

AQC GLOBAL LLC

ISO 9001:2015

Stage 2 Audit Report

F14 Issue 01
Rev 01
(15.02.2021)

Name of the Organization	MAULANA AZAD COLLEGE	
Address	8, Rafi Ahmed Kidwai Rd, Taltala, Kolkata, West Bengal, Kolkata - 700013	
Site Address (If any)		
No. of Employees	Teaching - 104, Non-teaching = 39, House-keeping -5, Security =10, Data Entry Operator=2, Total = 160 *(Housekeeping and Security staff are managed by Non-Government Agency)	
No. of Shift	1	
E mail id	maulanaazadcollegekolkata@gmail.com	
Contact Person	Dr. Subhasis Dutta	
Telephone/Fax	033-48081538	
Scope	Teaching, Learning and Evaluation processes relating to awarding of (i) Masters Degrees in different subjects of Arts and Science (ii) Bachelor Degrees in different subjects of Arts, Commerce, Science (iii) Certificate on Skill enhancement and foreign language maintaining efficient Energy Management policy and Green Environment strategy in the College Campus.	
Technical Area	Teaching, Learning and Evaluation, Man power development, Capacity Building, Skill Enhancement, Building Social Responsibility	
Audit Team	Lead Auditor: Amalesh Kr. Mandal Auditor: Technical Expert:	No of Man days: 1
Starting date of Audit	10.07.2023	
End date of Audit	10.07.2023	
Brief about the organization	<p>With an objective to promote Islamic learning and general education among the Muslim population in British India and with the sustained efforts of contemporary education minister of Bengal, A. K. Fazlul Haque, on December 9, 1924, Lord Lytton, the contemporary Governor of Bengal laid the foundation stone of Islamia College under the affiliation of University of Calcutta. The journey started under the leadership of The Principal, Mr. A. H. Harley, formerly, faculty of Oriental Languages, Edinburg University, UK.</p> <p>Post-independence, the college was renamed as Central Calcutta College and generously moved beyond religious barrier and was open for all male students. The leadership responsibility was rendered by Professor F. J. F. Pereira.</p> <p>In 1960, the final baptism held as Maulana Azad College in the memory of the great national leader, crudite scholar and the first education minister of the independent India-Maulana Abul Kalam Azad. In 1990, the college was declared as co-educational institution. Gradually, the institution evolved as an academic place of harmonious co-existence amidst the plurality of gender, language, culture and religion.</p> <p>Maulana Azad College has witnessed footsteps of eminent scholarly dedicated teachers like Bishnu Dey, Professor of English. The college has produced distinguished and notable nationalists, politicians, educationists, judges, ministers, novelists, IAS, IPS and WBCS</p>	

officers. No surprise that Bangabandhu Sk. Mujibur Rahaman leads its alumni list.

Status:

The college has been affiliated to the University of Calcutta since its inception.

The college functions under the administrative control of The Higher Education Department, Government of West Bengal.

Accreditation:

Maulana Azad College is accredited A-grade with Grade Point of 3.13 by the National Assessment and Accreditation Council (NAAC) in its Cycle-II assessment in the year 2016.

The College Campus:

The college has a three storied building with an impressive hall, a seminar room and two four storied annexe buildings which are maintained by the P.W.D.

The approach road is surrounded by a sprawling garden which is regularly maintained by the P.W.D., Alumni of the College and the college staff and there is also sufficient parking space.

The building was conferred the status of a heritage building by Kolkata Municipal Corporation.

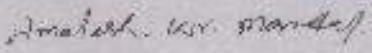
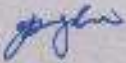

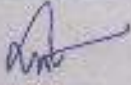
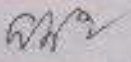
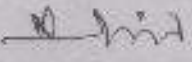
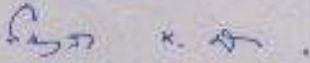
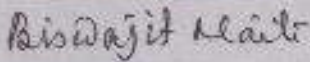
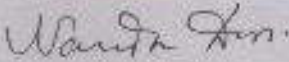

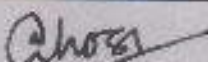



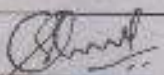
Location:

The College is located in the heart of the Kolkata. The address is 8 Rafi Ahmed Kidwai Road, Kolkata-700013. It is easily accessible by bus, metro and rail. The distance from Dharamtala Bus stand is 800 meters, the distance from Esplanade Metro station is 750 meters, the distance from Sealdah Railway station is 1.9km, the distance from Howrah Railway Station is 4.6km, and the distance from Netaji Subhas Airport is 20km. The college is an attractive choice for the students not only from the Kolkata and the districts of Howrah, Hooghly, North 24 Pgs. and South 24 Pgs., but also from the other districts, states and countries.

Purpose of Audit

To verify the implementation of the Quality Management System as per the ISO 9001:2015 Standards Requirement.
Verification of records for the conformity of the implementation.

ATTENDANCE SHEET:

NAME OF PERSON	SIGNATURE	DESIGNATION
Sri Amalesh Kumar Mandal		Lead Auditor
Prof. Tapan Kumar Karpha		Professor and Head, Dept. of Chemistry
Dr. Dipak Kumar Som		Associate Professor and Head, Dept. of Zoology
Dr. Shampa Datta Gupta		Associate Professor and Head, Dept. of Sociology
Dr. Debabrata Mukhopadhyay		Associate Professor and Head, Dept. of Botany
Dr. Naim Uddin		Associate Professor, Dept. of Botany
Dr. Sanjit Kumar Das		Associate Professor and Head, Dept. of Physics
Dr. Biswajit Maiti		Associate Professor, Dept. of Physics
Dr. Nanda Das		Associate Professor, Dept. of Mathematics
Dr. Pijush Kanti Ghosh		Associate Professor, Dept. of Physics
Dr. Avishek Ghosh		Assistant Professor, Dept. of Microbiology
Dr. Arijit Kundu		Assistant Professor, Dept. of Chemistry
Dr. Subhodip Samanta		Assistant Professor, Dept. of Chemistry
Sri Tuhin Subhra Bhattacharya		Assistant Professor, Dept. of Statistics
Sri Sujoy Ghosh		UD Clerk, Principal's Office

SUMMARY OF AUDIT

AREA OF IMPROVEMENTS	
1	No such improvement points identified in current period.
2	Actual data control system observed.

