

Academic and Administrative Audit Report For Academic Year (2021-2022)




Chopra Kamala Paul SmritiMahavidyalaya

Chopra, Uttar Dinajpur, Pin code: 733207

Contents

	Page No.
1. Audit Committee Members	3
2. Institutional Data	4
3. Subjects Offered	7
4. Faculty Profile	9
5. Student Profile	11
6. College SWOC Analysis	12
7. Financial Report	15
8. General Conclusion	16

1. Audit committee Members

Sl. No.	Name	Designation	Signature
1	SubrataSanyal	Inspector of Colleges, NBU	 Inspector of Colleges University of North Bengal Dist. Darjeeling (W.B.) 28.4.23
2	GobardhanAdhikari	IQAC Coordinator, Chopra Kamala Paul SmritiMahavidyalaya	G. Adhikari Coordinator, IQAC Chopra KPS Mahavidyalaya Chopra, Uttar Dinajpur
3	KarabiBiswas	IQAC Joint Coordinator, Chopra Kamala Paul SmritiMahavidyalaya	Karabi Biswas 28.4.23

Chopra KPS Mahavidyalaya
Chopra, Uttar Dinajpur

2. Institutional Data

1. Name and address of the college: Chopra kamala Paul Smriti Mahavidyalaya, Chopra, Uttar Dinajpur, Pin-733207
2. Year of establishment: 2013
3. Contact details: Gobardhan Adhikari(Teacher-In-Charge)
Mobile no: 7679795797
Email: ckpsm13@rediffmail.com
Karabi Biswas(IQAC Coordinator)
Mobile no: 9733646305
Email: iqacckpsm@gmail.com
4. Status of the college: Government Aided
5. Type of institution:Co-educational
6. University to which the college is affiliated: University of North Bengal
7. College Hours: 10:00am-5:00pm
8. Total campus area: 5acre
9. College website:www.chopracollege.com
10. Number of working days:252
11. Number of teaching days:181
12. Staff strength:
 - (a) Teaching:
 1. Substantive : 06
 2. SACT : 06
 - (b) Non-Teaching:
 1. Permanent : 04
 2. Casual : 06
13. Number of departments or subjects offered : 07
14. Subjects offered under self-financed scheme: 0
15. Number of students enrolled: 411
16. NCC units with strength: Unit: 1, Strength: 78
17. NSS units with strength: Unit: 1, Strength: 100

18. Extension activities :

- i. Plantation of trees
- ii. Vaccination

iii. Extracurricular activities:

(a) Cultural

(b) Annual Sports

(c) NSS Activities-

- NSS FOUNDATION DAY- 24.09.2021
- Republic day and campus cleaning -26.01.2022-27.01.2022
- Road safety awareness-05.03.2022
- Special camp on cleanliness and awareness- 19.03.2022-26.03.2022
- Plantation drive at the campus-30.03.2022
- International Yoga Day- 21.06.2022

iv. NCC Activities-

- Punit Sagar Abhijan(31 Cadets cleaned the Dighi pond & spread the awareness among the locals) - 04.04.2022
- International Yoga Day- 21.06.2022
- Organized Volleyball & Athletic competition- 21.07.2022

- Facilities in the campus-
 - (a) Seminar hall
 - (b) Smart class room
 - (c) CCTV surveillance
 - (d) Purified Drinking water

• Different cell/committees:

- Cells
 1. Grievance Redressal Cell
 2. RTI Cell
 3. Women Cell
 4. Anti Ragging Cell

- Committees:
 1. Finance Committee
 2. Purchase Committee
 3. PF Sub Committee
 4. Building and Maintenance Sub-committee
 5. Admission sub- committee
 6. Examination sub-committee
 7. Routine sub-committee
 8. Internal Complaints Committee
 9. Library sub-committee
 10. Sports sub-committee
 11. Cultural sub-committee
 12. Magazine Sub-committee
 13. Combined committee for SC/ST, OBC, Minority

3. Subjects Offered

Programmes offered:

Sl no	List of Honours subjects for arts streams
01	English
02	Bengali
03	History
04	Political science
05	Urdu
06	Philosophy

Sl no	List of General subjects for Arts streams
01	English
02	Bengali
03	History
04	Philosophy
05	Political science
06	Urdu
07	Education

- New course started from the academic year: NIL
- Study centre of other programm:Maulana Azad National Urdu University(MANUU)
- Library facilities: Total number of books: 3141

- Teaching methods used:
 1. White board and marker
 2. Online class using platforms like Google meet, zoom etc.
 3. Text teaching resources
 4. Audio visual aids, ICT
 5. PPT / LCD projector
 6. Educational Tour

- Designing of syllabus and curriculum: One teacher from URDU department is contributing in designing of syllabus and curriculum as the members of UG Board of Studies.

