

NAME OF THE COLLEGE: PANCHLA MAHAVIDYALAYA

RAGHUDEVPUR, ULUBERIA, HOWRAH – 711322

SESSION FOR ADMINISTRATIVE AUDIT: 2022-23

In our professional judgement, sufficient and appropriate audit procedures were completed, and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

The following criteria was used to review the infrastructural and human resources of the college

FACILITY	QUALITY/SERVICE			
	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE
OFFICE SPACE		✓		
AREA OF LIBRARY		✓		
DO YOU HAVE SEPARATE READING AREA FOR STUDENT/STAFF?	—	—	—	—
LABORATORY	—	—	—	—
SECURITY		✓		
WATER FACILITY		✓		
POWER BACK UP FACILITY	—	—	—	—
WASHROOM FACILITY (FOR MALE)		✓		
WASHROOM FACILITY (FOR FEMALE)		✓		
WASHROOM FACILITY (FOR STAFF)		✓		
COMMON ROOM (BOYS)	—	—	—	—
COMMON ROOM (GIRLS)	—	—	—	—
MEDICAL CENTRE FACILITY	—	—	—	—
CCTV SURVEILLANCE		✓		
STOCK REGISTER		✓		
CANTEEN		✓		
GARDEN		✓		
SPORTS FACILITY		✓		
AMC REPORT OF COMPUTER/PRINTERS		✓		
RAIN WATER HARVESTING			✓	
FUNCTION OF WOMEN'S CELL		✓		
MAINTENANCE OF LEAVE RECORDS		✓		
SERVICE BOOK FOR STAFF		✓		

INTERNAL MANAGEMENT SCHEMES		✓		
STUDENTS' SERVICES		✓		
FACILITIES FOR PHYSICALLY CHALLENGED STUDENTS/STAFF			✓	
SEMINARS ON VALUE EDUCATION			✓	
SMART CLASSROOM		✓		

Some important areas:

21. How many faculty members/Administrative staff can operate MS Word/PPT? 11

22. Did your college arrange for training of faculty members?

Yes

Year	Name of the Participant	Designation	Title of the Programme	Dates
2022	Ms. Devika Tamang	Assistant Professor in Political Science	Faculty Induction Programme	18.07.2022 - 18.08.2022

23. Does the college have internet facilities?

Yes, but only for teachers and office staff

and for students in the college library.

24. How many faculty members went for training?

01

Asmita Mandel
PRINCIPAL
PANCHLA MAHAVIDYALAYA
Raghudevapur, Uluberia
Howrah

25. Did you sign MoU with other colleges?

Yes

NOs : 05

Basic administrative information:

25. Governing Body Meetings: Regular

26. IQAC meetings: Regular

27. Finance Committee Meetings: Regular
28. Purchase Committee Meetings: Regular
29. Teachers' Council Meetings: Not formed
30. Meeting of Academic Committee: Regular

Feedback System:

20. Students' Feedback: YES
21. Employers' Feedback: NO
22. Feedback from Parents: NO
23. Tender Notice: YES *ann.*
24. Building Committee: Yes

Special Functions:

13. Anti-Ragging Cell: Formed and functional
14. RTI Cell: Formed and functional
15. Internal Complaints' Cell: Formed and functional

Function of Students' Union: There is no formal body called Students' Union due to the instructions from the Higher Education Dept., Govt. of West Bengal.

Audit:

- Annual Audit: Yes
- PF Audit: ~~No~~ Yes
- Green Audit: ~~No~~ Yes *ann.*

Revenue Collection: Below Average

Assets: Well Organised

Budget: Prepared on time


Recommendations:


- Since the offline classes have resumed, efforts should be made for the regular presence of students in the classes
- The Principal may proceed for applying for Honours in English, Political Science and B.Com (General)
- A fund should be created with the approval of the Governing Body to pay for the Registration Fees for teachers going to attend Orientation Programmes, Refresher Courses and Seminars for presenting papers, once a year for any given incumbent.

