



HALDIA GOVERNMENT COLLEGE

PURBA MEDINIPUR-721657

INTERNAL ADMINISTRATIVE AUDIT REPORT

Session: 2021-2022

Haldia Government College is a Government College directly run by Higher Education Department, Government of West Bengal. So, we don't have the provision for Administrative Audit by any external agency. A five members internal Audit Committee of Group A- Gazetted officers under West Bengal Education Service Cadre is formed for Internal Administrative Audit.

A. AUDIT FOR ADMINISTRATIVE INFRASTRUCTURE:

| Sl. No. | Description of Records / Documents | Remarks |
|---------|------------------------------------|---------------------------------|
| 1. | Campus Area | 19 Acres |
| 2. | Campus Build-up Area | Adequate |
| 3. | Office Space | Available but need to increase. |
| 4. | Area of Library | Adequate |
| 5. | Security | Adequate |
| 6. | Water facility | Adequate |
| 7. | Power back up facility | Adequate |
| 8. | Wash room facility | Adequate |
| 9. | Parking facility | Adequate |

Sripati

| Sl. No. | Description of Records / Documents | Remarks |
|---------|---|---|
| 10. | Class room | Adequate but need to incorporate few more class rooms. |
| 11. | Staffroom | Adequate |
| 12. | IQAC room | Moderate in size. |
| 13. | Medical centre facility | No facility Available |
| 14. | Sick Room | Available |
| 15. | Sports facility | Adequate |
| 16. | Hostel (Boys and Girls) | Adequate |
| 17. | Teachers' Hostel | Adequate |
| 18. | Laboratory | Adequate |
| 19. | Transportation for Students | Public Transport Bus/ Train available frequently. |
| 20. | Support services-ATM/ Bank / PO / Reprography | Only Reprography facility available inside the campus. |
| 21. | Canteen | Adequate |
| 22. | Approach road | Adequate |
| 23. | Garden | Adequate |
| 24. | Auditorium / Conference hall | Available but space not Adequate |
| 25. | Internet facility | Very Good |
| 26. | Eco-Friendly procedures | Adequate |
| 27. | Administrative training for Administrative staff | Adequate |
| 28. | Computer facilities | Adequate |
| 29. | Central Stock Book | Up To Date & Maintained Properly |
| 30. | Departmental Stock Book (Contingency, Furniture, Equipment & Seminar Library) | Up To Date & Maintained Properly |
| 31. | Central Library Stock Book | Up To Date & Maintained Properly with Accession Number. |


 Director-in-charge
 Higher Secondary School

| Sl. No. | Description of Records / Documents | Remarks |
|---------|---|--|
| 32. | Service Book of Permanent Staff | Up to date with all due information. |
| 33. | Students' Union | Not formed (As per Govt. instruction) |
| 34. | Cash Book | Up To Date & Maintained Properly |
| 35. | ICT facility | Adequate |
| 36. | Garbage disposal system | Good |
| 37. | Energy Conservation System | Good with use of LED light throughout the Campus. |
| 38. | Water Conservation System | Rain water harvesting system and 3 water bodies available inside the campus. |
| 39. | Facilities for Students with Disability | Washroom with Ramp and Wheel Chair facility Available |
| 40. | Bio-Compost | Two Bio-Compost systems available within the campus in Collaboration with "Amuktika" |

B. TEACHING STAFF STATISTICS:

| Sl. No | Name of the Teacher | Designation | Department |
|--------|-----------------------|---|------------|
| 1 | Pijush Kanti Tripathi | Associate Professor and Officer-in-Charge | Geography |
| 2 | Sipra Samanta | Assistant Professor | Education |
| 3 | Kamalakanta Kar | Assistant Professor | Education |
| 4 | Susmita Basu | Assistant Professor | Education |
| 5 | Nizamuddin Ahmed | Assistant Professor | Physics |
| 6 | Niladri Sekhar Mondal | Assistant Professor | Physics |
| 7 | Debolina Das | Assistant Professor | Physics |
| 8 | Alok Kumar Sinha | Assistant Professor | Physics |
| 9 | Samit Ganguly | Assistant Professor | Physics |
| 10 | Tirthankar Choudhury | Assistant Professor | Geography |
| 11 | Sarbeswar Halder | Assistant Professor | Geography |
| 12 | Sk. Mithun | Assistant Professor | Geography |

