERS' COUNCIL</p> <p>Sir Rashbehari Ghosh Mahavidyalaya</p> <p>Utkrid (Khandaghoash)</p> <p>Purba Bardhaman, W.B.-713142</p>              |
| <p>Dr Ankur Konar,</p> <p>Coordinator, IQAC,</p> <p>Sir Rashbehari Ghosh Mahavidyalaya.</p>                             | <p><i>[Signature]</i> 24/8/26</p> <p>COORDINATOR</p> <p>Internal Quality Assurance Cell</p> <p>Sir Rashbehari Ghosh Mahavidyalaya</p> <p>Utkrid (Khandaghoash)</p> <p>Purba Bardhaman, W.B.-713142</p> |
| <p>Sri Koushik Ghosh,</p> <p>Office Staff,</p> <p>Sir Rashbehari Ghosh Mahavidyalaya.</p>                               | <p><i>[Signature]</i> 24/08/26</p>                                                                                                                                                                     |