We have physically visited the entire area of the college. We have also gone through the office records (e.g., Service Books, Audit Reports). Following are the findings:


- The library requires a larger space
- More books must be bought for the library
- The playground requires a proper maintenance
- A Girls' Common Room has to be built
- Efforts should be made to enclose the entire campus with a boundary wall
- More computers are required for the students' use and for the use of the teachers
- A Wi-Fi enabled campus may be built, opening up the internet access for the students

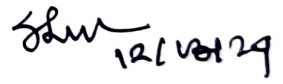
Audit Team with signature:



Principal
Sir Gurudas Mahavidyalaya
Kolkata-700067



Principal & Secretary (Ex-officio)
Ramsaday College
Amta, Howrah


Principal
Bangabasi College


Principal
ULUBERIA COLLEGE
Uluberia, Howrah


Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.


Principal
PANCHLA MAHAVIDYALAYA
Raghudevpur, Rajapur, Howrah


IQAC CO-ORDINATOR
Internal Quality Assessment Cell
PANCHLA MAHAVIDYALAYA
Raghudevpur, Howrah.

NAME OF THE COLLEGE: PANCHLA MAHAVIDYALAYA

RAGHUDEVPUR, ULUBERIA, HOWRAH – 711322

SESSION FOR ADMINISTRATIVE AUDIT: 2021-22

In our professional judgement, sufficient and appropriate audit procedures were completed, and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

The following criteria was used to review the infrastructural and human resources of the college

FACILITY	QUALITY/SERVICE			
	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE
OFFICE SPACE		✓		
AREA OF LIBRARY		✓		
DO YOU HAVE SEPARATE READING AREA FOR STUDENT/STAFF?	-	-	-	-
LABORATORY	-	-	-	-
SECURITY		✓		
WATER FACILITY		✓		
POWER BACK UP FACILITY	-	-	-	-
WASHROOM FACILITY (FOR MALE)		✓		
WASHROOM FACILITY (FOR FEMALE)		✓		
WASHROOM FACILITY (FOR STAFF)		✓		
COMMON ROOM (BOYS)	✓	✓	✓	✓
COMMON ROOM (GIRLS)	✓	✓	✓	✓
MEDICAL CENTRE FACILITY	-	-	-	-
CCTV SURVEILLANCE		✓		
STOCK REGISTER		✓		
CANTEEN			✓	
GARDEN		✓		
SPORTS FACILITY		✓		
AMC REPORT OF COMPUTER/PRINTERS		✓		
RAIN WATER HARVESTING			✓	
FUNCTION OF WOMEN'S CELL		✓		
MAINTENANCE OF LEAVE RECORDS		✓		
SERVICE BOOK FOR STAFF		✓		
INTERNAL MANAGEMENT SCHEMES		✓		

STUDENTS' SERVICES			✓	
FACILITIES FOR PHYSICALLY CHALLENGED STUDENTS/STAFF	—	—	—	—
SEMINARS ON VALUE EDUCATION	—	—	—	—
SMART CLASSROOM		✓		

Some important areas:

16. How many faculty members/Administrative staff can operate MS Word/PPT? 11

17. Did your college arrange for training of faculty members?
No, not in this academic year.

18. Does the college have internet facilities?

Yes, but only for teachers and office staff

and for students only in the college library.
Arpita Mandal

19. How many faculty members went for training?
None

PRINCIPAL
PANCHLA MAHAVIDYALAYA
Raghudevpur, Uluberia
Howrah

20. Did you sign MoU with other colleges?
Yes

Nos. : 12.

Basic administrative information:

- 19. Governing Body Meetings: Regular
- 20. IQAC meetings: Regular
- 21. Finance Committee Meetings: Regular
- 22. Purchase Committee Meetings: Regular
- 23. Teachers' Council Meetings: Not formed
- 24. Meeting of Academic Committee: Regular

Feedback System:

- 15. Students' Feedback: No
- 16. Employers' Feedback: No
- 17. Feedback from Parents: No

18. Tender Notice: No
19. Building Committee: Yes

Special Functions:

10. Anti-Ragging Cell: ~~Not~~ formed on 24.12.2021
11. RTI Cell: ~~Not~~ formed on 24.12.2021
12. Internal Complaints' Cell: ~~Not~~ formed on 24.12.2021

Aspita Mandal (Mandi)
PRINCIPAL
PANCHLA MAHAVIDYALAYA
Raghudevpur, Uluberia
Howrah

Function of Students' Union: There is no formal body called Students' Union due to the instructions from the Higher Education Dept., Govt. of West Bengal.