- Learning outcomes:

At the end of the course the learners should be able to:

 1. Build a strong academic groundwork upon the completion of their course.
 2. Demonstrate their ability to enhance their knowledge and intellectual skill for higher learning.
 3. Prepare and show their competence in the field of employment.
 4. Apply their knowledge into solving different problems generated during diverse situations in life.

4. Faculty Profile

A. Subject wise number of Teachers

Subject	No. of Teachers	Nature of Teaching Post	
		Substantive	SACT-I/II
Bengali	3	1	2
English	1	1	-
Political Science	2	1	1
History	2	1	1
Philosophy	2	1	1
Urdu	1	1	-
Education	1	-	1
Total	12	6	6

B. Qualification of Teaching Staff

Highest Qualification	
Ph.D.	02
M.Phil.	04

C. Number of publications

Description	2021-2022
ISBN	3
ISSN	1

D. Number of seminars, workshops, conferences

Year	2021-2022 total	National	International	State
No of seminars/webinars/workshops organized	2	1	-	1

E.RC/OC/STC/FDP/Training program attended

RC	OP	STC/FDP
03	0	01

F.Number of teachers awarded for Ph.D. during 2021July-2022June: 02

G.Number of teachers acted as resource persons during the period 2021 July 2022June: 01

5. Students' Profile

Student-Teacher Ratio (academic year): 2021-2022

A. Student-Teacher Ratio for Honours/Core Course Students

Sl no	Program/course		Sanctioned Students Intake by University	Students Admitted	Student-Teacher Ratio
01	B.A (Honours)	Bengali	40	02	1:1.5
02		English	30	15	15:1
03		Political science	30	12	6:1
04		History	30	09	4.5:1
05		Philosophy	15	01	0.5:1
06		Urdu	30	02	2:1

B. Student-Teacher Ratio for General/Program Course Students

Sl.No.	Program/course		Sanctioned Students Intake by University	Students Admitted	Student-Teacher ratio
01	B.A. (General/Program)	Bengali, English, Urdu, History, Pol.Sc., Philosophy, Education	635	370	31:1

6. SWOC Analysis

[Strength, Weakness, Opportunity, Challenges]

1. STRENGTH

- i. The college has enough infrastructural facilities like spacious classrooms, seminar hall with Over-Head Projector, required technical equipment, vast area of campus, library with sufficient books, Reading room etc.
- ii. Committed, qualified and devoted faculty and supporting staff
- iii. Efficient and dedicated Governing Body and an alert Internal Quality Assessment Cell
- iv. Homely atmosphere at the college
- v. Safety and security for all
- vi. Transparent Government approved admission process solely based on the merit
- vii. Availability of updated prospectus in the website.
- viii. Orientation program for newly admitted students
- ix. Facility of Smart class room
- x. Active NSS and NCC cell
- xi. CCTV surveillance of the College campus
- xii. Dedicated and active RTI Response unit
- xiii. Aware and Active Career Guidance cell
- xiv. Adequate supply of purified drinking water
- xv. Strict and strong Anti-ragging Cell
- xvi. Regular publication of Wall magazine to nurture and enhance the thinking and writing skills
- xvii. Wide array of academic and cultural activities to encourage the students

- xviii. Proclaimed Plastic and Tobacco free campus
- xix. Internet facilities
- xx. Canteen facility for both students and staff
- xxi. Girls' common room
- xxii. Spacious playground
- xxiii. Waste management for natural manure

2. WEAKNESS

- a. Major parts of the students are first-generation learners.
- b. Students are from weaker section of the society and belong to different minority and Tribal communities.
- c. Academically weaker and backward students are admitted
- d. Absence of library staff including Librarian
- e. Lack of adequate number of Teachingstaff
- f. Lack of awareness and consciousness of the guardians
- g. Considerable no. of students come from distant places. So they have to pay more than 100 rupees for a day to attend their classes only for transport.

