



To monitor the administrative activity of the college for better catering of teaching learning process to the students

# Administrative Audit

2017-2021

Surendranath College

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# ADMINISTRATIVE AUDIT REPORT

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## 1. Introduction to 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. List of Governing Bodies of the Institute.

The apex body of the college in terms of management is the governing body formed under n accordance with Calcutta University First Statute, 1979 Clause 93. The names of the members with their respective designations are listed below:

Sri. Dipanshu Gangopadhyay, President Governing body  
Dr. Indranil Kar, Principal and secretary  
Sri Debasish Banerjee, Government Nominee

Sri Angikar Banerjee, Government Nominee  
 Dr. Bivas Chowdhury, Higher Education Council Nominee  
 Sri Sibasish Banerjee, Calcutta University Nominee  
 Ms. PrathisthaAdhikary, Calcutta University Nominee  
 Dr Nilansu Das, Teacher Representative  
 Dr RathindranathBasu, Teacher Representative  
 Dr NitaiGayen, Teacher Representative  
 Sri Tanmoy Mukhupadhyay, Non Teaching Representative  
 Sri Rijju Chakraborty, General Secretary, Students' Union

### 3. Administrative Audit Committee Members

a. External Members: Dr Sanjiv Chatterjee, Principal Bangabasi Evening College

Dr Goutam Kundu, Principal Vidyasagar College

b. Internal Members: Dr RathindranathBasu, GB Representative

Dr Nilansu Das, Bursar

Dr Adity Sarbajna, Teacher Representative

Mr Koushik Ghosh, Teacher Representative

Mr Tanmoy Mukhupadhyay, Head Clerk

### 4. Schedule of the Administrative Audit: 15<sup>th</sup>- 21<sup>st</sup>September every year

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 in the month of November when un-lockdown started in the state.

### 5. Institutional Profile

Surendranath College is a 139 year old academic institution established by SurendranathBanerjee, eminent scholar, orator and statesman and one of the pioneers of India's struggle for self-government and freedom. Presently the college offers 26 no of Undergraduate honors and general courses from science commerce and arts faculties as well as post graduate course in computer science. The institution also offers several certificate and add-on courses for skill enhancement and overall upliftment of the students. The institution specially focuses on student engagement beyond classroom programmes.

#### Teaching and Non-Teaching data

Year	2017	2018	2019	2020	2021
Full-time Teacher	69	70	71	133	134
Non Teaching Staff	43 Male 17 Female	43 Male 17 Female	43 Male 17 Female	43 Male 17 Female	43 Male 17 Female

#### Students' Data

UG (2016-2017)		<b>TOTAL</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>
	MALE	2845	525	28	299
	FEMALE	1805	245	11	134
	<b>TOTAL</b>	<b>4650</b>	<b>770</b>	<b>39</b>	<b>433</b>

UG (2017-2018)		<b>TOTAL</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>
	MALE	1537	288	20	166
	FEMALE	950	127	7	81
	<b>TOTAL</b>	<b>2487</b>	<b>415</b>	<b>27</b>	<b>247</b>
PG (2017-2018)		<b>TOTAL</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>
	MALE	4	-	-	-
	FEMALE	3	-	-	-
	<b>TOTAL</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>-</b>

UG (2018-2019)		<b>TOTAL</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>
	MALE	1174	197	17	142
	FEMALE	916	130	13	64
	<b>TOTAL</b>	<b>2090</b>	<b>327</b>	<b>30</b>	<b>206</b>
PG (2018-2019)		<b>TOTAL</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>
	MALE	9	2	0	2
	FEMALE	6	0	0	1
	<b>TOTAL</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>3</b>

UG (2019-2020)		<b>TOTAL</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>
	MALE	1005	217	22	160
	FEMALE	680	115	11	74
	<b>TOTAL</b>	<b>1685</b>	<b>332</b>	<b>33</b>	<b>234</b>
PG (2019-2020)		<b>TOTAL</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>
	MALE	13	2	0	0
	FEMALE	11	2	0	1
	<b>TOTAL</b>	<b>24</b>	<b>4</b>	<b>0</b>	<b>1</b>

