



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013 - Bankura University Act, 2013)

Main Campus, Bankura Block - II, P.O. : Purandarpur

Dist. : Bankura, Pin : 722 155, West Bengal (India)

Office of the Inspector of Colleges

ADMINISTRATIVE AUDIT REPORT

Name of the College: SONAMUKHI COLLEGE
 Academic Year under consideration: 2024 - 2025
 Period of Audit: From* 31/07/2025 To** 16/01/2026
 Observation on College Profile: As follows

Observation on	Good	Average	Poor
Overall Genuineness of the Data/Information provided under COLLEGE PROFILE in the Administrative Audit Pro Forma	✓		
Overall Impression based on the Data/Information provided under COLLEGE PROFILE in the Administrative Audit Pro Forma and the Visit	✓		

Section-wise Audit Report: As follows


Section	Overall Genuineness of the Data/Information provided in the Administrative Audit Pro Forma			Overall Impression based on the Data/Information provided in the Administrative Audit Pro Forma and Verification of the same through Visit		
	Good	Average	Poor	Good	Average	Poor
AUTHORITIES SECTION	✓			✓		
FINANCE SECTION	✓			✓		
DEVELOPMENT SECTION	✓			✓		
ESTABLISHMENT SECTION	✓			✓		
EXAMINATION SECTION	✓			✓		
ACADEMIC SECTION	✓			✓		

Additional remark, if any, by the Auditor: As stated below

Although the overall impression in all sections, as stated above in the tabular presentation, is given as 'Good' in a tone of admiration together with encouragement, it is strongly advisable that without being complacent by any means, extra care needs to be taken in continuous basis in dealing with all of the aforementioned sections including the 'Finance' involving financial implications.

* Date of issuing the Administrative Audit Pro Forma by the Auditor

** Date of issuing the Administrative Audit Report by the Auditor


16/01/2026

(Auditor)

Dr. Saurabh Dutta
Inspector of Colleges
Bankura University



BANKURA UNIVERSITY
ADMINISTRATIVE AUDIT PRO FORMA

Academic Year: 2024-25

This Pro forma is directly given by the University to the College concerned for Administrative Audit for specific AY.
Hence sharing of this Pro Forma by the intended College with any other College is strictly prohibited.

Handwritten (in clear handwriting) or typed (within the spaces provided with no change of format whatsoever) data/information, duly signed/endorsed section-wise by the respective official(s) of the college concerned, need to be furnished here.

Unless otherwise specified, all data should be furnished only in terms of the AY under consideration.

[TO BE FILLED IN BY THE UNIVERSITY AUDITOR ON RECEIVING THE FILLED-IN PRO FORMA]

Period of Audit: From 01/07/2024 To 30/06/2025



Signature

I - COLLEGE PROFILE

01	Name of the College Hyperlink of the Institutional Website E-Mail ID Contact No.	Sonamukhi College, Sonamukhi, Bankura-722207 Website: https://sonamukhicollege.ac.in Email: principal@sonamukhicollege.ac.in Ph No: 03244275024		
02	Name of the Principal/Teacher-in-charge/Officer-in-charge along with his/her E-Mail ID and Contact No.	Dr. Bappyaditya Mandal office@sonamukhicollege.ac.in 7076289635, 9434314340		
03	Name of the IQAC Coordinator along with his/her E-Mail ID and Contact No.	Dr. Jnanojjal Chanda iqac@sonamukhicollege.ac.in 9735336469		
04	Year of Establishment Year of Affiliation under Bankura University	1966 and Bankura University Affiliation 2017		
05	NAAC Grade with Cycle and Year of Accreditation If not accredited, Status of Preparations	B+ (2.60), 2 nd Cycle, 2022		
06	UGC Recognition (2F and 12B) (Yes/No)	Yes, 2F & 12B		
07	Working Hours (if shift system exists, please specify the details of both shifts and give reasons for the existence of such shift system)	Day Shift (10.30 am to 4.30 pm), 6 days week (Sunday closed)		
08	Number of Posts Sanctioned: Teaching Posts: <u>39</u> Non-Teaching Posts: <u>22</u> Posts of Supporting Staff: <u>Nil</u> Others, if any: <u>Nil</u>	Number of Employees in Existence	Teaching	Non-Teaching
		Government Approved	36	8
		Management Approved		
		Government Approved Contractual	30	
		Management Approved Contractual	12	8
		Guest		



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Sonamukhi College
Sonamukhi, Bankura

A. AUTHORITIES SECTION

[For a query, if the space provided is inadequate, reference can be made to the document(s) to be produced during visit.]