Non-Conformities Raised

0 Minor/Major Non-conformance identified in the Stage 2 audit, details of Non-Conformance in F50.
Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor

Team Leader Declaration (Tick or cross Each Column as per applicability)

√	Auditing is based on a sampling process of the available information
√	Audit is combined, joint or integrated;
√	The effectiveness of corrective actions taken regarding previously identified
√	nonconformities have verified
√	outcomes are effective and complying.
√	The internal audit and management review process are effective and complying with the requirements.
√	The scope of certification is appropriate.
√	The capability of the management system to meet applicable requirements and expected
√	The audit objectives have been fulfilled and achieved.

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Recommendation:

√	The quality system complies with the requirements of the reference standard: Congratulations, on the basis of the above summary, Lead Auditor is pleased to put forward a recommendation for Issuance of Certificate. The organization can use the AQC Mark.
×	The quality system complies with the requirements of the reference standard with exception of minor NC: Congratulations, Team Leader is pleased to put forward a recommendation for Issuance of the certificate of Organization upon off-site verification of closure of all minor NC within 60 days from the date of Stage 2 audit. Responses to the non-conformances should be submitted to AQC and must include supporting evidence of closure to allow for off-site verification. In responding to the non-conformances, the organization should consider the root cause of the non-conformance and the potential for related issues in other parts of system. If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	Evidence of major non conformities: Organization is not recommended for Issuance of Certificate and at this time. Follow-up audit will be scheduled to allow for on-site verification and closure of all issues within 60 days from the date of Stage 2. Once all non-conformances are closed, the recommendation for Issuance of certification may be placed. If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	Not Recommended: Organization is not recommended for Issuance of certificate at this time. Full Stage 2 audit is required as the organisation has not implemented the system and process at pace.
Proposed Audit Date for 1st Surveillance Audit 09.07.2024 (mm/dd/yy)	

Sign off: (Date) 10.07.2023	
AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amalesh Kr. Mandal	Name: <i>Subhasis Dutta</i>
Signature: <i>Amalesh Kr. Mandal</i>	Sign
	Designation: <i>Principal</i>

Principal
Maulana Azad College
Govt. of West Bengal

AUDIT CHECKLIST
VERIFICATION OF DOCUMENTED INFORMATION & RECORDS AS PER STD REQUIREMENT
 (C- Conformity, NC-Non Conformity, O-Observation)

Clause Number	C/NC/O	Document Verification detail with statement of Conformity
4.1 Understanding the organization and its context (Determination of external and Internal Issues)	C	Identified and included in Manual. (MAC /QMS/XXX/QMM/001)
4.2 Understanding the needs and expectations of interested parties (Determination, Monitor & Review of the Interested Parties)	C	Identified and included in Manual. (MAC /QMS/XXX/QMM/001)
4.3 Determining the scope of the quality management system (Boundaries and Type of Product and Services and any requirement not applicable)	C	Scope established and included in Manual. (Under 4.3, Page. No.13)
4.4 Quality management system and its processes (Established, Implement and maintained, process and Interaction of Process)	C	Process Flow found established.
5.1.1 Leadership & Commitment (Statement of ensured)	C	Interviewed with Top Management. Respective project files found available with proper project monitoring methodology.
5.1.2 Customer focus (statement of conformity)	C	Interviewed with Top Management. Their course delivery as per plan and guideline from accredited body.
5.2 Quality policy (Establish, Implement, Maintain, communicated and understood)	C	Quality Policy established (Under clause no. 5.2.1 in Quality manual, page no. 15)
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual
6.0 Planning	C	
6.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found maintain. (MAC/QMS/FRM/03)
6.2 Quality objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)	C	Quality Objectives found established and planned to achieve action (MAP)- Doc. Ref. no. MAC/QMS/FRM/001
6.3 Planning of changes (As per 4.4) and Purpose, resource availability and allocation	C	Found available, as per committee decision and minutes.
7.1 Resources (Need of External resources, People, Infrastructure, Environment, Calibration records, Organisational Knowledge)	C	Green monitoring: Their own monitoring data report in the form of "Green Audit" are found maintained on year wise basis during every assessment. Monitoring done against respective parameters.

7.2 Competence (Employee records & Competence skill matrix)	C	Related training records found available
7.3 Awareness (Quality Policy, Objectives & Effectiveness of QMS)	C	Done through training and display.
7.4 Communication (What, who, when, whom, how)	C	Done through display, mail, meeting minutes.
7.5 Documented information (External Origin, Creation, Updation, Distribution, Preservation, version control, Retention and disposition)	C	Control of documented information procedure established.
8.1 Operational planning and control (Plan, Implement and control of process, documented information for process carried out as planned and Conformity of product or services)	C	Operational procedures established supported with work instructions and related records.
8.2.1 Customer communication (Enquiries, Contract, order, feedback, complaints)	C	Feedback and complaint register available
8.2.2 Determining of Requirements for products and services (Objective evidence for record of contract review and approval, Record verification of Statutory & Regulatory shall be referred here, record for communication of changes, legal requirements need to be re-verified if any concerns identified in Stage 1 audit or any new product added)	C	Maintain as per UGC guidelines.
8.2.3 Review of the requirements for products and services (Documented Information for Result of review and any new requirements for product or services)	C	Review methodology available.
8.2.4 Changes to requirements for products and services (The changed documents is approved by relevant person)	C	Maintain
8.3 Design and Development (D&D)	C	Not Applicable
8.3.1 General Establish, Maintain and Implement the D&D Process	C	Not Applicable
8.3.2 D&D Planning (Record reference) 7.3.3 D&D Inputs (Record reference for the inputs) 8.3.4 D&D Controls (Record reference & Approval) 8.3.5 D&D Outputs (Record reference for outputs) 8.3.6 D&D Changes (Record reference for changes, approved, validated & verified before implementation & actions as necessary)	C	Not Applicable

