

Administrative Audit

Audit Report 2015-16

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Audit Key Steps

Planning completed	September 2015
Field work completed	September 2015
Draft report completed and sent for management response	November 2015
Management response received	November 2015
Final report completed	December 2015
Report presented to the Management	December 2015

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

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1.0 Executive Summary

In accordance with the Risk-Based Audit and Evaluation Plan of Surenranath College for 2014-15, the Audit and Evaluation Branch conducted Administrative audit of the college in September 2015.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Administrative 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 on the methodologies of the administrative policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Administrative management in the campus. 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 are aware about the need for Administrative policies at a general level.

However, on detailed review, it was observed that, though the college is implementing the Administrative Policy, many of the practices followed in the institution are not in compliance with the Administrative 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 Surenranath 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. Surenranath 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 Surenranath Evening College and the latter became an independent Degree College in 1960. In 1948-49 the Trustees renamed the College as Surenranath College as a mark of respect to the founder of the institutions and author of "A Nation in Making"

5.0 Infrastructural review criteria

The following criteria was used to review the infrastructural facilities of the college

INFRASTRUCTURAL FACILITY

Sr.No	PARTICULARS	ANSWERS
3.1	Campus Area	
		Exemplary
		Good
		Inadequate ✓
3.2	Campus Ownership	
	Owned by Management	✓
	On rent	
3.3	Office Space	
		Exemplary
		Good ✓
		Inadequate
3.4	a. Area of Library	305sq. m.
	b. Do you have separate reading area for student & Staff?	No
	c. Do you display the new arrivals?	Yes
	d. Do you maintain Book Volumes?	Yes
	e. No. of Books per student	Hons.-2/ Gen-1
	f. No. of Issue/Return books per day	30
	g. No. of Research Journals	—
	h. No. of Periodicals	— }2
3.5	Laboratories	
		Exemplary
		Good ✓
		Inadequate
3.6	Security	Adequate
3.7	Potable Water facility	
		Exemplary ✓
		Good

		Inadequate	
3.8	Power Backup facility		Inadequate
3.9.a	Washroom facility (for Male)		
		Exemplary	
		Good	✓
		Inadequate	
3.9.b	Washroom facility (for Female)		
		Exemplary	
		Good	✓
		Inadequate	
3.9.c	Washroom facility (for Staff)		
		Exemplary	
		Good	✓
		Inadequate	
3.10	Parking		
		Exemplary	
		Adequate	
		Inadequate	✓
3.11	Class rooms (as per requirement)		
		Exemplary	
		Adequate	
		Inadequate	✓
3.12	Staff room (Tick only one)		
	Individual Staff room with IT facility		
	Staff room with separate cabins		
	Departmental Staff		✓
	Common		✓
3.13	Seminar Room		
		Exemplary	
		Adequate	
		Inadequate	✓
3.14.a	Common room (Boys)		
		Exemplary	
		Adequate	✓
		Inadequate	
3.14.b	Common room (Girls)		
		Exemplary	
		Adequate	✓
		Inadequate	
3.15	Medical Centre facility		
	Health Centre facility		✓

	First-aid facility	✓
3.16	Sports Facility (2 mark for separate ground for each sport) (Maximum 6)	No
3.17	Indoor Sports facility (2 mark for each indoor sports facility) (Maximum 4)	TT, Carom
3.18	Gymnasium	No
3.19.a	Hostel (Boys) Exemplary Adequate (with mess) Inadequate	No
3.19.b	Hostel (Girls) Exemplary Adequate (with mess) Inadequate	No
3.20	Transportation for students	No
3.21	Support services (**Bank/PO/**Xerox)	**Yes
3.22	Canteen	Yes
3.23	Approach Road	Yes
3.24	Garden	Yes
3.25	Auditorium/ Assembly hall	Yes
3.26	Internet facility For Staff & students : For staff only:	No
3.27	Overall Maintenance Exemplary Satisfactory Not satisfactory	Yes

Sr. No	PARTICULAR	ANSWER
4.3.1	How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel?	Teaching-100% Non-teaching >40%
4.3.2	Did your College arrange for Training of Faculty members in the use of Computers ?	No
4.3.3	How many Computers do you have in the College ?	147
4.3.4	Does the College have Internet facilities?	Partially
4.3.5	Have your Faculty members undergone training for NME-ICT? If yes, How many?	Yes 2
4.3.6	List out names of Faculty and non-teaching Staff	ANNEX-V
4.4.	PLACEMENT ACTIVITY	
4.4.1	Has the Placement cell/ **Career Counselling Cell been formed in your college?	**Yes
4.4.2	How many students have been enrolled?	62
4.4.3	Has there has been any campus placement?	Yes
4.4.4	Have you conducted any pre placement training for student's placements? If yes, then Specify.	No
4.4.5	Have you organized any company visits or guidance camp for students?	Yes
4.4.6	Does the placement cell maintain the record of job opportunities and students?	Yes
4.4.7	Are the students provided computers and Internet to search job, to down load application forms etc?	No
4.4.8	Does the college have a system of registering students at the Employment office?	No
4.4.9	Does the college subscribe to magazines like Employment News, Rojgar Samachar etc?	No

	If yes, Give names of magazines.	
4.8.1	Does your College have a Digital English Language Lab ?	No
4.8.2	Do you propose to apply for a DELL ?	Yes
4.8.3	How many students use the DELL in a day ?	NA
	At least 10%	
A.	Does your College facilitate Academic links/ collaborations/ MoU, etc with other centers of higher learning ?	No
B.	Does the college have a functional Alumni Association?	Yes
C.	Number of students enrolled Data not available	
	Activities of Alumni Association Data not available	
	Give details of any Progressive Practices of the Institution if any.	No

6.0 Recommendations

Following the audit, several recommendations were made to the management.

- The placement cell of the institution may be strengthened
- There is not enough facility for the students for outdoor sports
- MoU may be formed to enhance the student support facilities such as playground
- Alumni association may be formalized with updated records. The data may be made accessible to the current students to foster their academic progression as well as enhance employment opportunities
- Language lab may be introduced
- More faculties may be trained in using ICT facilities for teaching learning
- Non teaching staff may be trained in using ICT facilities relevant to their work
- Internet facilities in the college is not adequate
- Number of computers may be increased as the computer student ratio is poor
- Wifi campus may be introduced with adequate security mechanisms
- Hostel facility may be introduced for the students. It is observed that a significant percentage of the students come from areas located more than 25 kms from college, which has been noted as a cause for dropout in the drop out analysis
- Library facilities may be strengthened, software may be introduced for issue and return
- Separate reading room may be introduced for the teacher and students

7.0 Objectives and Scope

This audit was conducted for Surendranath college campus in MG Road, Kolkata and all departments of the institution operating from the MG Road, Kolkata campus

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 Academic Policy of the institute was reviewed.

Interviews

Interviews were conducted with the Principal, and also faculties and 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