

**Academic and Administrative  
Audit Report  
For  
Academic Year  
(2018-2021)**




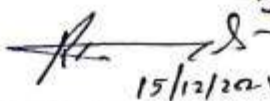
**Chopra Kamala Paul Smriti Mahavidyalaya**

Chopra, Uttar Dinajpur, Pin code: 733207

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### 1. Audit committee Members

Sl. No.	Name	Designation	Signature
1	Dr. Samirendra Sarkar	Principal, Nakshalbari College	 15/12/21
2	Mr. Gobardhan Adhikari	TIC, Chopra Kamala Paul Smriti Mahavidyalaya	G. Adhikari 15.12.21
2	Mr. Rishu Rai	IQAC Coordinator, Chopra Kamala Paul Smriti Mahavidyalaya	 15/12/2021

Teacher-in-Charge  
Chopra Kamala Paul Sr  
Mahavidyalaya  
Chopra, Uttar Dinajpur  
Coordinator, IQAC  
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: 9051997536  
Email: ckpsm13@rediffmail.com  
Rishu Rai (IQAC Coordinator)  
Mobile no: 9091291787
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](http://www.chopracollege.com)
10. Number of Working days & Teaching days:

Session	No. working days	No. of Teaching Days
2018-19	226	184
2019-20	230	186
2020-21	233	185

### 11. Staff strength:

Session	Teaching		NTS
	Substantive	Others(Guest/SACT)	Casual
2018-19	5	06	10
2019-20	06	06	10
2020-21	06	06	10

12. Number of departments or subjects offered : 07

13. Subjects offered under self-financed scheme: 0

14. Number of students enrolled:

Session	No. of Students	
	Honours	Program
2018-19	34	271
2019-20	41	271
2020-21	61	238

15. NCC units with strength:

Session	No. of Students enrolled	
	Male	Female
2018-19	-	-
2019-20	-	-
2020-21	19	20

16. NSS units with strength: Unit: 1, Strength: 100

Session	No. of Students enrolled
2018-19	100
2019-20	100
2020-21	100

17. Extension activities :

- Plantation of Trees.

iii. Extracurricular activities:

- (a) Cultural
- (b) Annual Sports



(c) NSS Activities-

Session	Name of the Activities
2018-19	i)International Yoga Day ii)NSS Foundation Day iii)Campus Cleaning Program iv)Gardening Program v)General Awareness Program at Bharbhari.
2019-20	i)College campus cleaning drive ii)NSS Foundation Day iii)Awareness program on use of sanitary napkin iv)New gardening program v)Special camp on nutrition
2020-21	No activities were there due to Covid Pandemic

iv.NCC Activities-

Session	Name of the Activities
2018-19	-
2019-20	-
2020-21	Introduction of NCC

• Facilities in the campus-

- (a) Seminar hall with projector facility
- (b) Smart class room
- (c) CCTV surveillance

• Different cell/committees:

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

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

### **3. Subjects Offered**

#### **Programmes offered:**

<b>Session</b>	<b>List of Honours subjects for arts streams</b>
2018-19	Bengali, History, Political Science
2019-20	Bengali, History, Political Science, English, Urdu
2020-21	Bengali, History, Political Science, English, Urdu, Philosophy

<b>Session</b>	<b>List of General subjects for Arts streams</b>
2018-19	Bengali, History, Political Science, English, Urdu, Philosophy, Education
2019-20	Bengali, History, Political Science, English, Urdu, Philosophy, Education
2020-21	Bengali, History, Political Science, English, Urdu, Philosophy, Education

**Add-on Course Offered :**

Session	Name of the Add-on Course	Course Code
2018-19	Environment Management	ACEM19
	Mother and Child One Unit	ACMCOU19
	Cleanliness and Wellness	ACCW19
2019-20	Communication and Soft Skill	ACCSS20
2020-21	-	-