8.4.1 Control of externally provided processes, products and services (Documented Information for criteria for the evaluation, selection, monitoring of performance and re-evaluation)	C	Tendering process, Vendor enrolment and evaluation records found available.
8.4.2 Type and extent of control (Control Verification)	C	Evaluation records found available.
8.4.3 Information for external providers (Competence and qualification of external provider)	C	Available with user departments
8.5.1 Control of production and service provision (Records verified work instructions for the processing including delivery and post-delivery activities, characteristic of product, equipment use and availability for monitoring and measurement)	C	Work instructions/Specifications found available followed by relevant records.
8.5.2 Identification and Traceability (Records verified for identification batch no or serial no in process as well as final result)	C	Traceability maintained through online.
8.5.3 Property belonging to customers or external providers (Documented Information of Lost or damaged property)	C	Not applicable
8.5.4 Preservation of output (Objective evidence for meeting the defined storage conditions for handling, packaging, storage and protection)	C	Maintained in Laboratory materials
8.5.5 Post-delivery activities (Result outcome)	C	Maintained.
8.5.6 Control of changes (Documented Information change review result, person who is authorized to changes)	C	Change control format found available.
8.6 Release of final outcome services (Planned Arrangement documented information for acceptance criteria and authorized person traceability)	C	Maintained through online
8.7 Control of nonconforming outputs (Documented Information for Non conformity, action taken, concession, authority deciding action)	C	Methods/Action plan found available
9.1.1 Monitoring, Measurement analysis and evaluation	C	Monitoring done against set criteria.
9.1.2 Customer Satisfaction (Analysis of Customer Satisfaction)	C	Customer satisfaction analysis process found available
9.1.3 Analysis and Evaluation	C	Done

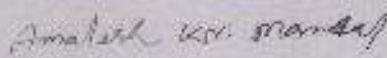

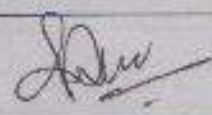
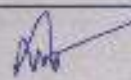
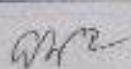

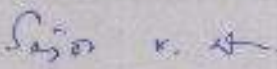
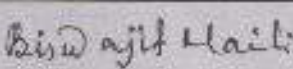
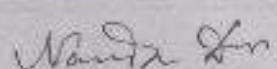

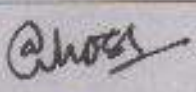


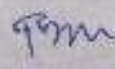

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9.2 Internal Audit (Frequency and Documented Information for Implementation of Audit Program and the audit result)	C	Yearly frequency and Internal Audit plan/records found available (05.01.2023 to 06.01.2023)
9.3 Management Review (Frequency, Input, Output, Documented Information for MRM Results)	C	MRM agenda and minutes found available. (Last done on 19.01.2023)
10.1 Improvement – General	C	Done and included in MRM
10.2 Nonconformity and Corrective action (Documented Information for nature of NC and result of action taken)	C	Procedure established.
10.3 Continual improvement	C	Objective and monitoring data found available.

END OF REPORT

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Audit Team	Lead Auditor: Amalesh Kr. Mandal Auditor: Technical Expert:	Audit duration Manday(s): 1
Starting date of Audit	19.06.2023	
End Date of Audit	19.06.2023	
Brief about the organization	<p>With an objective to promote Islamic learning and general education among the Muslim population in British India and with the sustained efforts of contemporary education minister of Bengal, A. K. Fazlul Haque, on December 9, 1924, Lord Lytton, the contemporary Governor of Bengal laid the foundation stone of Islamia College under the affiliation of University of Calcutta. The journey started under the leadership of The Principal, Mr. A. H. Harley, formerly, faculty of Oriental Languages, Edinburg University, UK.</p> <p>Post-independence, the college was renamed as Central Calcutta College and generously moved beyond religious barrier and was open for all male students. The leadership responsibility was rendered by Professor F. J. F. Pereira.</p> <p>In 1960, the final baptism held as Maulana Azad College in the memory of the great national leader, erudite scholar and the first education minister of the independent India-Maulana Abul Kalam Azad. In 1990, the college was declared as co-educational institution. Gradually, the institution</p>	

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Dr. Shampa Datta Gupta		Associate Professor and Head, Dept. of Sociology
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Dr. Avishek Ghosh		Assistant Professor, Dept. of Microbiology
Dr. Arijit Kundu		Assistant Professor, Dept. of Chemistry
Dr. Subhodip Samanta		Assistant Professor, Dept. of Chemistry
Sri Tuhin Subhra Bhattacharya		Assistant Professor, Dept. of Statistics
Sri Sujoy Ghosh		UD Clerk, Principal's Office

SUMMARY OF AUDIT**AREA OF IMPROVEMET**

(Areas of Improvement Which May be Identified as Non-Conformities During Stage 2 Audit)

1	Communication/Display of policy
2	Communication/Display of Objectives

Non-Conformities Raised

0 Minor/Major Nonconformance identified in the Stage 1 audit, details of Non-Conformance in F50.
 Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor

Team Leader Declaration (Tick or cross Each Column as per applicability)

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<input checked="" type="checkbox"/>	The scope of certification is appropriate.
<input checked="" type="checkbox"/>	The capability of the management system to meet applicable requirements and expected
<input checked="" type="checkbox"/>	The audit objectives have been fulfilled and achieved.

