



INTERNAL ADMINISTRATIVE AUDIT REPORT  
FOR THE SESSION: 2022-2023



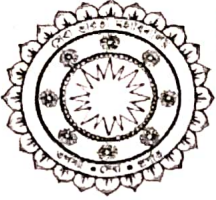
SEVA BHARATI MAHAVIDYALAYA

Vill. & P.O.- Kapgari : Dist: Jhargram (W.B.):India : Pin-721505

Email: [principal.sbm.dps@gmail.com](mailto:principal.sbm.dps@gmail.com)

[iqac.sbm@gmail.com](mailto:iqac.sbm@gmail.com)

Website: [sbmahavidyalaya.ac.in](http://sbmahavidyalaya.ac.in)



# SEVA BHARATI MAHAVIDYALAYA

(A multi-faculty college affiliated to Vidyasagar University and funded by UGC & Govt. of W.B.)

Vill. & P.O.-Kapgari: P.S.-Jamboni: Dist.-Jhargram (W.B.): Pin.-721505

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Contact: 9433122259//9883059582 :: Website: [sbmahavidyalaya.ac.in](http://sbmahavidyalaya.ac.in)

## Administrative Audit : An Overview

Administrative audit is carried out with the purpose of facilitating good governance, transparency and overall institutional effectiveness of a particular college. Seva Bharati Mahavidyalaya, affiliated to Vidyasagar University, has an Internal Audit Committee which carries out administrative audit on an yearly basis and is monitored by the IQAC of the college.

## Significance of Administrative Audit:

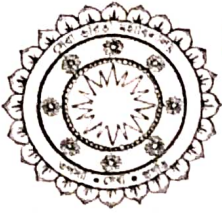
Administrative audit is a critical process that evaluates the administrative aspects of the institution. It ensures effective management, optimum utilization of resources and compliance with administrative norms.

## Key Aspects Evaluated:

- ✓ **Resource Management:** Assessing the allocation and utilization of financial, human and infrastructural resources.
- ✓ **Governance and Decision-making:** Reviewing administrative policies, decision-making process and transparency.
- ✓ **Infrastructure and Facilities:** Assessment of the condition of classrooms, laboratories, libraries and other amenities.
- ✓ **Student Services:** Evaluation of the services extended to students which involves counselling, grievance redressal and support.
- ✓ **Adherence to Regulations:** Ensuring adherence to statutory requirements and university guidelines.

## Monitoring Mechanisms:

The college has an effective monitoring mechanism in the form of IQAC of the college which monitors administrative functions at a regular frequency. Further, collection of feedback from all stakeholders (students, teachers, alumni and employers) helps in identifying areas of improvement.



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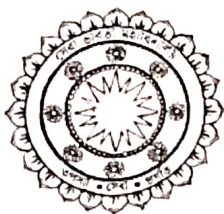
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## ADMINISTRATIVE AUDIT REPORT

| Period of Audit: 2022-23                                  |   |                                   |   |                     |
|---|---|-----------------------------------|---|---------------------|
| COLLEGE PROFILE (To be filled in by the IQAC Coordinator) |   |                                   |   |                     |
| 1   | Name of the College, Website, email & Phone No.                                   | <b>SEVA BHARATI MAHAVIDYALAYA</b> | <b>Website:</b> <a href="http://sbmahavidyalaya.ac.in">sbmahavidyalaya.ac.in</a><br><b>E-mail:</b> <a href="mailto:principal.sbm.dps@gmail.com">principal.sbm.dps@gmail.com</a><br><a href="mailto:iqac.sbm@gmail.com">iqac.sbm@gmail.com</a><br><b>Phone No:</b><br>9433122259//9883059582 |                     |
| 2   | Name of the Principal, email & Mob. No.   | <b>Dr. Deba Prasad Sahu</b>       | <b>E-mail:</b><br><a href="mailto:principal.sbm.dps@gmail.com">principal.sbm.dps@gmail.com</a><br><b>Mobile:</b> 9433122259//9883059582   |                     |
| 3   | Name of the IQAC Coordinator, email & Mob. No.                                    | <b>Dr. Samit Kumar Maiti</b>      | <b>E-mail:</b> <a href="mailto:iqac.sbm@gmail.com">iqac.sbm@gmail.com</a><br><b>Mobile:</b> 9800769610  |                     |
| 4   | Year of Establishment/Year of Affiliation   | 1964                              |   |                     |
| 5   | NAAC Grade with Cycle, Accredited Year (if not Accredited Status of Preparations) | NA                                |   |                     |
| 6   | UGC Recognition (2F & 12 B)   | Yes                               |   |                     |
| 7   | Department Working Hours  | 10.30 A.M. – 3.30 P.M.            |   |                     |
| 8   | No. of Posts Sanctioned:  |                                   | <b>Teaching</b>   | <b>Non-Teaching</b> |
|   |   | Govt. Approved:                   | 80  | 11                  |
|   |   | Govt. Approved Contractual        | 00  | 00                  |
|   |   | Guest / Casual Working:           | 00  | 00                  |
| 9   | Persons in Position   | Govt. Approved:                   | 72  | 11                  |
|   |   | Govt. Approved Contractual        | 00  | 00                  |
|   |   | Guest/Casual Working:             | 00  | 19                  |



