



ADMINISTRATIVE AUDIT REPORT

Session: 2023-2024

SIR RASHBEHARI GHOSH MAHAVIDYALAYA

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

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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 and 4year &3 year Major 2. B.A.Honours in English and 4year &3 year Major 3. B.A. Honours in History and 4year &3 year Major 4. B.A. Honours in Philosophy and 4year &3 year Major 5. B.A. Honours in Political Science and 4year &3 year Major 6. B.A. Honours in Sanskrit and 4year &3 year Major 7. 4year &3 year Major in Education 8. B.A. General
3.9.	Number of sanctioned post and number of faculty members on pay roll	Sanctioned posts: TS – 06 , NTS - 08 Filled up posts: TS – 06 , NTS – 00 Vacant posts: TS – 00 , NTS - 08
3.10.	Students' enrollment in the current session	Total no. of students enrolled: 414 Total no. of Male students: 148 Total no. of Female Students: 266
3.11.	Accreditation status of the College	Not accredited.
3.12.	No. Of NSS unit	01
3.13	Academic calendar of the session	1. No. of days College open:245 2. No. of teaching days:201 3. No. of days used for examination:07 4. No. of holidays: 119 (including Sundays)

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 Session**2023-2024**:

- i. Sri Nabin Chandra Bag, President.
- ii. Dr Debabrata Ghosh, Principal & Secretary.
- iii. Dr Golam Mostafa, Affiliating University Nominee.
- iv. Dr Rupashree Chatterjee, 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. Suvradip Sinha, State Government Nominee.
- x. Md. Aparthib Islam, Donor Member.

5. METHODOLOGY & SCHEDULE OF ADMINISTRATIVE AUDIT

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 _____ 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:

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	01
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:

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

Smt K Sayantani Reddy	SACT-1 in Sanskrit	M. Phil.	Books published: NIL Chapters in Book / Journals: 01 Seminars & workshops: 01 Academic & Professional Degree/Course: NIL	Nil.
Sri Suvradip Sinha	SACT-1 in History	M.A.	Books published: NIL Chapters in Book / Journals: 01 Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Sri Tanmay Ghosh	SACT-1 in ENVS	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Smt Sumitra Karmakar	SACT-1 in Sanskrit	M. Phil.	Books published: NIL Chapters in Book / Journals: 02 Seminars & workshops: 04 Academic & Professional Degree/Course: NIL	Nil.
Sri Debdas Paramanik	SACT-1 in Bengali	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Sayed Ali	SACT-1 in History	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Sri Bivash Bindu Ghosh	SACT-2 in Philosophy	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Smt Piyali Hazra	SACT-2 in Philosophy	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Sri Purnabrata Koner	SACT-1 in Philosophy	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Sri Sufal Das	SACT-1 in Philosophy	M.A.	Books published: NIL Chapters in Book / Journals: 01 Seminars & workshops: 01 Academic & Professional Degree/Course: NIL	Nil.
Sri Suwendu Modak	SACT-2 in Political Science	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Smt Tulika Mondal	SACT-2 in Sanskrit	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.

Smt Keya Ghosh	SACT-2 in Bengali	M.A.	Books published: NIL Chapters in Book / Journals: 01 Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Smt Pallabi Mallick	SACT-1 in History	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	Nil.
Smt Soma Roy	SACT-2 in Education	M.A.	Books published: NIL Chapters in Book / Journals: NIL Seminars & workshops: NIL Academic & Professional Degree/Course: NIL	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.A. HONOURS & GENERAL (CBCS) AND B.A. 4 YEARS & 3 YEARS MAJOR (CCFUP)	2023-2024		414	153	69	03	189
		MALE	148	46	29	01	72
		FEMALE	266	107	40	02	117