RECOMMENDATION

<input checked="" type="checkbox"/>	Recommended Proceeding with Stage 2 (within 60 days from this audit date)
<input checked="" type="checkbox"/>	Recommend not proceeding to stage 2 until audit evidence has been submitted to AQC showing that the concerns raised by the auditor (s) have been rectified. A date for stage 2 will then be agreed.
<input checked="" type="checkbox"/>	Recommend not proceeding without a further stage 1 Audit due to the severity of the concerns raised by the audit team

Sign off: Date 19.06.2023

AQC Report Submission	Client Acceptance for Report
Name of Auditor: Amallesh Kr. Mandal	Name: Subhasis Dutta
Signature: Amallesh Kumar Mandal	Sign
	Designation: Principal

Principal
 Maulana Azad College
 Govt. of West Bengal



THE KOLKATA MUNICIPAL CORPORATION

OFFICE OF THE CHIEF MUNICIPAL ENGINEER (CIVIL)

MPLADS & BEUP CELL, ROOM NO. 141, 1ST FLOOR,

5, S. N. BANERJEE ROAD, KOLKATA - 700013

Ph-03322861351, Fax no. 03322861249, mail dgmpladskmc@gmail.com

Ref : DG/MP/007/22-23

May 13, 2022

From : Manager & Controlling Officer (MPLADS-BEUP)

To : The Principal
Maulana Azad College, Kolkata
Govt. of West Bengal
8, Rafi Ahmed Kidwai Road,
Kolkata - 700013
e-mail : maulanaazadcollegekolkata@gmail.com

Sub : Release of MPLADS fund.

Ref : Memo no. 04/MPLAD dated 05.04.2022.

Sir,

Please refer to your above referred letter along with the required documents submitted as per MPLADS guidelines for release of MPLADS fund of Rs. 15,00,000.00 allotted by Md. Nadimul Haque, Hon'ble MP (RS) for some developmental works of your Institution. After thorough scrutiny, it is found that all documents submitted are correct and processed for sanction of the scheme. From the said documents it is learnt that being a Govt. College, building of the institution is maintained by PWD, Govt. of West Bengal and all works are supervised by PWD.

You are, therefore, requested to inform us as early as possible to whom the fund will be released for developmental works of your institution.

Thanking you,

Yours faithfully,

Pujali Das

Manager & Controlling Officer (MPLADS-BEUP)

T. R. FORM NO. 26
[T.R. 4.135 Sub-Rule (1) and Explanation 1 and T.R. 4.137]

Ref No. 20220911952316

D.D./O Code	CABED1006	Bill No.	SL/DO/116	Date:	22/08/2022
Token No.		T.V. No.		Date:	
Head Of Account Code	70-2202-03-103-009-02-V	Sanction No:		Date:	

Bill for drawing charges relating to (a) Wages, (b) Office Expenses, (c) Payment for professional and special services, (d) Rates & Taxes/Royalty, (e) Publications, (f) Advertising, Sales and Publicity Expenses, (g) Hospitality Expenses/Sumptuary allowances etc., (h) Machinery and Equipment/Tools and Plants, (i) Motor Vehicles, (j) Maintenance, (k) Minor works, (l) Materials and Supplies, (m) Other charges and (n) Secret Service Expenditure, (o) Recoupment of Permanent Advance etc.

Office of the PRINCIPAL, MAULANA AZAD COLLEGE G O W B.			
For the Month of August / 2022			
Sl No of Sub-Vouchers	Description of charge	Authority for drawing charge (Viz. sanctioned under delegated power or sanctioned by the competent authority may be quoted with No. and Date)	Gross Amount (Rs.)
	Wages Bill		29000
Total (in words): Twenty Nine Thousand only			

Certified that-

- (i) The expenditure charged in this bill could not with due regard to the interests of the public service, be avoided. I certify that to the best of my knowledge and belief the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill.
- (ii) Vouchers for all sums above Rs. 500/- in amounts are attached to this bill, I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work-bills are annexed.
- (iii) The purchases billed for have been received in good order, that their quantities correct, and their quality good that the rates paid for are not in excess of the accepted rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payments.
- (iv) a) Expenditure on conveyance hire charged in this bill in terms of Rules 3 of Appendix-11 to the West Bengal Financial Rules, was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used and
b) The Government employee concerned is not entitled to draw travel express under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.
- (v) All Group D employees whose pay has been charged in this bill were actually entertained in Govt. Service during the period concerned and amount drawn on bills one month previous to this date has been paid to the person concerned.
- (vi) Provisions of WBFR Part-I Rule 47 as amended have been observed properly.
- (vii) The amount claimed in this bill was not drawn before and both office copy and fair copy of the bill agree with each other.
- (viii) The particulars of the beneficiary in respect of this bill have been verified and entered correctly in the IFMS Beneficiary Master.

