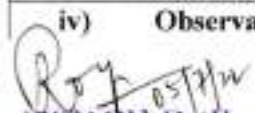


Report of Administrative Audit, Session 2021 – 22

Name of the College: Alipurduar Mahila Mahavidyalaya

Sl. No	PARTICULARS	ANSWERS
1	Campus Area	Exemplary
		Good
		Inadequate
		Other, Please
2	Campus Ownership	Owned by Management
3	Office Space	Exemplary
		Good
		Inadequate
		Other, Please specify
	IT Facility	Computer with Wifi is provided to all the Office Staff
	Maintenance of Records	Exemplary
		Good
		Inadequate
		Other, Please
4	a. Area of Library	6500 sq. ft.
	b. Separate reading area for Student & Staff	Yes
		No
	c. Separate stack room	Yes
		No
	d. Separate Reference Section	Yes
		No
	e. Ethical Guidance is provided to student and staff	Yes, Code of Conduct is displayed for the students at the entrance. Code of Conduct is also made available in the College website.
5	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


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 Principal
 Alipurduar Mahila Mahavidyalaya
 Alipurduar


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	v) ID Cards for Students		Mandatory, Provided by the College after registration
	vi) Signature of Staff		Register maintained on daily basis
6	Inventory (Library) -		
	i) Stock verification		Quarterly
	ii) Library Committee		Functional/ Meets regularly
	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		Mandatory
7	Reprography Service	Yes	Yes (Available in library)
		No	
8	Storage facility	Yes	Yes
		No	
9	Computer for students and teachers	Yes	Yes (Available in library)
		No	
10	Audio /Visual Facility		Audio Visual Room is available. Portable Projector is available. Wall Fixed Projector is available
11	Portable Water facility	Exemplary	Exemplary, water purifier in each floor of the College building, AMC done for each machine. Satisfactory maintenance
		Good	
		Inadequate	



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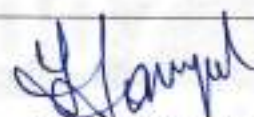
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DR. AMITABH ROY
Principal

Alipurduar Mahila Mahavidyalaya
Alipurduar

12	Toilet Facility		Separate toilets for students and staff are available. Toilets are cleaned and repaired on a regular basis.
13	Parking		Available; The Parking Area can be increased
14	Class Rooms	Exemplary Good Inadequate Others, Please specify	Good Blackboard, Teacher's Table, Chair available in all the rooms. Seating Arrangement for the students is adequate.
15	Staff room	Single Staff room with IT facility Staff room with separate cabins	Single staff room with IT Facility
16	Locker Facility in the Staff Room	Available Not - Available	Available
17	Seminar Room	Available Not - Available	Not Available
18	Common room	Available Not - Available	Available
19	Auditorium	Available Not - Available	Available; Newly Constructed. Electrification of the auditorium is pending




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University of North Bengal
Dist. Durgam


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Alipurduar

20	Sports Facility		
	a) Play Ground		Well Maintained
	b) Sports Equipment		Adequate
	c) Badminton Court		Available
21	Indoor Sports facility		Available
22	Gymnasium		Not Available
23	Hostel		Not Available
24	Public Transportation for students		Available
25	Canteen		Available
26	Garden		Available and well maintained
27	Availability of Computers/Laptop for Staff		06 Desktop and 02 Laptop
28	Internet facility		Available, Wi-fi enabled Campus (20 MBPS)
29	Overall Maintenance		Satisfactory
	a) Exemplary		
	b) Satisfactory		
	c) Not satisfactory		
30	Formation of Grievance Redressal Cell	Yes	Yes; Records are well maintained
		No	
31	Formation of Anti Ragging Cell	Yes	Yes
		No	
32	Formation of Internal Complaints Committee	Yes	Yes
		No	
33	Facilities for Students with Disability		Wheel Chair is available and usable Ramp is available and usable
34	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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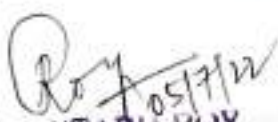
Suggestions for further development:

1. The college may initiate a provision for disabled-friendly toilet for physically challenged girl students.
2. The Governing Body of the college may consider to construct one Students' Hostel in near future.



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ESTD-2007