3. OPPORTUNITIES

- a. Vast area for infrastructural development
- b. Being the only college in Chopra block, it can avail the opportunity of having a huge composition of female, minority, SC, ST, OBC-A and OBC-B students. The college considers this as a great prospect for fulfilling its proclaimed vision of developing the vibrant and efficient human resource and latent talents among the marginalized groups of the nation.
- c. Post Office, Police Station, Bank and B.D.O office are in the near vicinity of college.

- d. Vast stretch of land for plantation and other fund generating outlet
- e. Large open playground for outdoor games
- f. Social Service through N.S.S and N.C.C.

4. CHALLENGES

- a. Infrastructural improvement and expansion of the college like more class rooms mainly more ICT augmented classrooms for better academic and administrative atmosphere [Science, Commerce, Vocational Education]
- b. Improvement of the library by procuring large number of books and journals in the Central Library.
- c. Appointment of qualified faculty members in vacant posts to maintain student-teacher ratio
- d. Creation of new substantive teaching posts.
- e. Creation of some non-teaching post.
- f. Construction of hostel for providing accommodation at low cost to the poor students coming from far places.
- g. Appointment of a permanent Principal for smooth running of the administrative and academic activities
- h. Introduction of new subjects (Science and Commerce) and job oriented vocational training courses as well as lab-based subjects
- i. Introduction of special and remedial classes due to acute shortage of teaching staff.
- j. In spite having a very committed student community, the pass percentage and quality of result have not raised to the level that was expected due to several constraints including social and economic backwardness of the students.
- k. Building indoor stadium for indoor games and gymnasium.
- l. To prepare underprivileged students for competitive society and the world.


7. FINANCIAL REPORT :

CHOPRA KAMALA PAUL SMRITI MAHAVIDYALAYA			
ANNUAL RECEIPTS AND PAYMENTS			
FOR THE YEAR 2021-2022 {CBI GEN.FUND A/C}			
RECEIPTS		PAYMENT	
Head of A/C	AMOUNT (Rs.)	Head of A/C	AMOUNT (Rs.)
Admission Fee	13,84,900.00	Salary to Non-Teaching	5,96,575.00
Maintenance Fund from BDO	1,47,547.00	Bonus to Staff	35,000.00
Adjustment	44,020.00	Affiliation fee to NBU	1,000.00
Centre Fee	2,02,000.00	TA/DA to staff	50,247.00
Advance Recovery	60,000.00	Bank Charges	562.86
Suspense	30,470.00	Income tax fine	27,202.00
Bank Interest	1,80,270.00	Books	4,200.00
NSS Grant	45,000.00	Audit & Accounts	25,000.00
		Contingency	57,036.70
		Conveyance	17,678.70
		Computer & Acc.	33,331.00
		Gardening Expenses	17,550.00
		Telephone Expenses	3,560.42
		Electricity expenses	62,280.00
		Identity card	9,000.00
		Examination Expenses	1,13,110.00
		Online Admission	1,01,716.00
		Advance Payment	3,000.00
		Printing & Stationary	52,239.00
		Post and Telegraph	734.60
		Adjusment	59,020.00
		Admission Fee refund	1,000.00
		Furniture & Fixture	39,800.00
		Repair & Maintenance	1,45,454.00
		50% Tuition fee to Govt.	36,075.00
		University Registration Fee	82,200.00
		NSS Expenses	5,000.00
		Loan Account	60,000.00
		Internet & Website	17,405.00
		Overtime & Holiday Work	8,100.00
		ceremony & Celebration	16,460.00
		Fixed Deposit	10,00,000.00
		NCC	1,200.00
		Govt. Audit & Account Fees	45,000.00
Total	20,94,207.00	Total	27,27,737.28
Opening Cash	21,290.60	Closing Cash	18,850.18
Bank	62,98,374.17	Bank	56,67,284.31
Grand Total	84,13,871.77	Grand Total	84,13,871.77

8. General Conclusion

- Permanent faculties are overburdened with their administrative work. Though teaching and non-teaching staffs are happily doing their job.
- ICT tools should be given more importance for teaching purpose.
- Student engagement should be increased.

1. Dr. Subrata Sanyal:


28.4.2023

Inspector of Colleges
University of North Bengal
Dist. Darjeeling (W.B.)

2. Dr. Gobardhan Adhikari:

G. Adhikari

Coordinator, K.P.S.
Chopra KPS Mahavidyalaya
Chopra, Uttar Dinajpur

3. Smt. Karabi Biswas:

Karabi Biswas

28.4.23

Coordinator, IOAC
Chopra KPS Mahavidyalaya
Chopra, Uttar Dinajpur