Audit:

- Annual Audit: Yes
- PF Audit: ~~No~~ YES
- Green Audit: ~~No~~ NA

Revenue Collection: Below Average

Assets: Well Organised

Budget: Prepared on time

Recommendations:

- The college has conducted classes and examinations (both internal and external) online. Efforts should be made to ensure that more students attend these online classes
- A Covid vaccination camp for students and staff
- Introduction of LMS for online teaching and learning module for the students and teachers for better management of online classes
- PPT presentations by teachers online

Since the pandemic is still on, the Audit Team could not conduct a physical verification of the college campus.

Audit Team with signature:

Shattacharya
11.01.23
Principal
Bangabasi College

Debenid Pal
11/01/2023
Principal
ULUBERIA COLLEGE
Uluberia, Howrah

Aspita Mandal (Mandi)
11/01/2023
Principal
PANCHLA MAHAVIDYALAYA
Raghudevpur, Rajapur, Howrah

Del Kumar
11.1.2023
Principal & Secretary (Ex-officio)
Ramsaday College
Amta, Howrah

SSM
Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

Nilaja Chakraborty
11/01/23
IQAC CO-ORDINATOR
Internal Quality Assessment Cell
PANCHLA MAHAVIDYALAYA
Raghudevpur, Howrah.

NAME OF THE COLLEGE: PANCHLA MAHAVIDYALAYA

RAGHUDEVPUR, ULUBERIA, HOWRAH – 711322

SESSION FOR ADMINISTRATIVE AUDIT: 2018-19

In our professional judgement, sufficient and appropriate audit procedures were completed, and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

The following criteria was used to review the infrastructural and human resources of the college

FACILITY	QUALITY/SERVICE			
	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE
OFFICE SPACE				✓
AREA OF LIBRARY				✓
DO YOU HAVE SEPARATE READING AREA FOR STUDENT/STAFF?	-	-	-	-
LABORATORY	-	-	-	-
SECURITY				✓
WATER FACILITY			✓	
POWER BACK UP FACILITY	-	-	-	-
WASHROOM FACILITY (FOR MALE)			✓	
WASHROOM FACILITY (FOR FEMALE)				✓
WASHROOM FACILITY (FOR STAFF)				✓
COMMON ROOM (BOYS)	-	-	-	-
COMMON ROOM (GIRLS)	-	-	-	-
MEDICAL CENTRE FACILITY	-	-	-	-
CCTV SURVEILLANCE	-	-	-	-
STOCK REGISTER		✓		
CANTEEN	-	-	-	-
GARDEN			✓	
SPORTS FACILITY			✓	
AMC REPORT OF COMPUTER/PRINTERS		✓		
RAIN WATER HARVESTING	-	-	-	-
FUNCTION OF WOMEN'S CELL		✓		
MAINTENANCE OF LEAVE RECORDS		✓		
SERVICE BOOK FOR STAFF		✓		
INTERNAL MANAGEMENT SCHEMES		✓		

STUDENTS' SERVICES			✓	
FACILITIES FOR PHYSICALLY CHALLENGED STUDENTS/STAFF	—	—	—	—
SEMINARS ON VALUE EDUCATION	—	—	—	—
SMART CLASSROOM			✓	

Some important areas:

1. How many faculty members/Administrative staff can operate MS Word/PPT? 07

2. Did your college arrange for training of faculty members?

Not in this academic session

3. Does the college have internet facilities?

Yes, but only for teachers and office staff

4. How many faculty members went for training?

0

5. Did you sign MoU with other colleges?

Yes

NO: 05

Basic administrative information:

1. Governing Body Meetings: Regular
2. IQAC meetings: Regular
3. Finance Committee Meetings: Regular
4. Purchase Committee Meetings: Regular
5. Teachers' Council Meetings: Not formed
6. Meeting of Academic Committee: Regular

Feedback System:

1. Students' Feedback: NO
2. Employers' Feedback: NO

3. Feedback from Parents: NO
4. Tender Notice:
5. Building Committee: Yes

Special Functions:

1. Anti-Ragging Cell: Yet to be formed
2. RTI Cell: Yet to be formed
3. Internal Complaints' Cell: Yet to be formed

Function of Students' Union: There is no formal body called Students' Union due to the instructions from the Higher Education Dept., Govt. of West Bengal.

