

ACADEMIC AND ADMINSTRATIVE AUDIT

SESSION 2022-23



KIDDERPORE COLLEGE

2 & 3 Pitamber Sircar Lane, Kolkata – 700023

West Bengal, India.

Audit Team (Academic & Administrative)

1. Professor Dr. Siddhartha Sankar Saha

Head, Department of Commerce and Former Dean, Faculty Council for PG Studies in Commerce, Social Welfare and Business Management,
University of Calcutta

2. Professor Dr. Ashish Kumar Sana

Professor and Former Head, Department of Commerce,
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3. Dr. Abhijit Ganguly

Principal, Kidderpore College.

4. Dr. Swati Pal

Coordinator, IQAC ,Kidderpore College.

5. Pilu Chandra Das

Convener, Academic Subcommittee,
Kidderpore College.

6. Dr. Prabodh Kumar Misra,

Bursar, Kidderpore College.

Observations

The overall observations of the Academic and Administrative Audit Committee based on input provided by the different Departments of the College are as follows:

1. The College was established in 1966 and affiliated to the **University of Calcutta**;
2. The apex body of the College is Governing Body constituted as per The West Bengal College & University Regulations, 2017 as well as per notification given in the Statues of the University of Calcutta. The Secretary of the apex body is the Principal of the college who is also Drawing & Disbursing Officer of the college as per Government order authenticated by the Governing Body. The President of Governing Body is nominated/ selected by the Higher Education Department, Government of West Bengal. There is a Bursar in the college who checks & verifies all the financial documents relating to every aspect of financial transactions. The Bursar performs all the duties in assistance with Head clerk of the college;
3. All financial Audits are performed by the Statutory Auditor recommended by the Higher Education Directorate, Government of West Bengal;
4. So far as Statutory audit of the college books of account for the financial year 2022-23 is concerned, the college is keened to conduct the said audit subject to the nomination of Statutory Auditor from the Government;
5. The College maintains all financial transactions through hybrid system ,like fees collection from the students are done through online, salaries are paid through HRMS & other expenses are over online and offline ;
6. The college has 16 Departments namely, Bengali, Hindi, English, Urdu, History, Education, Political Science, Economics, Philosophy, Journalism & Mass Communication, Commerce, Mathematics, Persian, Islamic History, Physical Education, and Geography. Among these, 11 are Honours departments and 5 are general departments;
7. Following the major revision in the syllabus under CBCS system and presently the **NEP** as introduced by the UGC, the following courses are offered by the college:

Curriculum and Credit Framework (CCF)

Program Code	Program Name	Course Code	Course Name	Year of introduction
BGNM, EDCM, EGNM, HISM, HNDM, JORM, LURM, PLSM (CCF)	4 Year B.A. (Honours & Honours with Research)	DSCC-1, DSCC-2	Discipline Specific Core Course (DSCC)	2023
		MN-1, MN-2	Minor	
		IDC-1, IDC-2	Inter Disciplinary Course (IDC)	
		SEC-1, SEC-2	Skill Enhancement Courses (SEC)	
		AEC-1 (ENGC), AEC-2 (ENGC)	Ability Enhancement Course (AEC)	
		CVAC-1 (ENVS, CONS) CVAC-2 (ENVS, CVAC -2)	Common Value Added Course (CVAC)	
ECOM (CCF)	4 Year B.Sc. (Honours & Honours with Research)	DSCC-1 (ECOM), DSCC-2 (ECOM)	Discipline Specific Core Course (DSCC)	2023
		MN-1 (MMTH), MN-2 (MMTH)	Minor	
		IDC-1, IDC-2	Inter Disciplinary Course (IDC)	
		SEC-1 (ECOM), SEC- 2(ECOM)	Skill Enhancement Courses (SEC)	
		AEC-1 (ENGC), AEC-2 (ENGC)	Ability Enhancement Course (AEC)	
		CVAC-1 (ENVS, CONS) CVAC-2 (ENVS, CVAC -2)	Common Value Added Course (CVAC)	
MBGN, MECO, MEDC, MEGN, MHIS, MHND, MGEO, MIHC, MJOR, MLUR MMTH,	3 Year B.A. (Multidisciplinary)	CC-1, CC-2	Core Course (DSCC)	2023
		IDC-1, IDC-2	Inter Disciplinary Course (IDC)	
		SEC-1, SEC-2	Skill Enhancement Courses (SEC)	
		AEC-1 (ENGC), AEC-2 (ENGC)	Ability Enhancement Course (AEC)	
		CVAC-1 (ENVS, CONS)	Common Value Added Course	