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## AUDIT FOR ADMINISTRATIVE INFRASTRUCTURE

| SL. No. | Description of Records/Documents  | Remarks                   |
|---------|---|---------------------------|
| 1.      | Campus Area   | 11.4 Acres                |
| 2.      | Campus Build-up Area  | 2.40 Acres (9712.46 sqm.) |
| 3.      | Office Space  | 2000 Sq. Ft. (Approx.)    |
| 4.      | Area of Library   | 1600 Sq. Ft. (Approx.)    |
| 5.      | Security  | No                        |
| 6.      | Water Facility  | Yes                       |
| 7.      | Power Back-up Facility  | Yes                       |
| 8.      | Wash Room Facility  | Yes                       |
| 9.      | Classroom   | 21                        |
| 10.     | Staffroom   | 1                         |
| 11.     | IQAC Room   | 1                         |
| 12.     | Medical Centre Facility   | NA                        |
| 13.     | Sick Room   | 1                         |
| 14.     | Sports Facility   | Yes                       |
| 15.     | Hostel (Boys & Girls)   | 4 (3 Boys', 1 Ladies)     |
| 16.     | Teachers' Hostel  | 2                         |
| 17.     | Laboratory  | 6                         |
| 18.     | Transportation for Students   | NA                        |
| 19.     | Canteen   | 1                         |
| 20.     | Garden  | 2                         |
| 21.     | Auditorium/Conference Hall  | 2                         |
| 22.     | Internet Facility   | Yes                       |
| 23.     | Central Stock Book  | Yes                       |
| 24.     | Departmental Stock Book (Contingency, Furniture, Equipment & Seminar Library) | Yes                       |
| 25.     | Central Library Stock Book  | Yes                       |
| 26.     | Service Book of Permanent Staff   | Yes                       |
| 27.     | Students' Union   | Yes                       |
| 28.     | Cash Book   | Yes                       |
| 29.     | ICT Facility  | Yes                       |
| 30.     | Administrative Training for Administrative Staff                              | Yes                       |
| 31.     | Garbage Disposal System   | Yes                       |
| 32.     | Parking Facility  | Yes                       |
| 33.     | Approach Road   | Yes                       |
| 34.     | Energy Conservation System  | Yes                       |
| 35.     | Water Conservation System   | Yes                       |

|     |  |     |
|-----|--|-----|
| 36. | Facilities with Students with Disability     | Yes |
| 37. | Bio-Compost                                  | No  |
| 38. | Support Services-ATM/<br>Bank/PO/Reprography | Yes |
| 39. | Eco-Friendly Procedures                      | Yes |