- Library facilities: Total number of books: 2500(Approx.)
- 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
- 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 from August 2018.
- A research project on "Surjapuri Dialect" is going on from the session 2020-21.
- 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	A.Y.	No. of Teachers	Nature of Teaching Post	
			Substantive	Guest/SACT-I/II
Bengali	2018-19	3	1	2
	2019-20	3	1	2
	2020-21	3	1	2
English	2018-19	1	1	-
	2019-20	1	1	-
	2020-21	1	1	-
Political Science	2018-19	2	1	1
	2019-20	2	1	1
	2020-21	2	1	1
History	2018-19	2	1	1
	2019-20	2	1	1
	2020-21	2	1	1
Philosophy	2018-19	2	-	2
	2019-20	2	1	1
	2020-21	2	1	1
Urdu	2018-19	1	1	-
	2019-20	1	1	-
	2020-21	1	1	-
Education	2018-19	1	-	1
	2019-20	1	-	1
	2020-21	1	-	1
ENVS	2018-19	1	-	1
	2019-20	-	-	-
	2020-21	-	-	-

### B. Qualification of Teaching Staff

Subject	Academic Session	Highest qualification of the Teaching Staff
Bengali	2018-19	M.Phil.
	2019-20	M.Phil.
	2020-21	M.Phil.
English	2018-19	Ph.D.
	2019-20	Ph.D.
	2020-21	Ph.D.
Political Science	2018-19	M.Phil.
	2019-20	M.Phil.
	2020-21	M.Phil.
History	2018-19	M.Phil.
	2019-20	M.Phil.
	2020-21	M.Phil.
Philosophy	2018-19	M.A.
	2019-20	M.A.
	2020-21	M.A.
Education	2018-19	M.A.
	2019-20	M.A.
	2020-21	M.A.

### C. Number of publications

Description	2018-19	2019-20	2020-21
ISBN	01	-	01
ISSN	1	05	02

**D. Number of seminars, workshops, conferences**

Year	No of seminars/webinars/workshops organized
2018-19	14
2019-20	11
2020-21	-

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

Session	RC/FIP	OP	STC/FDP
2018-19	-	-	-
2019-20	-	02	-
2020-21	03	-	02

### 5. Students' Profile(2018-21)

#### A.Student admission data for Honours/Core Course

Sl no	Program/course	A.Y.	Sanctioned Students Intake by University	Students Admitted	Analysis of University Result	
					Appeared	Passed
01	Bengali	2018-19	20	20	-	-
		2019-20	40	03	-	-
		2020-21	40	19	4	4
02	English	2018-19	-	-	-	-
		2019-20	30	14	-	-
		2020-21	30	06	-	-
03	Political science	2018-19	20	06	-	-
		2019-20	20	09	-	-
		2020-21	20	07	-	-
04	History	2018-19	20	08	-	-
		2019-20	30	06	-	-
		2020-21	30	16	-	-
05	Philosophy	2018-19	-	-	-	-
		2019-20	-	-	-	-
		2020-21	15	01	-	-
06	Urdu	2018-19	-	-	-	-
		2019-20	30	09	-	-
		2020-21	30	12	-	-

#### B. Student admission data for General/Program Course

Sl.No.	A.Y.	Program/course B.A.(General/Program)	Sanctioned Students Intake by University	Students Admitted	Analysis of University Result
01	2018-19	Bengali, English, Urdu, History, Pol.Sc., Philosophy, Education	635	272	176
	2019-20	Bengali, English, Urdu, History, Pol.Sc., Philosophy, Education	635	271	207
	2020-21	Bengali, English, Urdu, History, Pol.Sc., Philosophy, Education	635	238	167



## **6. SWOC Analysis**

[Strength, Weakness, Opportunity, Challenges]

### **1. STRENGTH**

- a. The faculty is dedicated both inside and outside the class room.
- b. An active Anti-Ragging Cell creates an ideal environment in the College.
- c. The campus is under CCTV surveillance.
- d. Safety security for all.
- e. Active NSS Cell.
- f. The College observes important days to create consciousness among the students.

### **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 Teaching staff
- 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. OPPORTUNITY**

- a. To provide quality education to girl students irrespective of caste, religion and economic status.
- b. Empowerment of minority students.
- c. Vast open play ground for outdoor games like football, volleyball and athletics.

### **4. CHALLENGES**

- a. Ensuring greater student involvement in various programmes.
- b. Enhancing skill development within the framework of the syllabus.
- c. Introduction of science subjects.
- d. Departmental libraries.
- e. All class room to be made smart class room.