MPER, MPHE, MPHI, MPLS (CCF)		CVAC-2 (ENVS, CVAC -2)	(CVAC)	
MECO, MGEO, MMTH, MPHE (CCF)	3 Year B.Sc. (Multidisciplinary)	CC-1, CC-2	Core Course (DSCC)	2023
		IDC-1, IDC-2	Inter Disciplinary Course (IDC)	
		SEC-1, SEC-2	Skill Enhancement Courses (SEC)	
		AEC-1 (ENGC), AEC-2 (ENGC)	Ability Enhancement Course (AEC)	
		CVAC-1 (ENVS, CONS) CVAC-2 (ENVS, CVAC -2)	Common Value Added Course (CVAC)	
BCOM H	Four-Year B.Com (Hons/ Hons With Research) - Semester 1	DSC (MAJOR)-1	Financial Accounting I	2023
		DSC (MINOR)-1	Principles and Practice of Management	
		MDC -1	Microeconomics	
		AEC-1	Compulsory English 01	
		SEC-1	Entrepreneurship Development	
		COMPULSORY CVAC-2	Environmental studies (ENVS 01) Constitutional Values (CVAC-01)	
		- Semester 2	DSC (MAJOR)-2	
	DSC (MINOR)-2	Marketing Management and Human Resource Management		
	MDC -2	Macroeconomics		

		AEC-2	Compulsory English 02	
		SEC-2	Information Technology and its Application in Business	
		COMPULSORY CVAC-2	Environmental studies (ENVS 02) Other VAC (CVAC-02)	
BCOMG	Three-year B.Com - Semester 1	DSC (MAJOR)-1	Financial Accounting I	2023
		DSC (MINOR)-1	Principles and Practice of Management	
		IDC -1	Microeconomics	
		AEC-1	Compulsory English 01	
		SEC-1	Entrepreneurship Development	
		COMPULSORY CVAC-2	Environmental studies (ENVS 01) Constitutional Values (CVAC-01)	
		- Semester 2	DSC (MAJOR)-1	
		DSC (MINOR)-1	Marketing Management and Human Resource Management	
		IDC -2	Macroeconomics	
		AEC-1	Compulsory English 02	
		SEC-1	Information Technology and its Application in	

			Business	
		COMPULSORY CVAC-2	Environmental studies (ENVS 02)	
			Other VAC (CVAC-02)	

Choice Based Credit System (CBCS)

Program code	Program Name	Course code	Course Name	Year of introduction
ECOA(CB CS)	B.Sc (Honours)	CC1, CC2, CC3, CC4, CC5, CC6, CC7, CC8, CC9, CC10, CC11, CC12, CC13, CC14	Core Course	CBCS 2018
		DSE A1, DSE B1 DSE A2, DSE B2	Discipline Specific Electives	
		SEC A1, SEC A2, SEC B1, SEC B2	Skill Enhancement Course	
MTMG, ECOG, GEOG (CBCS)	B.Sc (General)	GE 1, GE 2, GE 3, GE4	Generic Elective	CBCS 2018
		DSE A1, DSE A2 DSE B1 , DSE B2	Discipline Specific Electives	
		SEC A1, SEC A2, SEC B1, SEC B2	Skill Enhancement Course	
ENGA, BNGA, HINA, EDNA, JRNA, URDA, HISA, PLSA, PHIA (CBCS)	B.A. (Honours)	CC1, CC2, CC3, CC4, CC5, CC6, CC7, CC8, CC9, CC10, CC11, CC12, CC13, CC14	Core Course	CBCS 2018
		DSE A1, DSE B1 DSE A2, DSE B2	Discipline Specific Electives	
		SEC A1, SEC A2, SEC B1, SEC B2	Skill Enhancement Course	

		IDC		
ENGG, BNGG, HING,EDN G, PERG, URDG,	B.A. (General)	GE 1, GE 2, GE 3, GE4	Generic Elective	CBCS 2018
		A2 DSE B1 , DSE B2DSE A1, DSE	Electives Discipline Specific	
HISG, PLSG, PEDG, PHIG, ISLG,ECO G,GEOG (CBCS)				2023
		SEC A1, SEC A2, SEC B1, SEC B2	Skill Enhancement Course	
ENGM, BNGM, HINM, URDM (CBCS)	Communication English/MIL	AECC 1	Ability Enhancement Compulsory Course	CBCS 2018
ENVS (CBCS)	Environmental Science	AECC 2	Ability Enhancement Compulsory Course	CBCS 2018
ENGC (CBCS)	English	LCC 1 (1), LCC 1 (2)	LCC 1	CBCS 2018
BNGL, HINL, URDL, ENGL (CBCS)	Bengali /Hindi /Urdu /Alternative English	LCC 2 (1), LCC 2 (2)	LCC 2	CBCS 2018