Allotment Received	Rs.	2237572.00
Progressive Expenditure including this Bill	Rs.	2065636.00
Balance Available	Rs.	151936.00

DDO Code - CABED006
 DDO Designation and Office Address -
 PRINCIPAL MAULANA AZAD COLLEGE, G O W B,
 8 Rafi Ahmed Kibwai Road Kolkata Dharmwala New Market
 West Bengal Kolkata 700013
 Head/Act: 70-2022-03-103-009-01-V
 Department Code: HE
 Demand No.: 70
 Bill No. & Date: B/G/97, 24/08/2023
 Token/TV No. & Dt:

Pay & Allowances	Amount in Rs.
D1-Basic/ Band/ Deputation	32428
Pay (Total)	32428
D2- Dearness Allowance	1946
Allowances (Total)	1946
A. Gross Payment	34372

Allocation during Fin. Year 2023-2024
 Tot. Allotment till Date (A) 87777700
 Expend. Incd. till Bt (B) 89419603
 Balance Amount (A - B) -1641803

G. Payment Details:

1. By Cheque

a) Salary 0

b) Out of Account 0

Total (1a+1b)-A 0

2. By ECS 0

a) Salary 7892

b) Out of Account 0

Total (2a+2b)-X 7892

3. Net Payment (A+Y) 7892

Part-I (To be adjusted by Principal Accountant)	Amount
8005-01-101-001-19	15000
(B) Total Deduction (Part-I)	15000
(C) Treasury Gross - (A-B)	19372

9029-00-112-001-00	11200
8011-00-107-004-19	24
9028-00-107-001-03	290
8011-00-107-005-19	58
(D) Total Deduction (Part-II)	11482
(E) Net Payment - (C-D)	7892

(Below rupees)

Seven Thousand Eight Hundred Ninety Three

only

Acting Arrangement

Emp	Parm	Temp	Temp (Prob)	Total
A	1	0	0	1
B	0	0	0	0
C	0	0	0	0
D	0	0	0	0

Total No. of vacancies As per Acting Arrangement:

Table A 1

Passed for payment of Rupees
 Thirty Four Thousand Three Hundred Seventy Two
 only
 Rs. 34372

(F) Payment Intention:
 Please pay as per beneficiary list Enclosed.
 Please issue Cheque(s)
 (As per G. Payment Details)

Below Rupees: Rs. 7892

Seven Thousand Eight hundred Ninety Three

only

DDO Code - CABED006

DDO Designation - PRINCIPAL MAULANA AZAD COLLEGE, G O W B,

Kolkata

Signature of DDO: Principal

Maulana Azad College

Kolkata

Dt: _____

For use of Treasury

By Rs. _____

Number Thousand Three Hundred Seventy Two

only

By Chq. (X) as per (F) and by

Trans. Credit to H.J. Ac. vide

Part-3(C) Pt. 11480

D.A. Acct. _____

Ty. Officer

Chq. No./Dt. _____

VCH No./Dt. _____

For use of A. G. (A/G):

Amounted Rs. _____

Objected Rs. _____

- Certified that -
- All emoluments included in Bills Drawn within last three months have been disbursed to proper persons.
 - House rent allowance has been claimed as per rates approved by the Govt. and half-yearly verification of rent has been made by the controlling officer. No house rent allowance has been drawn for persons who are in occupation of rent free government quarters.
 - Dearness pay and for any other kind of pay, dearness allowance, med allowance and other allowances have been claimed as per approved rates of the Government.
 - Increment, pay on promotion, leave salary/subsistence allowance have been claimed in the bill as per existing rule & orders and noted in the service books, where necessary.
 - All persons whose names are omitted from bill whose pay has been drawn in this bill have actually been employed during the month and that full details of the names of the persons concerned and emoluments drawn for them working upto the total included in this bill have been duly shown in the office copy / pay bill Register.
 - The particulars of various deductions/ recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those given in the bill.
 - Both Pay Bill Register/office copy and fee copy of bill agree in all respect.
 - Amount claimed in this bill has not been drawn previously and the total of the minor arrears agree with that of in the front page.

Principal
 Maulana Azad College
 Kolkata

Principal
 Maulana Azad College
 Kolkata

DDO Code - CABED006
 DDO Designation - PRINCIPAL MAULANA AZAD COLLEGE, G O W B,

DDO Code - CABED006
 DDO Designation - PRINCIPAL MAULANA AZAD COLLEGE, G O W B,
 Kolkata

T. R. FORM NO. 26
[T.R. 4.135 Sub-Rule (1) and Explanation 1 and T.R. 4.137]

Ref No. 20230613491847

D.D.O.Code CABEDI006	Bill No. SL/DO/96	Date: 24/08/2023
Token No.	T.V. No.	Date:
Head Of Account Code 70-2202-03-103-009-02-V	Sanction No:	Date:

Bill for drawing charges relating to (a) Wages, (b) Office Expenses, (c) Payment for professional and special services, (d) Rates & Taxes/Royalty, (e) Publications, (f) Advertising, Sales and Publicity Expenses, (g) Hospitality Expenses/Sumptuary allowances etc., (h) Machinery and Equipment/Tools and Plants, (i) Motor Vehicles, (j) Maintenance, (k) Minor works, (l) Materials and Supplies, (m) Other charges and (n) Secret Service Expenditure, (o) Recoupment of Permanent Advance etc.

Office of the PRINCIPAL MAULANA AZAD COLLEGE, G O W B.			
For the Month of August / 2023			
Sl No. of Sub-Vouchers	Description of charge	Authority for drawing charge (Viz. sanctioned under delegated power or sanctioned by the competent authority may be quoted with No. and Date)	Gross Amount (Rs.)
	Wages Bill		38000
Total (in words): Thirty Eight Thousand only			

Certified that-

- (i) The expenditure charged in this bill could not with due regard to the interests of the public service, be avoided. I certify that to the best of my knowledge and belief the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill.
- (ii) Vouchers for all sums above Rs. 500/- in amounts are attached to this bill. I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work-bills are annexed.
- (iii) The purchases billed for have been received in good order, that their quantities correct, and their quality good that the rates paid for are not in excess of the accepted rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payments.
- (iv) a) Expenditure on conveyance hire charged in this bill in terms of Rules 3 of Appendix-11 to the West Bengal Financial Rules, was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used and
- b) The Government employee concerned is not entitled to draw travel express under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.
- (v) All Group D employees whose pay has been charged in this bill were actually entertained in Govt. Service during the period concerned and amount drawn on bills one month previous to this date has been paid to the person concerned.
- (vi) Provisions of WBFR Part-I Rule 47 as amended have been observed properly
- (vii) The amount claimed in this bill was not drawn before and both office copy and fair copy of the bill agree with each other.
- (viii) The particulars of the beneficiary in respect of this bill have been verified and entered correctly in the IFMS Beneficiary Master.