**7. FINANCIAL REPORT :**

<b>FOR THE F.Y. 2018-2019</b>
<b>CONSOLIDATED ANNUAL RECEIPTS AND PAYMENTS</b>

RECEIPTS		PAYMENT	
Head of A/C	TOTAL	Head of A/C	TOTAL
		ADJUSTMENT PRIOR	12024.00
		ADMISSION	16300.00
Admission Fee	1668200.00	Advance Payment	100000.00
		ADVANCE TO ASST ENGINEER	1000.00
ADVANCE	120000.00	Advertisement	4351.00
Advance Recovery		Affiliation fee to NBU	10000.00
application form	68950.00	Audit & Accounts	100732.00
BANK INT CBI GRN	1605.00	Bank Charges	970.80
Bank Interest		Bonus to Staff	
BANK INTEREST AXIS	246625.00	Books	
BANK INTEREST RCCB	29094.00	CCTV REPAIR	
Centre Fee		ceremony & Celebration	13500.00
electricity FEE FROM BDO	2882.00	Computer & Acc.	360.00
EXAMINATION FEE REIMBURSED	363145.00	Contingency	72351.00
FIXED DEPOSIT	993090.00	CONVEYANCE	14247.00
FD INT	66968.00		
I.TAX	52415.00	Electricity expenses	88501.00
INTEREST CBI GOVT. UGC	610.00	Examination Expenses	147625.00
LIBRARY LATE FINE	687.00	Fixed Deposit	
		FRESHERS WELCOME	45000.00
NSS Grant	45000.00	Furniture & Fixture	2800.00
P.TAX	11400.00	Gardening Expenses	
PF	355000.00	Identity card	3325.00
REASSESSMENT FEE	23250.00	Income tax fine	
SALARY GRANT FROM GOVT.	2886850.00	Internet & Website	65170.00
SCRUTINY FEE	35625.00	LIBRARY MAGAZINES	699.00
		LIBRARY BOOKS	22130.00
		WALL MAGAZINES	14600.00
		NCC	
EXCESS COLLECTION	380.00	NSS Expenses	45000.00
		Post and Telegraph	111.00
		Printing & Stationary	65415.00
		REASSESSMENT FEE	22825.00
		Repair & Maintenance	49313.00
		SALARY TO EMPLOYEES	2897344.00
		Salary to Non-Teaching	712250.00





**Academic and Administrative Audit Report, CKPSM, 2018-21**

<b>FOR THE F.Y. 2019-2020</b>			
<b>CONSOLIDATED ANNUAL RECEIPTS AND PAYMENTS</b>			
<b>RECEIPTS</b>		<b>PAYMENT</b>	
Head of A/C	TOTAL	Head of A/C	TOTAL
Admission Fee	1613750.00	50% Tuition fee to Govt.	280375.00
		Advertisement	9000.00
Centre Fee	319375.00	Advance Payment	63000.00
Advance Recovery	153000.00	Affiliation fee to NBU	12900.00
Bank Interest		Bank Charges	675.30
NSS Grant	45000.00	Bonus to Staff	30000.00
SALARY GRANT FROM GOVT.	3980480.00	ceremony & Celebration	14156.00
P.TAX	13710.00	Computer & Acc.	18900.00
I.TAX	106660.00	Contingency	40779.00
PF	474000.00	CONVEYANCE	22219.00
		CCTV REPAIR	26000.00
ADVANCE		Electricity expenses	78159.00
BANK INTEREST AXIS	197097.00	Examination Expenses	142200.00
BANK INTEREST RCCB	2419.00	Furniture & Fixture	15500.00
FIXED DEPOSIT	1746664.00	Internet & Website	151799.00
INTEREST ON FD	122357.00	LIBRARY	6484.00
BANK INT CBI GRN	36224.00	NSS Expenses	45000.00
		Post and Telegraph	3754.63
electricity	16304.00	Printing & Stationary	16925.00
application form	12900.00	Repair & Maintenance	31785.00
		Salary to Non-Teaching	857425.00
		SALARY TO EMPLOYEES	3817672.00
		SARASWATI PUJA	50000.00
		SELECTION COMM EXPENSE	16242.00
		SPORTS	1240.00
		TA/DA to staff	39780.00
		TDS FD	17896.00
		Telephone Expenses	
		University Registration Fee	78000.00
		YOUTH PARLIAMENT	4700.00
		REMUNERATION TO SACT	
		P.TAX	13710.00
		I.TAX	106660.00
		PF	474000.00
		FD CBI	1109348.00
		FIXED DEPOSIT RCCB	741778.00
<b>Total</b>		<b>Total</b>	
Opening Cash	380.31	AXIX BANK	4558100.47
Axis Bank	6034370.90	Closing Cash	6255.81
TREASURY	186328.00	TREASURY	349136.00