7. INFRASTRUCTURAL & LEARNING RESOURCES REPORT

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

8. FINANCIAL REPORT

Criteria	College's Submissions
Financial Management software	CAMS 2.8.0.0.
Annual Audit Internal & External	Up-to date
GPF Register	GPF Passbook along with Subscriber-wise GPF accounts is upto date.
Fees collection from students	As per Govt. rule.
Grants received from Government	1. Regular salary grants received and disbursed by the DDO. 2. Grant Received from BU to NSS Unit I & utilized
Grants received from other sources	Nil.
Deposition of Tuition Fees	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
STUDENTS' SUPPORTIVE ACTIVITIES	
Invited / Special Lectures	Conducted by Departments: English: 02 History: 01
Seminars Conducted	Students' Seminars conducted by the Departments: Bengali: 01 English: 01 Education: 01 History: 01 Political Science: 01 Sanskrit: 01
Awareness Campaigns Organized	1. West Bengal Students' Credit Card Scheme 2. Anti-ragging 3. Awareness about sexual harassment.
Cultural Participation Collaborated	1. Observation of Independence Day, Republic Day, Teachers' Day & Sir Rashbehari Ghosh's Birthday
Special Student Support	Financial 1. Various Central & State Scholarships 2. Non-Government Scholarships 3. Helpdesk for WBSCCS Academic 4. Add-on Courses 5. Remedial Classes Physical 6. Offers Sports equipment Cultural 7. Cultural Committee supports to organize various cultural activities
EXTENSION ACTIVITIES	
One NSS Unit	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.
Collaborations and MoUs	College has imitated collaboration Agreements with the following institutions for different activities like students exchange, faculty exchange, special lecture, organising seminars etc. Total number of MOU and collaboration agreements signed – 06 a) Kabi Sukanta Mahavidyalaya b) Tehatta Sadananda Mahavidyalaya. c) Dasharathi Hazra Memorial College d) Chandrapur College e) Lokepara Mahavidyalaya

10. GOVERNANCE, LEADERSHIP & MANAGEMENT SYSTEM OF THE INSTITUTION

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

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 alongwith pen & paper method in the classrooms by the teachers.
- ✓ The green atmosphere.
- ✓ Various add-on courses develop skills among students.
- ✓ Remedial classes help students to clarify doubts outside the classrooms.
- ✓ 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.
- ✓ A big playground.
- ✓ Active participation in cultural activities help in holistic development of the students.
- ✓ 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
- ✓ Healthy teacher-student ratio.
- ✓ Bear social responsibilities by adopting a village through NSS

Weakness:

- Lack of necessary fund.
- Limited facilities for students.
- Lack of permanent non-teaching staff to manage the workload and administrative responsibilities
- Lack of proper connectivity by bus or train.
- 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 non-teaching posts.
- A Fixed Asset Register should be maintained by the institution.
- Initiatives must be taken to build a consolidated fund of the College.

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Member of the Audit team	Signature with seal
Dr Jayanta Mukherjee, Principal, Acharya Sukumar Sen Mahavidyalaya, Gotan, Purba Bardhaman.	 24.8.2026 Principal, Acharya Sukumar Sen Mahavidyalaya, Gotan & P.O.-Gotan, Dist.-Purba Bardhaman
Dr Indrani Bose, Teacher-in-charge, Sir Rashbehari Ghosh Mahavidyalaya.	 24.8.26 Teacher-in-Charge Sir Rashbehari Ghosh Mahavidyalaya Uthrid, Khandaghoosh, Purba Bardhaman, W.B.-713142
Dr Prasanta Karmakar, Secretary, Teachers' Council, Sir Rashbehari Ghosh Mahavidyalaya.	 24.08.2026 SECRETARY TEACHERS' COUNCIL Sir Rashbehari Ghosh Mahavidyalaya Uthrid (Khandaghoosh) Purba Bardhaman, W.B.-713142
Dr Ankur Konar, Coordinator, IQAC, Sir Rashbehari Ghosh Mahavidyalaya.	 24.8.26 COORDINATOR Internal Quality Assurance Cell Sir Rashbehari Ghosh Mahavidyalaya Uthrid (Khandaghoosh) Purba Bardhaman, W.B.-713142
Sri Koushik Ghosh, Office Staff, Sir Rashbehari Ghosh Mahavidyalaya.	 24/08/26