BCOMH(C BCS)	B.Com (Honours)	CC 1.1Chg, CC 1.2Chg, CC 1.1Ch, CC 2.1Chg, CC 2.2Chg, CC 2.1Ch, CC 3.1Ch, CC 3.2Ch, CC 4.1 Chg, CC 4.1Ch, CC 4.2 Ch, CC 5.1Ch, CC 5.2Ch, CC 6.1 Ch	Core Course (CC)	CBCS 2018
		SEC 3.1 Chg, SEC 6.1 Chg	Skill Enhancement Course (SEC)	
		GE 1.1 Chg, GE 2.1 Chg, GE 3.1 Chg, GE 4.1 Chg	Generic Elective (GE)	
		DSE 5.1 A, DSE 5.2 A, DSE 6.1 A, DSE 6.2 A	Discipline Specific Elective (DSE)	
		AECC 1.1Chg, AECC 6.1 Chg	Ability Enhancement Compulsory Course	
BCOMG(C BCS)	B.Com(General)	CC 1.1Chg, CC 1.2Chg, CC 1.1Cg, CC 2.1Chg, CC 2.2Chg, CC 2.1Cg, CC 3.1Cg, CC 4.1 Chg, CC 4.1Cg, CC 4.2 Cg, CC 5.1Cg	Core Course (CC)	CBCS in 2018
		SEC 3.1 Chg, SEC 6.1 Chg	Skill Enhancement Course (SEC)	
		GE 1.1 Chg, GE 2.1 Chg, GE 3.1 Chg, GE 4.1 Chg	Generic Elective (GE)	
		DSE 5.1 A, DSE 5.2 A, DSE 6.1 A, DSE 6.2 A	Discipline Specific Elective (DSE)	

		AECC 1.1 Chg, AECC 6.1 Chg	Ability Enhancement Compulsory Course	
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8. The College follows the curriculum developed by the University of Calcutta. Departments follow Academic Calendar of the University of Calcutta. The College also published academic calendar for effective planning of activities;

9. The College maintains mentoring system to enhance the academic and personal potential of the students;

10. All the departments conduct internal and tutorial examination as per the requirement of the affiliating University. Keeping in mind the advanced technology applied in education system, the College may incorporate more different modes for continuous internal evaluation;

11. The College has a Distance Learning Centre both at the UG and PG level under the Netaji Subhash Open University (NSOU) and is running successfully since many students who cannot attend regular classes due to their jobs can avail of the facility of distance learning under NSOU;

12. The progress of students to Higher Education during the year was found to be quite encouraging;

13. Several MOUs have been entered into with different Colleges affiliated to the University of Calcutta as well as with other institutions for faculty exchange programmes and seminars and also cultural programs (shown in the college website);

14. The College introduced Certificate course for students on Computer Education (MS Office) as well as on Soft Skill Development, Language courses and Digital learning. Several students are enrolled for these courses;

15. There is a Code of Conduct Cell to promote awareness in the College premises among the students, teaching and non teaching staff;

16. Total number of students enrolled during the year are 2013.

17. Number of faculties and non-teaching staff are as follows:

Principal	01
Faculties against substantive Posts	36
Librarians	02
State Aided College Teachers	21
Non-teaching staff against sanctioned post	11
Non-teaching staff (part time govt approved)	02
Non-teaching staff (temporary)	06

No of sanctioned post in details(Non-Teaching)

Description	Total Sanctioned Post	Total Filled in Post	Total Vacant Post
Librarian	2	2	0
GR B	3	1	2
GR C	6	3	3
GR D	9	7	2

18. Number of teachers attended the refresher/orientation course (Three weeks) are 06;

19. Number of papers published by the faculty members in different journals and edited books during 2022-23 are 19;

20. Remedial classes are taken by the teachers along with their usual classes;

21. The Department of Economics organized a one day National Level Seminar sponsored by ICSSR-ERC on “Economy, Society and Sustainability – Roads to Recovery” at Bhasha Bhavan Conference Hall, The National Library on 22nd June, 2023. The Key Resource persons were as under :

