

AUDIT REPORT 2015-2016

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Audit Key Steps

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| Planning completed | September 2015 |
| Field work completed | October 2015 |
| Draft report completed and sent for management response | August 2016 |
| Management response received | September 2016 |
| Final report completed | September 2016 |
| Report presented to the Management | September 2016 |

Prepared by the Audit and Evaluation Team

Acknowledgments

The team responsible for this audit, comprised of Sukanya Choudhury, under the supervision and direction of Suman Nandy, CISA, CISSP, would like to thank those individuals who contributed to this project, and particularly, employees who provided insights and comments as part of this audit.

Original signed by

Chief Audit Executive

Table of Contents

1.0 Executive Summary 5

2.0 Statement of Assurance 5

3.0 Summary of Findings..... 6

4.0 About the college 6

5.0 Audit Framework and detailed findings..... 7

6.0 Recommendations 13

7.0 Objectives and Scope 13

8.0 Methodology..... 13

9.0 Declaration 13

1.0 Executive Summary

In accordance with the Risk-Based Audit and Evaluation Plan of Surendranath College for 2015-16, the Audit and Evaluation Branch conducted a Gender audit of the college in September 2016.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Gender Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards.

During the initial planning of the audit, an analysis was conducted in order to identify, evaluate and prioritize the risks associated with Gender issues. The analysis was based upon an examination of the policies, manuals and standards that govern the gender sustainability, on data analysis, and on the results of preliminary interviews with personnel. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

2.0 Statement of Assurance

This audit has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

In our professional judgement, sufficient and appropriate audit procedures were completed and evidence gathered to support the accuracy of the conclusions reached and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

3.0 Summary of Findings

The main findings of the audit show that, in general, all the departments and students are aware about the need for gender sensitisation at a general level. It was also observed that a number of best practices such as, awareness programs etc. are followed in the campus.

However, on detailed review, it was observed that, as the college is implementing Gender Policy for the first time, many of the practices followed in the institution are not in compliance with the Gender Policy of the institution, and the applicable standards. In addition, certain processes could benefit from further review in order to improve their efficiency, fairness and consistency.

4.0 About the college

In 1882 Surendranath Banerjea, eminent scholar, orator and statesman and one of the pioneers of India's struggle for self-government and freedom, took over the charge of Presidency School. In January 1884, it was renamed Presidency Institution and became affiliated to the Intermediate Standard of the University of Calcutta. Later in the same year, with permission from Lord Ripon, it was renamed as Ripon College and became a full-fledged degree College under the University of Calcutta. Surendranath Banerjea himself taught in the College for many years with rare distinction. Under his inspiring guidance a generation of students grew up with sacrifice and idealism as their guiding principles. Round him gathered some of the most distinguished scholars and intellectuals of the time and Ripon College soon came to be counted among the reputed seats of learning in the country.

In 1885 the Department of Law was started. It was converted into a separate College in 1911 and it was named as Ripon Law College. The Department of Commerce was established in 1940. A branch of this College was opened in Dinajpur (now a separate College in Bangladesh) in 1942. The trustees in order to keep pace with the changing needs of the time, opened an evening Science section in 1947 and a women's section in 1948 as well. The former is now a part of Surendranath Evening College and the latter became an independent Degree College in 1960. In 1948-49 the Trustees renamed the College as Surendranath College as a mark of respect to the founder of the institutions and author of "A Nation in Making"

5.0 Audit Framework and detailed findings

The following audit framework is used for conducting Gender Audit. The framework also lists the findings and observations for every criteria.

| Control objective | Option |
|--|------------|
| The college conducts gender sensitization program as a part of its curriculum. | Agree |
| | Disagree |
| | no opinion |
| The college conducts gender awareness programs, such as awareness of sexual harassment, as a part of its curriculum. | Agree |
| | Disagree |
| | no opinion |
| Adequate number of toilets are available in the campus for girls. | Agree |
| | Disagree |
| | no opinion |
| Adequate facilities are available inside the toilet keeping in mind the need of the girl students. Adequate disposal bins are available in the toilet. | Agree |
| | Disagree |
| | no opinion |
| Adequate lighting is available inside the campus during night, including but not limited to, adequate light in corridor, class rooms, common areas, toilets etc. | Agree |
| | Disagree |
| | no opinion |

