



## Report of Administrative Audit, Session 2020 – 21

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	
2	Campus Ownership		Owned by Management
3	Office Space	Exemplary	Good, Clean and Well maintained
		Good	
		Inadequate	
		Other, Please specify	
4	a. Area of Library		6500 sq. ft.
	b. Separate reading area for Student & Staff	Yes	Yes
		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, Code of Conduct displayed for the students at the entrance
		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		Mandatory
	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

*Rishika Das*  
Coordinator  
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Alipurduar  
18/11/2021

*DR. AMITABH ROY*  
Principal  
Alipurduar Mahila Mahavidyalaya  
Alipurduar  
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v) Accession number assigned to each book		Mandatory	
	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, AMC done for each machine. Satisfactory maintenance
		Good	
		Inadequate	
6	Power Backup facility		Available, Generator in Working Condition
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 Blackboard, Teacher's Table, Chair available in all the rooms. Seating Arrangement for the students is well maintained.
		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, but closed due to COVID – 19
20	Garden		Available and well maintained
21	Auditorium/ Assembly hall		Available; Electrification due
22	Availability of Computers/Laptop for Staff		06 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; Records are well maintained
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 (Implementation of OPAC).

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