



Report of Administrative Audit, Session 2019 – 20

Name of the College: Alipurduar Mahila Mahavidyalaya
Location: Newtown, Alipurduar, Pin 736121

Sl. No	PARTICULARS		ANSWERS
1	Campus Area	Exemplary	Good
		Good	
		Inadequate	
		Other, Please specify	
2	Campus Ownership	Owned by Management	Owned by Management
		On rent	
3	Office Space	Exemplary	Good, Well maintained
		Good	
		Inadequate	
		Other, Please specify	
4	a. Area of Library		6500 sq. ft.
	b. Separate reading area for	Yes	Yes
	Student & Staff	No	
	c. Separate stack room	Yes	Yes
		No	
	d. Separate Reference Section	Yes	Yes
		No	
	e. Ethical Guidance is provided to student and staff	Yes	Yes
		No	
	f. Security system –		
	i) Lock & Key system		Yes
	ii) CCTV Cameras & Electronic Recording		Yes
	iii) Single Door entry – exit for staff and user		Yes
	iv) Observation by Library staff		Continuous monitoring
	v) ID Cards for Students		
	vi) Signature of every User		Register maintained
	g. Inventory -		
	i) Stock verification		Quarterly
	ii) Library Committee		Functional
	iii) Computer with Bar Code technique		Operational
	iv) Manual Counting of books		Counting done at the end of each semester
	v) Accession number assigned to each book		
	h. Reprography Service	Yes	Yes
		No	

Ritika Laskar
Coordinator
Internal Quality Assurance Cell
Alipurduar Mahila Mahavidyalaya
Alipurduar

Roy 02/10/2020
Principal
Alipurduar Mahila Mahavidyalaya
Alipurduar



	h. Reprography Service	Yes	Yes
		No	
	i. Storage facility	Yes	Yes
		No	
	j. Computer for students and teachers	Yes	Yes
		No	
5	Potable Water facility	Exemplary	Exemplary, water purifier in each floor of the College building
		Good	
		Inadequate	

6	Power Backup facility		Available
7	Washroom facility		Separate toilet for male and female
	a) Washroom facility (for Students)		Well maintained
	b) Washroom facility (for Staff)		Well maintained
8	Parking		Available
9	Class rooms (as per requirement)	Exemplary	Good
		Good	
		Inadequate	
10	Staff room		Single staff room with IT Facility
	a) Single Staff room with IT facility		
	b) Staff room with separate cabins		
	c) Departmental Staff		
11	Seminar Room	Exemplary	Not Available
		Adequate	
		Inadequate	
		Other, Please specify	
12	Common room	Exemplary	Well maintained
		Good	
		Inadequate	
		Other, Please specify	
13	First-aid facility		Available

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14	Sports Facility		
	a) Play Ground		Well Maintained
	b) Sports Equipment		Adequate
	c) Badminton Court		Available
15	Indoor Sports facility		Available
16	Gymnasium		Not Available
17	Hostel		Not Available
18	Public Transportation for students		Available
19	Canteen		Available
20	Garden		Not Available
21	Auditorium/ Assembly hall		Under Construction
22	Availability of Computers/Laptop for Staff		05 Desktop and 02 Laptop
23	Internet facility		Available, Wi-fi enabled Campus, 20 Mbps
24	Overall Maintenance		Satisfactory
	a) Exemplary		
	b) Satisfactory		
	c) Not satisfactory		
25	Formation of Grievance Redressal Cell	Yes No	Yes
26	Formation of Anti Ragging Cell	Yes No	Yes
27	Formation of Internal Complaints Committee	Yes No	Yes
28	List out Progressive Practice (s) of the Institution		i) Automation of College Office. ii) Creation of WhatsApp Group for smoother administrative functioning. iii) Digitisation of the library.

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02/10/2020
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