Audit:

- Annual Audit: Yes
- PF Audit: No
- Green Audit: ~~No~~ NA

Revenue Collection: Below Average

Assets: Well Organised

Budget: Prepared on time

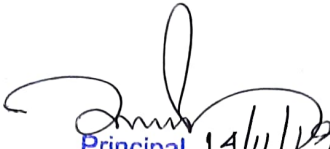
Recommendations:

- MoU with more institutions
- Washroom facility for the girl students should be improved
- Washroom facility for the office staff should be improved
- Green Audit should be done
- Teachers' Council should be formed
- A proper IQAC body with external members should be formed

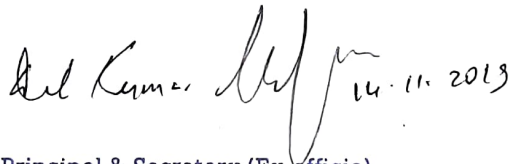
We have physically visited the entire area of the college. We have also gone through the office records (e.g., Service Books, Audit Reports). Following are the findings:


1. Library space should be enhanced
2. Separate reading space should be provided for students and faculty
3. More books should be bought for the library
4. Feedback from the students should be initiated
5. The playground should be made better
6. A boundary wall needs to be constructed around the campus


Audit Team with signature:



Principal 14/11/19
Sir Gurudas Mahavidyalaya
Kolkata-700067


Principal 14/11/19
ULUBERIA COLLEGE
Uluberia, Howrah


Principal & Secretary (Ex-officio)
Ramsaday College
Amta, Howrah


14.11.19
Principal
Purash-Kanpur Haridas
Nandi Mahavidyalaya
Kanpur, Howrah


PRINCIPAL 14/11/2019
PANCHLA MAHAVIDYALAYA
Raghudevpur, Uluberia
Howrah


14/11/19
IQAC CO-ORDINATOR
Internal Quality Assessment Cell
PANCHLA MAHAVIDYALAYA
Raghudevpur, Howrah.

NAME OF THE COLLEGE: PANCHLA MAHAVIDYALAYA

RAGHUDEVPUR, ULUBERIA, HOWRAH – 711322

SESSION FOR ADMINISTRATIVE AUDIT: 2019-20

In our professional judgement, sufficient and appropriate audit procedures were completed, and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

The following criteria was used to review the infrastructural and human resources of the college

FACILITY	QUALITY/SERVICE			
	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE
OFFICE SPACE				✓
AREA OF LIBRARY				✓
DO YOU HAVE SEPARATE READING AREA FOR STUDENT/STAFF?	-	-	-	-
LABORATORY	-	-	-	-
SECURITY			✓	
WATER FACILITY		✓		
POWER BACK UP FACILITY	-	-	-	-
WASHROOM FACILITY (FOR MALE)			✓	
WASHROOM FACILITY (FOR FEMALE)				✓
WASHROOM FACILITY (FOR STAFF)				✓
COMMON ROOM (BOYS)	-	-	-	-
COMMON ROOM (GIRLS)	-	-	-	-
MEDICAL CENTRE FACILITY	-	-	-	-
CCTV SURVEILLANCE				✓
STOCK REGISTER		✓		
CANTEEN	-	-	-	-
GARDEN			✓	
SPORTS FACILITY			✓	
AMC REPORT OF COMPUTER/PRINTERS		✓		
RAIN WATER HARVESTING			✓	
FUNCTION OF WOMEN'S CELL		✓		
MAINTENANCE OF LEAVE RECORDS		✓		
SERVICE BOOK FOR STAFF		✓		
INTERNAL MANAGEMENT SCHEMES		✓		

STUDENTS' SERVICES			✓	
FACILITIES FOR PHYSICALLY CHALLENGED STUDENTS/STAFF	—	—	—	—
SEMINARS ON VALUE EDUCATION	—	—	—	—
SMART CLASSROOM			✓	

Some important areas:

- How many faculty members/Administrative staff can operate MS Word/PPT? 12
- Did your college arrange for training of faculty members?