UG (2020-2021)		<b>TOTAL</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>
	MALE	991	222	24	150

	FEMALE	711	152	13	73
	TOTAL	1702	374	37	223
PG (2020-2021)		TOTAL	SC	ST	OBC
	MALE	4	0	0	0
	FEMALE	7	1	0	1
	TOTAL	11	1	0	1

## 7. Infrastructural Report

The Institutional campus area is 3177.023 m<sup>2</sup> with 2098.24 m<sup>2</sup> built up area comprising of:

- 24 Class rooms (18 ICT enabled)
- 39 well equipped laboratories
- 1 Central Research laboratory
- 6 Seminar (3 ICT enabled)
- 1 dedicated IQAC room with conference facility
- 2 Virtual classrooms with recording facilities for MOOC
- 1 dedicated NCC room
- 1 modern auditorium with 300 seating capacity
- 1 common staff room for Arts faculty
- 2 Students common room separate for male and female
- 1 student union room
- 1 sick room
- 1 administrative office
- The entire campus is wifi enabled with high speed internet facility
- The College Library has also recently subscribed to INFLIBNET and has become a registered user of N-LIST consortium, an Initiative of the Ministry of Human Resource Development (MHRD) under the NME-ICT. The NDJ, National Digital Library resources can also be accessed by the students using e-library portal .
- 1 well equipped multigym with 14 standalone instruments
- Dibyanjan friendly toilet facilities for teachers and students in each floor (separate for male and female)
- The campus is partially Dibyanjan friendly with lift, ramps, rails in stairs etc.

## 8. SWOC Analysis

### Strength

- Convenient location leading to large area of influence. Students can commute from long distances
- Supportive and proactive management
- De-centralized administration
- Wide choice of subjects and language option
- Healthy student strength and demand ratio
- Automation of college administrative office and online payment options
- Strong and active NCC and NSS wings
- Received funds from several national and state level funding agencies
- Up to date infrastructural facilities and well equipped laboratories and central research facility
- ISO 9001:2015 certification.
- 4 science departments DBT star Star College Strengthening Scheme.

#### **Weakness**

- Limited number of PG departments
- Limited number of research scholars
- Limited number of funded research projects
- Library space shared with Surendranath Evening College

#### **Opportunities**

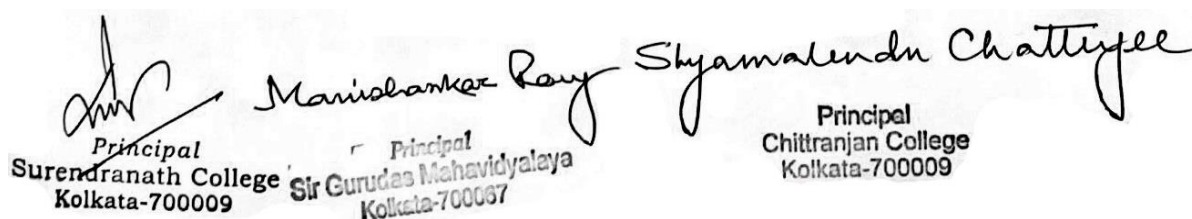
- Due to its reputation, the college has a good demand for students' admission
- With the availability of a good number of research faculties, there is a scope for mobilizing grants and increasing research output
- Scope for up gradation into a University

#### **Challenges**

- Limited space available for expansion
- Acquire playground for sports and athletic activities

#### **9. Recommendations**

- Opening of new PG courses
- Encouraging faculties to bring research grants
- Pursue government for obtaining land for second campus and playground


  
 Principal Surendranath College Kolkata-700009
   
 Principal Sir Gurudas Mahavidyalaya Kolkata-700067
   
 Principal Chitranjan College Kolkata-700009