Allotment Received	Rs.	4000000.00
Progressive Expenditure including this Bill	Rs.	2217458.00
Balance Available	Rs.	1782542.00

T R FORM NO. 26
[T.R. 4.135 Sub-Rule (1) and Explanation 1 and T.R. 4.137]

Ref No. 20221012192548

D.D.O Code : CABED1005	Bill No. : B/G/PT/151	Date : 03/10/2022
Token No. : _____	T.V. No. : _____	Date : _____
Head Of Account Code : TD-2202-03-103-009-02-V	Sanction No. : _____	Date : _____

Bill for drawing charges relating to (a) Wages, (b) Office Expenses, (c) Payment for professional and special services, (d) Rates & Taxes/Royalty, (e) Publications, (f) Advertising, Sales and Publicity Expenses, (g) Hospitality Expenses/Sumptuary allowances etc., (h) Machinery and Equipment/Tools and Plants, (i) Motor Vehicles, (j) Maintenance, (k) Minor works, (l) Materials and Supplies, (m) Other charges and (n) Secret Service Expenditure, (o) Recoupment of Permanent Advance etc.

Office of the : PRINCIPAL, MAULANA AZAD COLLEGE, G.O.W.B.			
For the Month of : October / 2022			
Sl No. of Sub-Vouchers	Description of charge	Authority for drawing charge (Viz. sanctioned under delegated power or sanctioned by the competent authority may be quoted with No. and Date)	Gross Amount (Rs.)
	Wages Bill		395032
Total (in words): Three Lakh Ninety Five Thousand Thirty Two only.			

Certified that-

- (i) The expenditure charged in this bill could not with due regard to the interests of the public service, be avoided. I certify that to the best of my knowledge and belief the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill.
- (ii) Vouchers for all sums above Rs. 500/- in amounts are attached to this bill. I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work-bills are annexed.
- (iii) The purchases billed for have been received in good order, that their quantities correct, and their quality good that the rates paid for are not in excess of the accepted rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payments.
- (iv) a) Expenditure on conveyance-hire charged in this bill in terms of Rules 3 of Appendix-11 to the West Bengal Financial Rules, was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used and
 b) The Government employee concerned is not entitled to draw travel express under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.
- (v) All Group D employees whose pay has been charged in this bill were actually entertained in Govt. Service during the period concerned and amount drawn on bills one month previous to this date has been paid to the person concerned.
- (vi) Provisions of WBFR Part-I Rule 47 as amended have been observed properly.
- (vii) The amount claimed in this bill was not drawn before and both office copy and fair copy of the bill agree with each other.
- (viii) The particulars of the beneficiary in respect of this bill have been verified and entered correctly in the IFMS Beneficiary Master.

Allotment Received	Rs.	2217572.00
Progressive Expenditure including this Bill	Rs.	2970500.00
Balance Available	Rs.	-752928.00

Maulana Azad College

Staff Club Statement of Receipts and Payments for the year ended on 30.06.2019 (1.07.2018 to 30.06.2019)

Receipts	Amount (₹)	Payments	Amount (₹)
Arabic Department	1,800	16 ⁸ / ₁₈ Salimda (till Aug ²⁴ '18)	19,000
Bengali Department	1,800		
Botany Department	3,000	1 ⁹ / ₁₈ Salimda (for Aug '18)	3,500
* History Department	2,400		
* Chemistry Department	3,600	1 ¹⁰ / ₁₈ Salimda (for Sept '18)	3,500
Commerce Department	1,950		
Economics Department	3,000	31 ¹⁰ / ₁₈ Salimda (for Oct '18)	3,500
English Department	3,600		
* Islamic History Department	1,200	30 ¹¹ / ₁₈ Salimda (for Nov '18)	3,500
Mathematics Department	2,400		
Microbiology Department	3,000	25 ¹² / ₁₈ Salimda (for Dec '18)	3,500
Persian Department	1,800		
* Philosophy Department	1,950	1 ² / ₁₉ Salimda (for Jan '19)	3,500
* Physics Department	1,200		
Political Science Department	1,800	26 ² / ₁₉ Salimda (for Feb '19)	3,500
Sanskrit Department	1,800		
Sociology Department	1,800	1 ⁴ / ₁₉ Salimda (for March '19)	3,500
* Statistics Department	1,800		
* Urdu Department	3,000	29 ⁴ / ₁₉ Salimda (for April '19)	3,500
Zoology Department	5,400		
* Library	-	31 ⁵ / ₁₉ Salimda (for May '19)	3,500
Payments over Receipts (to be paid to Prof. Biswanoop Mandal)	8,126	1 ² / ₁₉ Salimda (for June '19)	3,500
		2 Newspaper (1100 + 855 + 305 + 566)	2,826
		4 ¹² / ₁₈ Meeting: Tea	100
		5 ² / ₁₉ Heater	500
	55,926		55,926

Staff members who have not paid the subscription till 30.6.2019 (for 18-19):

- | | |
|--|---|
| 1. Prof. Paramita Mahapatra (due ₹600) | 7. Prof. Uttam Saha Mahapatra (due ₹600) |
| 2. Prof. Anbarish Roy (due ₹600) | 8. Prof. Apurba Khato (due ₹600) |
| 3. Prof. Gourisharan Chowdhury (due ₹600) | 9. Prof. Subir Debijit Chatterjee (₹600) |
| 4. Prof. Madhuchanda Bhattacharya (due ₹310) | 10. Prof. Shahinur Shikhi (due ₹600) |
| 5. Prof. Anisabha Ghosh (due ₹600) | 11. Prof. S.M. Azhar Alam (due ₹600) |
| 6. Prof. Madhusudan Ghosh (due ₹600) Left | 12. Prof. Nayeen Jamal (due ₹600) |