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| Adequate security arrangements have been made in the campus and common areas during day and night. | Agree |
| | Disagree |
| | no opinion |
| Options for flexible timing is available for girl students. For example, for outside scholars, no class is arranged in late evening or early morning. | Agree |
| | Disagree |
| | no opinion |
| A women cell is set up in the college and students are aware about the women cell. | Agree |
| | Disagree |
| | no opinion |
| There are lady faculties available in the women cell. | Agree |
| | Disagree |
| | no opinion |
| Do you reach out to women's cell? | Agree |
| | Disagree |
| | no opinion |
| A grievance redressal cell has been set up. | Agree |
| | Disagree |
| | no opinion |
| The classroom offers equal opportunities to all genders. | Agree |
| | Disagree |
| | no opinion |

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| The library offers equal opportunities to all genders. | Agree |
| | Disagree |
| | no opinion |
| Safe environment is available for all girl students in the campus. | Agree |
| | Disagree |
| | no opinion |
| Have you been a victim of sexual harassment at class by faculties? | Agree |
| | Disagree |
| | no opinion |
| Have you been a victim of sexual harassment at class by fellow students? | Agree |
| | Disagree |
| | no opinion |
| Have you reported the incident? | Agree |
| | Disagree |
| | no opinion |
| If you reported the incident, was it resolved to your satisfaction? | Agree |
| | Disagree |
| | no opinion |
| If not, why did you not report it? | Agree |
| | Disagree |
| | no opinion |
| A committee has been set up to redress all complaints related to sexual harassment in a timely manner. You are aware about the process and believe that the process is appropriate. | Agree |
| | Disagree |

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|--|------------|
| | no opinion |
| A fair inquiry is conducted by the committee in case of a complaint. | Agree |
| | Disagree |
| | no opinion |
| Confidentiality is maintained during the inquiry process. | Agree |
| | Disagree |
| | no opinion |
| Adequate number of toilets are available in the hostel for girls. | Agree |
| | Disagree |
| | no opinion |
| Adequate facilities are available inside the toilet keeping in mind the need of the girl students. | Agree |
| | Disagree |
| | no opinion |
| Adequate lighting is available inside the hostel during night, including but not limited to, adequate light in corridor, class rooms, common areas, toilets etc. | Agree |
| | Disagree |
| | no opinion |
| Entry and exit timing of the hostel are appropriate for the hostel. | Agree |
| | Disagree |
| | no opinion |
| A grievance redressal cell has been set up. | Agree |
| | Disagree |
| | no opinion |

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| Healthcare facilities are available to girl students at the campus. | Agree |
| | Disagree |
| | no opinion |
| Minimum courtesy is extended to the girl students during their visit to the doctors in campus. | Agree |
| | Disagree |
| | no opinion |
| During visit to the doctor in campus, only doctor and a lady nurse is present in the room. | Agree |
| | Disagree |
| | no opinion |
| Attitude of medical personnel is appropriate. | Agree |
| | Disagree |
| | no opinion |
| Adequate number of security personnel are deployed. | Agree |
| | Disagree |
| | no opinion |
| Attitude of security personnel is appropriate. | Agree |
| | Disagree |
| | no opinion |
| Gender sensitization program must be conducted for security personnel deployed at the campus. | Agree |
| | Disagree |
| | no opinion |
| | Agree |

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|---|------------|
| Laboratory infrastructure is appropriate for safety of the girl students, for example, there is adequate lighting, adequate space is provided in the corridors and other areas etc. | Disagree |
| | no opinion |
| Attitude of laboratory staff is appropriate. | Agree |
| | Disagree |
| | no opinion |
| There is no gender biased artifacts, such as discriminative screen savers, or work tables that are not conveniently located for the girl students. | Agree |
| | Disagree |
| | no opinion |
| Timing of the laboratory is appropriate. | Agree |
| | Disagree |
| | no opinion |
| Adequate and safe transport options are available for girl students. | Agree |
| | Disagree |
| | no opinion |
| Is there a separate queue for girls in dining hall, office etc. | Agree |
| | Disagree |
| | no opinion |
| Do you feel a separate queue is required? | Agree |
| | Disagree |
| | no opinion |

6.0 Recommendations

Following the audit, no major recommendations were observed and made to the management.

7.0 Objectives and Scope

The purpose of this audit was to ensure that the Gender Policy is followed and implemented in the campus, across all departments, administrative bodies and students.

8.0 Methodology

In order to meet its objectives, this audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

Review of the Documentation

For the purpose of this audit the Gender Policy of the institute was reviewed. Other relevant documents and standards were also reviewed.

Interviews

Interviews were conducted with the students.

Physical Inspection

The audit team was in college to inspect the campus.

9.0 Declaration

I agree with all the recommendation and observation mentioned in this report.

Original signed by

Principal with Seal