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RCCB	60178.77	RCCB	62523.77
CBI UGC & GOVT	217702.04	CBI UGC & GOVT	217348.04
CBI GENERAL FUND	22925.00	CBI GENERAL FUND	1830399.00
<i>Grand Total</i>	15361825.02	<i>Grand Total</i>	15361825.02



**Academic and Administrative Audit Report, CKPSM, 2018-21**

<b>FOR THE F.Y. 2020-2021</b>			
<b>CONSOLIDATED ANNUAL RECEIPTS AND PAYMENTS</b>			
<b>RECEIPTS</b>		<b>PAYMENTS</b>	
Head of A/C	TOTAL	Head of A/C	TOTAL
Admission Fee	943341.00	Salary to Non-Teaching	699125.00
Bank Interest	191749.00	Salary to Guest Teacher	270000.00
Axis Bank (closer)	4560285.47	Bank Charges	395.30
Application fee	9250.00	Repair & Maintenance	10040.00
Salary Recovered	390000.00	Printing & Stationery	19883.00
College Gardening	16500.00	Audit and Accounts	10000.00
University Centre Fee	138400.00	Contingency	18431.00
Advance Recovery	62000.00	Conveyance	9590.00
SALARY GRANT FROM GOVT.	8058834.00	Computer Accessories	4198
P.TAX	26440	T.A /D.A to Staff	28220.00
I.TAX	328535.00	Internet and Webside	34754
PF	466000	On line admission charge	70800
PF LOAN RECOVERY	0	Electricity Charges	77386
LOAN FROM GENERAL FUND	1000	College Gardening	22400
FIXED DEPOSIT	751777	Advertisement	6400
		Telephone Expenses	3069.4
		Examination Centre Expen	46200
		Exgratia	30000
		Overtime & Holiday Work	2000
		Advance	96200
		Post and Telegraph	71
		50% Tuition Fee Refund	190950
		Celebration & Ceremoney	900
		Swarasati Puja	40000
		University Affiliation Fee	6000
		SALARY TO TEACHERS	5445052
		REMUNERATION TO SACT	2335360
		P.TAX	26440
		I.TAX	328535
		PF	466000
		PF LOAN RECOVERY	0
		NCC ANNUAL REG. FEE	936
		FIXED DEPOSIT	796248
		BOOKS	50000
<b>Total</b>	<b>15944111.47</b>	<b>Total</b>	<b>11145583.70</b>
Opening Cash	6256	Closing Cash	21290.6
Bank CBI GF	1830399	Bank	6383374.17
TREASURY	349136	TREASURY	627558
RCCB	62523.77	RCCB	64973.77
CBI UGC & GOVT	217348.04	CBI UGC & GOVT	166994.04
<b>Grand Total</b>	<b>18409774.28</b>	<b>Grand Total</b>	<b>18409774.28</b>

## 8. General Conclusion


- i) Number of books in College library should be increased.
- ii) College should engage more teachers for students.
- iii) Some job oriented course or certificate course should be introduced.
- iv) Play ground should be properly maintained.
- v) Online class infrastructure should be more smooth and student friendly.
- vi) Financial Govt. audit from 2017-20 is going on.
- vii) College authority should apply to DPI for more funds.

### Name & signature with seal of the Audit Committee

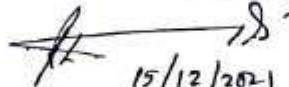
1. Dr.Samirendra Sarkar:

  
15/12/21  
Principal  
Nakshalbari College  
P.O. Nakshalbari, Dist. Darjeeling

2. Gobardhan Adhikari:

  
15.12.21  
Teacher-in-Charge  
Chopra Kamala Paul Smriti  
Mahavidyalaya  
Chopra, Uttar Dinajpur

2. Rishu Rai:

  
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Coordinator, IQAC  
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