## AUDIT OF HUMAN RESOURCE MANAGEMENT

### TEACHING STAFF

| SL. No. | Name of the Teacher         | Designation         | Department         |
|---------|-----------------------------|---------------------|--------------------|
| 1.      | Dr. Deba Prasad Sahu        | Principal           | Physical Education |
| 2.      | Dr. Debashri Basu (Das)     | Associate Professor | Philosophy         |
| 3.      | Dr. Tapan Kumar Manna       | Associate Professor | Chemistry          |
| 4.      | Ms. Sutapa Ghosh            | Associate Professor | Anthropology       |
| 5.      | Dr. Partha Pratim Nanada    | Associate Professor | Bengali            |
| 6.      | Dr. Chitta Ranjan Pal       | Associate Professor | Commerce           |
| 7.      | Mr. Sukumar Dhara           | Assistant Professor | Chemistry          |
| 8.      | Dr. Binod Chowdhary         | Associate Professor | Physical Education |
| 9.      | Dr. Pampi Ghosh             | Assistant Professor | Botany             |
| 10.     | Dr. Samit Kumar Maiti       | Assistant Professor | English            |
| 11.     | Dr. Pranab Sahoo            | Assistant Professor | Geography          |
| 12.     | Dr. Debkumar Mal            | Librarian           | Central Library    |
| 13.     | Dr. Mousumi Mitra           | Assistant Professor | Economics          |
| 14.     | Dr. Alope Sen Bormon        | Assistant Professor | Physical Education |
| 15.     | Dr. Sonali Mukherjee        | Assistant Professor | Sanskrit           |
| 16.     | Dr. Subhankar Patra         | Assistant Professor | Geography          |
| 17.     | Dr. Amit Sarkar             | Assistant Professor | Sanskrit           |
| 18.     | Mr. Ankan Purkait           | Assistant Professor | History            |
| 19.     | Mr. Bablu Charan Das        | Assistant Professor | Philosophy         |
| 20.     | Dr. Barnali Barman          | Assistant Professor | Physics            |
| 21.     | Dr. Keshab Ch. Gope         | Assistant Professor | Physical Education |
| 22.     | Dr. Prasenjit Barman        | Assistant Professor | Physical Education |
| 23.     | Dr. Mritunjoy Das           | Assistant Professor | Physical Education |
| 24.     | Dr. Pradipta Kumar Giri     | Assistant Professor | Physical Education |
| 25.     | Dr. Neetu Dutta             | Assistant Professor | Physical Education |
| 26.     | Ms. Farhat Naaz             | Assistant Professor | Physical Education |
| 27.     | Ms. Anshu Burnwal           | Assistant Professor | Commerce           |
| 28.     | Mr. Rik Sarkar              | Assistant Professor | English            |
| 29.     | Dr. Prasanta Kumar Das      | Assistant Professor | Bengali            |
| 30.     | Mr. Narendra Nath Murmu     | Assistant Professor | Santali            |
| 31.     | Mr. Saroj Kumar Pani        | SACT -II            | Bengali            |
| 32.     | Mr. Alok Patra              | SACT-I              | Bengali            |
| 33.     | Dr. Sujata Paria            | SACT-I              | Bengali            |
| 34.     | Mr. Arup Kumar Pal          | SACT-II             | Bengali            |
| 35.     | Mr. Lakshmikanta Chatterjee | SACT-II             | English            |
| 36.     | Mr. Tanmoy Sarkar           | SACT-II             | English            |
| 37.     | Mr. Subhankar Acharjya      | SACT-II             | English            |
| 38.     | Mr. Prahlad Adak            | SACT-II             | History            |

|     |                              |         |         |
|-----|------------------------------|---------|---------|
| 39. | Ms. Soma Adak Patra          | SACT-II | History |
| 40. | Ms. Rajyashree Mahapatra Roy | SACT-II | History |

## AUDIT OF HUMAN RESOURCE MANAGEMENT

### TEACHING STAFF

| SL. No. | Name of the Teacher       | Designation | Department         |
|---------|---------------------------|-------------|--------------------|
| 41.     | Ms. Asima Maity (Ghosh)   | SACT-II     | Philosophy         |
| 42.     | Ms. Jyotsna Pratihari     | SACT-II     | Philosophy         |
| 43.     | Ms. Lovely Saha           | SACT-II     | Philosophy         |
| 44.     | Ms. Dipanwita Das Paria   | SACT-II     | Sanskrit           |
| 45.     | Mr. Pradip Samanta        | SACT-I      | Sanskrit           |
| 46.     | Mr. Amitava Pahari        | SACT-II     | Sanskrit           |
| 47.     | Mr. Anil Kumar Hembram    | SACT-I      | Santali            |
| 48.     | Mr. Debabrata Hembram     | SACT-I      | Santali            |
| 49.     | Mr. Prasanta Sur          | SACT-II     | Political Science  |
| 50.     | Mr. Prabir Samanta        | SACT-II     | Political Science  |
| 51.     | Mr. Debkumar Mahata       | SACT-II     | Physical Education |
| 52.     | Mr. Suprakash Das         | SACT-II     | Physical Education |
| 53.     | Mr. Ajoy Bag              | SACT-II     | Physical Education |
| 54.     | Mr. Saheb Lohar           | SACT-II     | Physical Education |
| 55.     | Dr. Sujan Barman          | SACT-I      | Physical Education |
| 56.     | Dr. Anindya Bhowmik       | SACT-II     | Physical Education |
| 57.     | Mr. Aniruddha Mallick     | SACT-II     | Physical Education |
| 58.     | Mr. Nabendu Bera          | SACT-II     | Anthropology       |
| 59.     | Ms. Kakali Chattaraj      | SACT-II     | Anthropology       |
| 60.     | Dr. Ruby Adak Panda       | SACT-I      | Anthropology       |
| 61.     | Dr. Chandan Karan         | SACT-I      | Geography          |
| 62.     | Mr. Asish Ghosh           | SACT-II     | Geography          |
| 63.     | Dr. Kishor Dandapat       | SACT-I      | Geography          |
| 64.     | Ms. Arpita Patra          | SACT-II     | Geography          |
| 65.     | Mr. Bishnupada Shaw       | SACT-II     | Mathematics        |
| 66.     | Mr. Prasanta Bera         | SACT-II     | Mathematics        |
| 67.     | Mr. Sanjay Kumar Sinha    | SACT-II     | Botany             |
| 68.     | Mr. Nantu Pal             | SACT-I      | Economics          |
| 69.     | Mr. Chandramauli Banerjee | SACT-II     | Physics            |
| 70.     | Mr. Sudipta Pratihari     | SACT-I      | Zoology            |