Sipra
in charge

| Sl. No | Name of the Teacher | Designation | Department |
|--------|---------------------------|---------------------|--------------|
| 13 | Gopal Chandra Hembram | Assistant Professor | Geography |
| 14 | Yogia Dutta | Assistant Professor | Geography |
| 15 | Pranay Santra | Assistant Professor | Sociology |
| 16 | Moutan Roy | Assistant Professor | Sociology |
| 17 | Hasibul Rahaman | Assistant Professor | Sociology |
| 18 | Ananya Chatterjee | Assistant Professor | Chemistry |
| 19 | Dipankar Pramanik | Assistant Professor | Chemistry |
| 20 | Saikat Kumar Manna | Assistant Professor | Chemistry |
| 21 | Khokon Samanta | Assistant Professor | Chemistry |
| 22 | Barnali Jana | Assistant Professor | Chemistry |
| 23 | Monotosh Mondal | Assistant Professor | Chemistry |
| 24 | Uday Sankar Midya | Assistant Professor | Chemistry |
| 25 | Sudipta Pathak | Assistant Professor | Anthropology |
| 26 | Soumi Dey | Assistant Professor | Anthropology |
| 27 | Bhuban Mohan Das | Assistant Professor | Anthropology |
| 28 | Pinaki Dey Mullick | Assistant Professor | Anthropology |
| 29 | Mohan Chandra Dolai | Assistant Professor | Bengali |
| 30 | Himadri Mukhopadhyay | Associate Professor | Bengali |
| 31 | Amit Patra | Assistant Professor | Bengali |
| 32 | Amrita Ghoshal | Assistant Professor | Bengali |
| 33 | Palas Mallik | Assistant Professor | Economics |
| 34 | Manuela Pal | Associate Professor | Economics |
| 35 | Thithi Bose | Assistant Professor | Economics |
| 36 | Gautam Bhowmik | Assistant Professor | Mathematics |
| 37 | Dipankar Sadhukhan | Assistant Professor | Mathematics |
| 38 | Monami Das Roy | Assistant Professor | Mathematics |
| 39 | Lakshmi Narayan Dey | Assistant Professor | English |
| 40 | Md Moniruddin Sk | Assistant Professor | English |
| 41 | Ayushman Banerjee | Assistant Professor | English |
| 42 | Pritam Bandyopadhyay | Associate Professor | English |
| 43 | Srimanta Das | Assistant Professor | Statistics |
| 44 | Shyamsundar Sahoo | Assistant Professor | Statistics |
| 45 | Tanmay Kumar Maity | Assistant Professor | Statistics |
| 46 | Sibsankar Karan | Assistant Professor | Statistics |
| 47 | Tuhinsubhra Bhattacharyya | Assistant Professor | Statistics |
| 48 | Bijitesh Halder | Assistant Professor | Statistics |
| 49 | Salil Kumar Dutta | SACT | Anthropology |
| 50 | Debabrata Samanta | SACT | Education |
| 51 | Soumyakanti Ghosh | SACT | English |


 Officer-in-charge
 Haldia Government College
 P.O.- Debnog, Dist. - Purba Medinipur

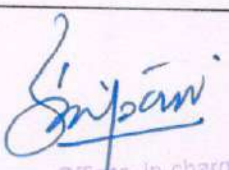
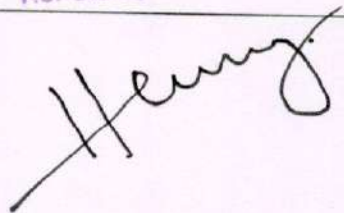
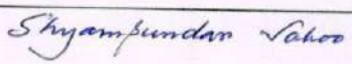
C. NON-TEACHING STAFF STATISTICS:

| Sl. No | Name of the Staff |
|--------|-----------------------|
| 1. | Abdul Sovan Khan |
| 2. | Atanu Kumar Ray |
| 3. | Bablu Kumar Mondal |
| 4. | Dipankar Das |
| 5. | Narhu Gopal Dandapat |
| 6. | Pulakesh Maity |
| 7. | Sasanka Sekhar Ghorai |
| 8. | Sukomol Dey |
| 9. | Sukumar Adhikary |
| 10. | Uttam Kumar Mondal |

The physical stock of items at every department, Laboratory, Library & Office of the college was verified by us as on 10.08.2022 with the relevant records on test check basis and was found to be in accordance with those records.

Signature of the Internal Audit Team:

Date: 10/08/2022

| | |
|--------------------------------|--|
| 1. Dr. Pijush Kanti Tripathi |  Officer- In-charge Haldia Government College P.O.- Gekhag, Dist. - Purba Medinipur |
| 2. Prof. Himadri Mukhopadhyay. |  |
| 3. Dr. Shyamsundar Sahoo |  |

| | |
|--------------------------|-------------------|
| | |
| 4. Prof. Sipra Samanta | Sipra Samanta |
| 5. Dr. Dipankar Pramanik | Dipankar Pramanik |