Yes.

Year	Name of the Participant	Designation	Title of the Programme	Dates
2019	Dr. Nilanjan Chakraborty	Assistant Professor in English	INTERDISCIPLINARY REFRESHER COURSE IN RESEARCH METHODOLOGY	05.09.2019 - 19.09.2019

- Does the college have internet facilities?

Yes, but only for teachers and office staff

- How many faculty members went for training?

01

- Did you sign MoU with other colleges?

Yes

NO: 01.

Basic administrative information:

- Governing Body Meetings: Regular
- IQAC meetings: Regular
- Finance Committee Meetings: Regular
- Purchase Committee Meetings: Regular

11. Teachers' Council Meetings: Not formed
12. Meeting of Academic Committee: Regular

Feedback System:

6. Students' Feedback: No
7. Employers' Feedback: No
8. Feedback from Parents: No
9. Building Committee: Yes

Special Functions:

4. Anti-Ragging Cell: Not formed
5. RTI Cell: Not formed
6. Internal Complaints' Cell: Not formed

Function of Students' Union: There is no formal body called Students' Union due to the instructions from the Higher Education Dept., Govt. of West Bengal.

Audit:

- Annual Audit: Yes
- PF Audit: No
- Green Audit: ~~No~~ NA

Revenue Collection: Below Average

Assets: Well Organised

Budget: Prepared on time

Recommendations:

- The feedback system should be developed and transformed to an online mode
- More ICT classes should be included within the regular curriculum
- The Teachers' Council should be formed
- The Admission records should be more systematically recorded
- An Internal Auditor may be employed for Internal Audit

We have physically visited the entire area of the college. We have also gone through the office records (e.g., Service Books, Audit Reports). Following are the findings:

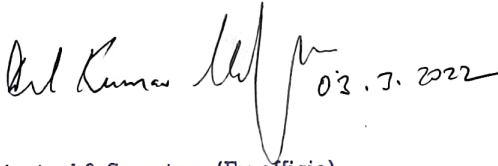
- The playground should be improved


- A separate Girls' Common Room should be constructed
- The washroom facilities for the students should be improved
- A larger staff room is required for the teachers
- More books must be bought for the library

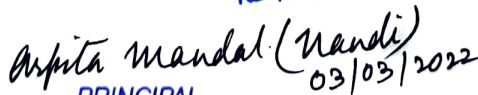
Audit Team with signature:



Principal 03/03/22
Sir Gurudas Mahavidyalaya
Kolkata-700067


Principal
ULUBERIA COLLEGE
Uluberia, Howrah


Principal & Secretary (Ex-officio)
Ramsaday College
Amta, Howrah


Principal
Purash-Kanpur Haridas
Nandi Mahavidyalaya
Kanpur, Howrah


PRINCIPAL
PANCHLA MAHAVIDYALAYA
Raghudevur, Uluberia
Howrah


IQAC CO-ORDINATOR
Internal Quality Assessment Cell
PANCHLA MAHAVIDYALAYA
Raghudevur, Howrah.

NAME OF THE COLLEGE: PANCHLA MAHAVIDYALAYA

RAGHUDEVPUR, ULUBERIA, HOWRAH – 711322

SESSION FOR ADMINISTRATIVE AUDIT: 2020-21

In our professional judgement, sufficient and appropriate audit procedures were completed, and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

The following criteria was used to review the infrastructural and human resources of the college

