



## Report of Administrative Audit, Session 2022 – 23

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	Yes

  
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 Principal  
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	and user		
	iv) Observation by Library staff		Continuous monitoring
	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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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 Blackboard, Teacher's Table, Chair available in all the rooms. Seating Arrangement for the students is adequate.
		Good	
		Inadequate	
		Others, Please specify	
15	Staff room	Single Staff room with IT facility	Single staff room with IT Facility
		Staff room with separate cabins	
16	Locker Facility in the Staff Room	Available	Available
		Not - Available	
17	Seminar Room	Available	Not Available
		Not - Available	
18	Common room	Available	Available
		Not - Available	
19	Auditorium	Available	Available and Usable
		Not - Available	
20	Sports Facility		
	Play Ground		Well Maintained
	Sports Equipment		Adequate
	Badminton Court		Available

  
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21	Indoor Sports facility		Available
22	Hostel		Not Available
23	Public Transportation for students		Available
24	Canteen		Available
25	Garden		Available and well maintained
26	Availability of Computers/Laptop for Staff		06 Desktop and 02 Laptop
27	Internet facility		Available, Wi-fi enabled Campus (20 MBPS)
28	Overall Maintenance		Satisfactory
	a) Exemplary		
	b) Satisfactory		
	c) Not satisfactory		
29	Formation of Grievance Redressal Cell	Yes	Yes; Records are well maintained
		No	
30	Formation of Anti Ragging Cell	Yes	Yes
		No	
	Display of Anti Ragging Message	Yes	Yes, Prominently displayed and notified within the Campus
		No	
31	Formation of Internal Complaints Committee	Yes	Yes
		No	
32	Facilities for Students with Disability		Wheel Chair is available and usable; Ramp is available and usable; Disable Friendly Toilet is available and usable
33	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 KOHA along with OPAC).

  
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**Dr. Subrata Sanjal**  
 Inspector of Colleges, University of North Bengal  
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**Observations / Suggestions for further development:**

1. As suggested in the report for the academic session 2021-22, the college has made provision for disable-friendly toilet.
2. The construction of girls hostel may be considered by the Governing Body and necessary action may be initiated for collection of funds for the purpose from funding agencies.
3. The college may consider to construct a seminar hall.



**Dr. Subrata Sanyal**  
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04/7/2023.  
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