**INSPECTION REPORT ON THE ACCOUNTS OF OFFICE OF THE PRINCIPAL,
MOULANA AZAD COLLEGE FOR THE PERIOD FROM 01.04.2020 TO 31.03.2023**

PART-I- (Introduction)

The audit of office of the Moulana Azad College was conducted from 26/09/2023 to 30/09/2023 by the following members of field audit party of office of the Audit-I, West Bengal:-

Name	Designation
Paulomi Roy	Assistant Audit Officer (Ad-Hoc)
ShibSankarGuha	Assistant Audit Officer
Santosh Kr Debnath	Assistant Audit Officer
Sanjib Kumar Mohanty	Assistant Audit Officer
Ajay Prashad Shaw	Assistant Audit Officer

The major objective of this office is to impart higher education to students.

Total expenditure of Rs.56.70 crore was incurred by the audited entity during the period from 01.04.2020 to 31.03.2023.

Dr. Subhasis Dutta held the charges of Principal as well as also acted as Drawing and Disbursing Officer for the period covered under audit i.e., 01.04.2020 to 31.03.2023.

Consequent upon entry conference held on 26.09.2023 with the Principal, Maulana Azad College, Kolkata regarding the audit objectives and criteria, General state of internal controls and areas of focus by audit, an exit conference was also held on 30.09.2023 regarding audit observations mentioned in the Draft Inspection Report in compliance with the provisions laid down in 183 of General Standard of Chapter IV, General principal of Auditing Standard, Regulation of Audit & Account, CAG, 2007.

Hierarchy: - Principal, Maulana Azad College, Kolkata is under the control of Director of Public Instruction, West Bengal which is under the control of Principal Secretary to the Government of West Bengal, Higher Education Department.

Budget: -No budget was prepared by the authority. Allotment was sought as and when required.

Scope of Audit: - Audit was conducted to verify whether the unit office functional in accordance with the constitution and laws of parliament and legislative and the rules and orders governing it in regard to all financial matters.

**INSPECTION REPORT ON THE ACCOUNTS OF OFFICE OF THE PRINCIPAL,
MOULANA AZAD COLLEGE FOR THE PERIOD FROM 01.04.2020 TO 31.03.2023**

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PART-I

Introductory

PART II

Audit findings

PART IIA

-Nil-

PART IIB

1. Lack of fund management
2. Avoidable payment of Electricity Duty to the tune of Rs. 0.80 lakh

PART-III

- (i) Follow-up on findings outstanding from previous reports
- (ii) Persistent irregularities

PART IV

Best Practices

PART V

Acknowledgement

Basis of Selection: - The list of vouchers for 20-21, 21-22 & 22-23 was selected by Headquarter's office for detailed scrutiny.

Audit Mandate: - Audit was conducted as per the mandate of CAG's DPC Act and Accounts and Audit Regulation 2007.

Disclaimer: "The Inspection Report has been prepared on the basis of information furnished and made available by O/o the Principal, Maulana Azad College, Kolkata. The office of the Principal Accountant General (AUDIT-I) West Bengal disclaims any responsibility for any misinformation and / or non-information on the part of the auditee".

PART-II

(Audit Findings)

PART-II-(A)

(Significant Audit Findings)

-NIL-

PART-II-(B)

(Other incidental Audit Findings)

Reference Number: OBS-994665

1. Lack of fund management

It was observed that three (3) bank accounts (two savings and one current accounts) were operated by the college authority for the grants received from the State Govt. for payment of scholarships to the eligible student, the Govt. fees and session charges received from the student and the UGC grants for various purposes i.e. Access, Equity, Quality, Promotion of Talent, Skill Development and Stand Alone Schemes etc.

Scrutiny of pass books of account no. 34771889941 revealed that an amount of Rs. 25.10 lakh was lying unutilized since April, 2015 and it has increased to Rs. 32.70 lakh as of March, 2023 by accumulating saving account quarterly interest. Management has neither taken any step to utilize the fund nor invested in prudent manner to get best return. Had the management fixed the said amount in term deposit, if the same was not required in near future, it could have got better return from the same which would have been utilised for the purpose it was given.

Reference Number: OBS-994613

2. Avoidable payment of Electricity Duty to the tune of Rs. 0.80 lakh

As per the Section 3 (3) West Bengal Electricity Duty Act 1935, Electricity Duty shall not be leviable (on the net charge for energy consumed or the units of energy consumed as recorded in the meter as the case may be)-

By any government (except to the extent specified in second schedule)

By, or in respect of, any

Local authority

(ii) Railway administration as defined in (the Indian Railways, Act 1890)

(iii) Institution or class or persons specified in the second schedule,

Scrutiny of electricity bills made available to the audit it was observed that the local authority had been paying electricity duty as specified in the bill in different month during 2020-21 to 2022-23 and total payment made by the local authority to the tune of Rs. 79,765.65 as detailed below:-

Name of the Consumer	Bill No. & Date	Consumer ID	Period of consumption	Electric Bill Paid (in Rs.)	ED (Electricity Duty) paid. (in-Rs.)
F.Y. - 2020-21					
Principal Maulana Azad College	54_18.08.20	85000023315	July 2020	16632.00	903.65
Principal Maulana Azad College	54_18.08.20	85000070638	July 2020	9709.00	412.41
Principal Maulana Azad College	87_24.11.20	85000023315	Oct. 2020	21178.00	1308.15
Principal Maulana Azad College	103_29.12.20	850000023315	Nov 20	3061.00	1025.79
Principal Maulana Azad College	120_18.01.21	85000023315	Dec 20	13043.00	1193.89
Principal Maulana Azad College	120_18.01.21	85000070638	Dec 20	3569.00	324.85
Principal Maulana Azad College	150_18.02.21	85000023315	Jan 21	13722.00	1254.03
F.Y. - 2021-22					
Principal Maulana Azad College	15_16.04.21	85000023315	Mar 21	26687.00	2442.86
Principal	15_16.04.21	85000071524	Mar 21	23441.00	1193.40