- 1) Prof. Saibal Kar, Director, ICSSR-ERC;
- 2) Prof. Kausik Gupta, H.O.D, Department of Economics, University of Calcutta;
- 3) Prof. Saikat Sinha Roy, H .O.D, Department of Economics, Jadavpur University;
- 4) Dr. Biswajit Mandal, Department of Economics and Politics, Visva Bharati;

22. The Department of English is continuing their online journal Intersections namely, A Journal of Literary and Cultural Studies with ISSN 2583-1542;

23. New audio visual class rooms have been set up for teaching learning communication of the students;

24. Several departments conducted Parents- Teachers meetings in the College (Records maintained by the respective departments);

25. Number of Extension and outreach programmes are conducted by the College as under:

Name of the Activity	Date of the Activity	Number of student Participants
Azadi K Amrit Maghotsav	22.08.2022	74
International seminar entitled “ Environment At Cross Roads: Education and Entertainment ” Organised by the NSS in collaboration with Byanjanbarna Foundation	5.1.2023	54
Free Eye Check Up Camp by the NSS.	20.3.2023	52

NSS and NCC Rally in collaboration with the Students' Health Home, Kolkata on the World Health Day.	7.4.2023	56
Blood Donation and Thalassemia Awareness Camp by the NSS and the NCC units of the College.	13.5.2023	65

26. Seminars, workshops, Debates and Quiz Competitions organised by different Departments of the College (Records maintained by the respective departments);

27. Departments arranged one day visit to important places with the students as under:

Department	Place	Date
Geography	Alipore Museum Jail	1.11.23
Political Science	Dakshineswar and Belur Math	24.4.23
Economics	RBI Museum	3.5.23
Islamic History	Alipore Jail Museum	12.5.23
Bengali	Indian Museum	2.5.23
Mathematics	Indian Museum	2.5.23
History	Indian Museum	12.5.23

28. The Placement and Career Counseling Cell organized several programs for the benefit of the students;

29. The college has Internal Complaints Committee (ICC) which is formed according to the guidelines of the UGC;

30. The College has a Grievance Redressal Cell to deal with the concerns of all the stakeholders, including staff, students and parents;

31. The College has a Women's Forum to look after the physical and mental well being of the female students;

32. The College has an Anti ragging cell which takes all necessary measures for prevention of ragging inside the college;

32. The College maintains a women friendly campus by establishing a girls' common room and separate washrooms for the girl students;

33. Number of computers available as under:

Description	No. of Computers
Department (16)	16
Office	5
Library	5
Head Clerk	2
Principal	2
Physical Education	1
Bursar	1
IQAC	1
Comp. Lab	23
Journalism lab	8
Language lab	6
Total	70

34. College has an alumni association namely Kidderpore College Alumni Association;

35. There is an Eco Club in the institution namely Green Defenders.

Recommendations

1. The College requires more faculty members for the smooth conduct of the teaching-learning process. The college should fill up all the sanctioned posts (both teaching and non teaching) as early as possible;
2. More Add on Course and job oriented workshops should be organised by the College in collaboration with different institutions;
3. Department journals and magazines should be published.;
4. Smart classrooms should be increased;
5. The Departments as well as faculty members should apply for research projects, seminars,

conferences and workshops funded by the ICSSR and of other agencies;

6. The College should organise a greater number of Students seminars, workshops;

7. The College should encourage to the faculty members publication research papers and books in different subjects;

8. The College should encourage to the students to participate in sports at University as well as State Level Competition;

9. The College should organise awareness programme on IPR, Consumer Affairs and Investor Protection with different organisations;

10. Collaborations with different institutes of national importance should increase by the College.

Audit Team (Academic & Administrative)

Saha 01/03/2024

HEAD
Department of Commerce
University of Calcutta

1. Professor Dr. Siddhartha Sankar Saha

Head, Department of Commerce and Former Dean, Faculty Council for PG Studies in Commerce, Social Welfare and Business Management, University of Calcutta

Sana 04/03/2024

2. Professor Dr. Ashish Kumar Sana

Professor and Former Head, Department of Commerce, University of Calcutta

Dr. Ashish Kumar Sana
Professor
Department of Commerce
University of Calcutta

3. Dr. Abhijit Ganguly

Principal, Kidderpore College

Ganguly 03/03/24

Principal
Kidderpore College

Swati Pal 1.3.24

4. Dr. Swati Pal Co-ordinator, IQAC
Coordinator, IQAC, Kidderpore College.

Pilu Chandra Das 1/3/24

5. Pilu Chandra Das

Convener, Academic Subcommittee,
Kidderpore College.



6. Dr. Prabodh Kumar Misra,
Bursar, Kidderpore College.

Bursar
Kidderpore College