01. List of members of the Governing Body: 11
02. List of members in various other bodies: 82 (UGC: 36, SACT: 30, NTS: 16)
03. Action taken for filling-up of the vacant positions in different bodies: Finally, by approval of GB
04. Details of meetings of various bodies held in the last two years: Annexure-1
05. The notice period for the conduct of the meetings: 7 Days
06. Whether the agenda items are sent along with the notification for meetings: Yes
07. Time taken for the finalization of minutes of meetings of the Governing Body: 3 days
08. Time taken for communication of minutes of meetings to the members concerned: 7 days
09. Major decisions taken in the last two meetings of the Governing Body: Annexure-2
10. Has any authority given any direction to the administration? No
If so, what is the action taken? NA
11. Are annual reports submitted on a regular basis to the Governing Body? Yes



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Signature of Section Head

B. FINANCE SECTION


[For a query, if the space provided is inadequate, reference can be made to the document(s) to be produced during visit.]

01. What is the mechanism in practice to monitor the effective/efficient use of resources? Through PC/FC/GB
02. Does the mechanism for Internal/External auditing of Finance exist? Yes
03. Average time taken for clearing the proposals: 15 Days to 6 months depending on proposal.
04. How is the maintenance of books of accounts done? Manually or computerized? Computerized
05. Are Utilization Certificates (UC) of the UGC and other grantors sent in time? Yes
06. What is the nature of the Audit Objection, if any, in the last two years? Statutory audit is not done
07. What is the constitution of the Finance Committee? TS & NTS, WBSCHS & student's representative
08. Provide Audited Income/Expenditure for the last two years: Annexure-3
09. What are the steps taken for Resource Mobilization? Annexure-4
10. What is the amount of Corpus Fund(s) available? NA
11. Head-wise UGC Development Assistance for XII Plan and also RUSA Fund: Annexure-5
12. Total budget for Planned/Non-planned Expenditure in the last two years: Annexure-6
13. How is the maintenance of Project Account done? Through MSS Office software.
14. Is the refund of deposit to the students done in time? Yes
15. Does the Manual for Finance exist in practice? As per govt. rules & as instructed by University, FC & GB
16. What is the procedure followed to invite quotations? Invited Quotations and e-tender as applicable.
17. What is the procedure followed for the finalization of quotations received? Annexure-7.
18. Does a Purchase Committee or anything equivalent exist? Yes
19. Does the centralized Asset Register exist in practice? Yes
20. Is annual physical verification of the Stock Register done? Yes
21. What are the loan facilities available to the staff? Staff Co-Operative & Festival Advance
22. What is the total amount of Income Tax credited in the last two months? Annexure-8
23. Is TDS insisted for all vendors? As applicable.
24. What is the total grant, if any, received in the last two years towards the project? No


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25. What is the total Institutional Charge deducted from the Project Fund? N.A.
26. Is any incentive given to teachers for mobilizing Research Funds? Yes.
27. Number of UGC/JRF Fellowships received in the last two years: Nil.
28. Provide the details of Fellowship holders: N.A.
29. List Special Grants, if any, received from various agencies: NA
30. Total amount of funds refunded to the grantor without incurring the expenditure? NA
31. Total expenditure incurred towards construction of buildings in the last two years? Annexure-9
32. Number of defaulter students in the payment of fees in last two years: Nil


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Signature of Section Head

C. DEVELOPMENT SECTION

[For a query, if the space provided is inadequate, reference can be made to the document(s) to be produced during visit.]

01. How is the allocation of funds done for various departments? Annexure-10.
02. What is the Head-wise budget in the XII plan? Annexure-11
03. Furnish the amount spent for the increase of infrastructure in the last two years? Annexure-12
04. How are the land documents maintained? Is digitization of land documents done? Annexure-13
05. How many one-time grants are obtained from the UGC in the last two years? Nil
06. What are the special grants obtained from UGC? Nil
07. What is the total budget received under merged schemes? Rs. 4,75,000.00 (XIIth Plan)
08. What are the facilities created for sports, day scholars and physically challenged? Annexure-14
09. Number of vehicles maintained and whether AMC exists for servicing/maintenance of vehicles? N.A.
10. How is the rent for staff quarters, if any, decided? N.A.
11. What are the facilities created in last two years to cater to the needs of the students? Annexure-15
12. What is the enhancement made in hostel facilities in last two years? Annexure-16
13. Does Building Committee, or anything equivalent, exist? Yes
14. Does Building Monitoring Committee, or anything equivalent, exist? Yes
15. Are the minutes of meetings of Building Committee placed before the GB? Annexure-17
16. Number of Minor Research Projects sanctioned to teachers and total financial outlay: Annexure-18
17. Proactive steps taken by the R & D Cell for promotion of Research Projects: Annexure-19
18. Are Technical Reports of the completed projects available with R & D Cell? Annexure-20
19. Are guidelines for projects of various Funding Agencies available in R & D Cell / IQAC? Yes
20. How is the Project Account audited? Annexure-21
21. Are Utilization Certificates (UC) sent to Funding Agency concerned in time? Annexure-22
22. How are the Project Fellows recruited? Annexure-23


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D. ESTABLISHMENT SECTION

[For a query, if the space provided is inadequate, reference can be made to the document(s) to be produced during visit.]