FACILITY	QUALITY/SERVICE			
	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE
OFFICE SPACE		✓		
AREA OF LIBRARY		✓		
DO YOU HAVE SEPARATE READING AREA FOR STUDENT/STAFF?	—	—	—	—
LABORATORY	—	—	—	—
SECURITY		✓		
WATER FACILITY		✓		
POWER BACK UP FACILITY	—	—	—	—
WASHROOM FACILITY (FOR MALE)		✓		
WASHROOM FACILITY (FOR FEMALE)		✓		
WASHROOM FACILITY (FOR STAFF)		✓		
COMMON ROOM (BOYS)	—	—	—	—
COMMON ROOM (GIRLS)	—	—	—	—
MEDICAL CENTRE FACILITY	—	—	—	—
CCTV SURVEILLANCE		✓		
STOCK REGISTER		✓		
CANTEEN	—	—	—	—
GARDEN			✓	
SPORTS FACILITY			✓	
AMC REPORT OF COMPUTER/PRINTERS		✓		
RAIN WATER HARVESTING			✓	
FUNCTION OF WOMEN'S CELL		✓		
MAINTENANCE OF LEAVE RECORDS		✓		
SERVICE BOOK FOR STAFF		✓		
INTERNAL MANAGEMENT SCHEMES		✓		

STUDENTS' SERVICES			✓	
FACILITIES FOR PHYSICALLY CHALLENGED STUDENTS/STAFF	—	—	—	—
SEMINARS ON VALUE EDUCATION		✓		
SMART CLASSROOM		✓		

Some important areas:

11. How many faculty members/Administrative staff can operate MS Word/PPT? 11

12. Did your college arrange for training of faculty members?

Yes

Year	Name of the Participant	Designation	Title of the Programme	Dates
2020	Dr. Sanjay Dhali	Assistant Professor in History	Faculty Development Programme	10.08.2020 - 23.08.2020
2020	Dr. Sanjay Dhali	Assistant Professor in History	Faculty Induction Programme	21.12.2020 - 28.01.2021

13. Does the college have internet facilities?

Yes, but only for teachers and office staff

14. How many faculty members went for training?

01

15. Did you sign MoU with other colleges?

Yes

NO : 05

Basic administrative information:

13. Governing Body Meetings: Regular

14. IQAC meetings: Regular

15. Finance Committee Meetings: Regular
16. Purchase Committee Meetings: Regular
17. Teachers' Council Meetings: Not formed
18. Meeting of Academic Committee: Regular

Feedback System:

10. Students' Feedback: No
11. Employers' Feedback: No
12. Feedback from Parents: No
13. Tender Notice: No
14. Building Committee: Yes

Special Functions:

7. Anti-Ragging Cell: Not formed
8. RTI Cell: Not formed
9. Internal Complaints' Cell: Not formed

Function of Students' Union: There is no formal body called Students' Union due to the instructions from the Higher Education Dept., Govt. of West Bengal.

Audit:

- Annual Audit: Yes
- PF Audit: ~~No~~ YES
- Green Audit: ~~No~~ NA

Revenue Collection: Below Average

Assets: Well Organised

Budget: Prepared on time

Recommendations:

- The college has taken efforts to take online classes during the pandemic, which is still ongoing. The departments must ensure that the online classes carry on and students are asked to attend those classes.
- The Academic Sub-Committee, along with the departments must ensure that students get adequate prior information regarding the online examinations conducted by the college and the University.

- The Students' Whatsapp groups must remain active in disseminating information regarding classes and examinations.
- Teachers' Council should be formed
- Remedial classes may be organized for students whose results are not that satisfactory or are not able to cope with the online classes

Since this is the time of the pandemic, the Audit Team could not conduct a physical verification of the college campus.

Audit Team with signature:

Deleerish Pal 20/04/2022
Principal
ULUBERIA COLLEGE
Uluberia, Howrah

Del Kumar 20.4.2022
Principal & Secretary (Ex-officio)
Ramsaday College
Amta, Howrah

Jana 20.4.22
Principal
Purash-Kanpur Haridas
Nandi Mahavidyalaya
Kanpur, Howrah

Zilak Chatterjee

Arpita Mandal (Nandi) 20/04/2022
Principal
PANCHLA MAHAVIDYALAYA
Raghudevpur, Rajapur, Howrah

Principal
Bankim Sardar College

Nilanjan Chakrabarty 20/04/2022
IQAC CO-ORDINATOR
Internal Quality Assessment Cell
PANCHLA MAHAVIDYALAYA
Raghudevpur, Howrah.