## AUDIT OF HUMAN RESOURCE MANAGEMENT

### NON-TEACHING STAFF (PERMANENT)

| SL. No. | Name                   | Office                  |
|---------|------------------------|-------------------------|
| 1.      | Sri Subhasis Basu      | Cashier                 |
| 2.      | Sri Tarun Ghosh        | Clerk                   |
| 3.      | Sri Jhulan Mandal      | Library Clerk           |
| 4.      | Sri Anirban Chatterjee | Peon                    |
| 5.      | Sri Shyamal Bej        | Guard                   |
| 6.      | Sri Rajkumar Patra     | Physics Lab Attendant   |
| 7.      | Sri Sukhen Murmu       | Bearer                  |
| 8.      | Smt. Sumi Murmu        | Kitchen Attendant       |
| 9.      | Sri Gurupada Kalandi   | Kitchen Attendant       |
| 10.     | Sri Jyotirmoy Seth     | Chemistry Lab Attendant |
| 11.     | Sri Suklal Tudu        | Botany Lab Attendant    |

### NON-TEACHING STAFF (CASUAL)

| SL. No. | Name                    | Post                         |
|---------|-------------------------|------------------------------|
| 1.      | Sri Bidhan Pratihar     | Lab Assistant                |
| 2.      | Sri Tuhin Guhu          | Computer Operator (Clerical) |
| 3.      | Sri Tarani Kanta Mahata | Lab Assistant                |
| 4.      | Sri Animesh Mahapatra   | Computer Operator (Accounts) |
| 5.      | Sri Souman Gantait      | Lab. Assistant               |
| 6.      | Sri Sukumar Pratihar    | Elec. Operator & Plumber     |
| 7.      | Sri Swapan Karan        | Mail                         |
| 8.      | Sri Bidyut Mandal       | Lab. Attendant               |
| 9.      | Sri Navendu Dehuri      | Library Peon                 |
| 10.     | Smt. Swagata Kisku      | Office Peon                  |
| 11.     | Sri Sanjoy Gantait      | Night Guard                  |
| 12.     | Sri Patit Paban Patra   | Night Guard                  |
| 13.     | Sk. Nazimuddin          | Cook                         |
| 14.     | Sri Bani Bikash Patra   | Cook                         |
| 15.     | Sri Hiren Dewri         | Cook                         |
| 16.     | Sri Gopinath Mandi      | Cook                         |
| 17.     | Smt. Mukta Patra        | Cook                         |
| 18.     | Smt. Sabita Mandal      | Cook                         |
| 19.     | Abdul Mir               | Day Guard                    |



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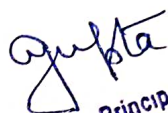




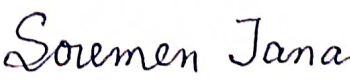
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## Members of the External Audit Committee

| Sl. No. | Members  | Signature with Seal  |
|---------|--|--|
| 1       | Prof.(Dr.) Asish Kumar Gupta, Principal, Sevayatan Sikshan Mahavidyalaya, Sevayatan, Jhargram, West Bengal.      | <br>Principal<br>Sevayatan Sikshan Mahavidyalaya<br>(A Govt. Sponsored College)<br>Sevayatan::Jhargram-721514<br>West Bengal |
| 2       | Dr. Debnarayan Roy, Principal, Jhargram Raj College, Jhargram, West Bengal.                                      | <br>Principal<br>Jhargram Raj College<br>Jhargram, West Bengal- 721507   |
| 3       | Sri Susil Kumar Barman, Jhargram Raj College (Girls' Wing), Jhargram, West Bengal.                               | <br>Officer-in-Charge<br>Jhargram Raj College (Girls' Wing)<br>(Govt. of West Bengal)<br>Jhargram-721507                   |
| 4       | Dr. Uma Bhaumik, Principal, Vivekananda Satavarshiki Mahavidyalaya, Manikpara, Jhargram, West Bengal.            | <br>Principal<br>V.S. Mahavidyalaya<br>Manikpara, Jhargram   |
| 5       | Dr. Susanta Kumar Dolai, Principal, Silda Chandrasekhar College, Silda, Jhargram, West Bengal.                   | <br>Principal<br>Silda C.S. College   |
| 6       | Dr. Soumen Kumar Jana, Assistant Professor, Department of English, Gopiballavpur College, Jhargram, West Bengal. | <br>Soumen Jana  |