01. Are the recruitment rules followed as per UGC and State Government? Yes
02. Whether promotion avenues are available for teaching and non-teaching posts: Yes
03. How many teaching and non-teaching positions exist? Teaching: 68 Non-Teaching: 16
04. How are the vacant positions for teaching and non-teaching staff filled up? As per GO
05. What is the time taken for the issue of Appointment Order for selected candidates? 1-Month
06. What is the joining time given for staff after selection? As per CSC/GO.
07. How many Service Register Books are maintained by the Establishment Section? Annexture-24
08. Is the signature of the employee taken after updating the Service Registers every year? Yes
09. The time taken for the processing of EL / ML request: 3-5 days or GB approval as per requirement.
10. Whether CAS for the teachers is conducted every year: Yes, immediately after the due date.
11. What is the ratio for teaching and non-teaching staff? 68:16
12. List of disciplinary action(s) taken against staff for the wrong doings in last two years: Nil
13. Are the disciplinary rules put on the website? Yes
14. What is the constitution of the Grievance Committee/Cell or anything of equivalent nature? Annexture-25
15. Are the minutes maintained for meetings of the Grievance Committee/Cell
or anything of equivalent nature? Yes
16. What is the action taken on the appeal for redressal? Action taken at the earliest possible time.
17. Who is the appellate authority for redressal of punishments? Annexture-26
18. What are the major and minor punishments as per rules of the college? Annexture-27
19. What is the constitution of Sexual Harassment Committee/Cell or anything equivalent? Annexture-28
20. What is the constitution of the SC/ST Standing Committee? Equal opportunity Sub-committee.
21. How many cases of SC/ST complaints on discrimination received in the last two years? Nil
22. What are the various administration committees constituted? As per GB approval.
23. What are the welfare measures for the employees? Annexture-29.



24. Whether the payment of arrears of salary is made in time: Yes
25. On retirement, whether the encashment of leave salary is done in time: Yes
26. What is the time taken for the disbursement of pension? 3-month Maximum
27. How many appointments have been made on compassionate grounds from members of the family of the deceased staff? 05
28. How many in-service training programmes have been conducted for non-teaching staff? Nil
29. What are the approved numbers of teaching and non-teaching staff? Teaching: 66 & Non-Teaching: 8
30. Is the implementation of the reservation policy strictly followed? Yes
31. What is the roster position for OBC/SC/ST/Disabled for non-teaching staff? For SC=2 (LDC Clerk)
32. What are the facilities provided to disabled staff? Annexure-30
33. How is the work of an employee, who is on leave, carried out? Annexure-31



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E. EXAMINATION SECTION

[For a query, if the space provided is inadequate, reference can be made to the document(s) to be produced during visit.]

01. Number of students appeared for examinations in last two AY-s: Annexture-32
02. Does a strong room exist? Yes
03. Does a server facility exist for storing records? No
04. How long are the records of students maintained? Forever (Specially for verification of Job)
05. Does the infrastructure for conducting an online system of examinations exist? NA



Signature of Section Head

F. ACADEMIC SECTION

[For a query, if the space provided is inadequate, reference can be made to the document(s) to be produced during visit.]

01. Does a Disciplinary Committee or anything equivalent exist for students? Yes
02. What is the process of rectification given for erring students? NA
03. How many MOU-s are signed in the last two years? 12 in 2023-24 and 10 in 2024-25
04. How many meetings of HOD-s are conducted in last two years? 220
05. Number of Students Career Oriented Programmes in the AY under consideration? 02
06. How many Seminars / Symposia / Workshops / Conferences / anything else of equivalent nature are organized in last two years? Furnish details: 12 in 2023-24 and 17 in 2024-25
07. Are statutory approvals obtained from UGC / Govt. of WB from time to time? Yes
08. List(s) of academic programmes approved by UGC / WBSCHÉ? Document Attached
09. Sanctioned strength/intake in each UG/PG programme: Document Attached
10. Average yearly cases of students drop-out in UG level: 121
11. Number of Ph.D. Supervisors: 02 (Dr Partha Sarathi De, Dr. Sadhan Kumar Patra)
12. Number of enrolled Ph.D. scholars among the teachers (Male/Female): : Annexture-33
13. List of teachers doing post-doctoral research: Nil
14. List of teachers, who went to abroad for academic purposes in last two years: Nil




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