MaulanaAzad College						
Principal Maulana Azad College	31_15.06.21	85000023315	May 21	17876.00	1594.46	
Principal Maulana Azad College	45_09.07.21	85000023315	June 21	14255.00	1302.90	
Principal Maulana Azad College	45_09.07.21	85000071528	June 21	13001.00	1189.75	
Principal Maulana Azad College	81_11.09.21	85000023315	Aug 21	47745.00	2400.84	
Principal Maulana Azad College	112_25.10.21	85000023315	Sep 21	2850.00	2142.11	
Principal Maulana Azad College	149_08.01.22	85000023315	Dec 21	19940.00	1824.29	
Principal Maulana Azad College	149_08.01.22	85000071528	Dec 21	23621.00	2163.85	
Principal Maulana Azad College	149_08.01.22	85000070638	Dec 21	22810.00	2088.81	
Principal Maulana Azad College	204_08.03.22	85000023315	Feb 22	19027.00	1717.25	
Principal Maulana Azad College	204_08.03.22	85000071528	Feb 22	17302.00	1565.03	
Principal Baker govt. Hostel annex	204_08.03.22	85000070638	Feb 22	16115.00	1459.02	
F.Y. - 2022-23						
Principal Maulana Azad College	83_13.07.22	85000023315	June 22	80271.00	7258.00	
Principal Maulana Azad College	83_13.07.22	85000071528	June 22	40435.00	3653.03	
Principal Baker govt. Hostel annex	83_13.07.22	85000070638	June 22	54180.00	4907.41	
Principal Maulana	136_14.09.22	85000023315	Aug 22	76498.00	7019.38	

Azad College						
Principal Maulana	136_14.09.22	85000071528	Aug 22	81756.00	3270.08	
Azad College						
Principal Maulana	136_14.09.22	85000070638	Aug 22	44201.00	4053.98	
Azad College						
Principal Maulana	153_28.10.22	85000023315	Sep 22	77917.00	7019.55	
Azad College						
Principal Maulana	153_28.10.22	85000071528	Sep 22	32408.00	2876.19	
Azad College						
Principal Baker govt.	153_28.10.22	85000070638	Sep 22	44472.00	4004.59	
Hostel annex						
Principal Maulana	159_11.11.22	85000023315	Oct 22	104510.00	2435.32	
Azad College						
Principal Maulana	159_11.11.22	85215010041	Oct 22	47031.00	1338.91	
Azad College						
Principal Baker govt.	159_11.11.22	85215010050	Oct 22	70898.00	2421.87	
Hostel annex						
				Total=	79,765.65	

It is evident from the above table that the auditee had incurred an expenditure of Rs 0.80 lakh toward Electricity Duty which could have been avoided had the the local authority communicated with the WBSECL authority to exempt the ED.

PART-III

Follow up on findings outstanding of previous Inspection Reports

Period of IR	Para No.	Subject in brief
01.12.2012 to 30.06.2016	5	Non recovery of Library books valuing Rs. Rs.67801.54

PART- IVBest Practices

In order to ensure provide better higher education to the students admitted into the institution, the college authority blends modern scientific discourses with classical language and social studies. The college has a rich heritage in fundamental sciences as well as social sciences and commerce. The college is promoting inclusiveness in higher studies with financial support to fellow students in all disciplines.

PART-V Acknowledgement

The Inspection Report has been prepared on the basis of information/ records furnished and made available by the auditee unit. During the course of audit, the local office had extended all cooperation in furnishing of records.

Disclaimer:-The Inspection Report has been prepared on the basis of information furnished and made available by O/o the Principal, Maulana Azad College, Kolkata. The O/o the Principal Accountant General (Audit-I), West Bengal disclaims any responsibility for any misinformation and/or non- information on the part of the auditee.

Sr. Audit Officer (AMG-II/IR)

For Deputy Accountant General (AMG II)

West Bengal

Certificate of Registration

This is to Certify that
Quality Management System of

MAULANA AZAD COLLEGE

8, RAFI AHMED KIDWAI ROAD, KOLKATA - 700013,
WEST BENGAL, INDIA

has been assessed and found to conform to the requirements of
ISO 9001:2015
for the following scope :

TEACHING, LEARNING AND EVALUATION PROCESSES RELATING TO
AWARDING OF (i) MASTER DEGREES IN DIFFERENT SUBJECTS OF ARTS AND
SCIENCE (ii) BACHELOR DEGREES IN DIFFERENT SUBJECTS OF ARTS,
COMMERCE AND SCIENCE (iii) CERTIFICATE ON SKILL ENHANCEMENT,
FOREIGN LANGUAGE AND VALUE ADDED COURSES WITH PROPER QUALITY
MANAGEMENT POLICY, MAINTAINING EFFICIENT ENERGY MANAGEMENT
AND GREEN ENVIRONMENT STRATEGY IN THE COLLEGE CAMPUS.

IAF CODE : 37

Certificate No	: 23EQMO28	Issuance Date	: 04/01/2024
Initial Registration Date	: 04/01/2024		
Date of Expiry*	: 03/01/2027		
1st Surv. Due	: 04/12/2024	2nd Surv. Due	: 04/12/2025



Director



(Scan to Verify)

Assurance Quality Certification LLC

Head Office: Sharjah Media City, SHAMS, Sharjah, UAE. e-mail: info@aqcworld.com,

Key Location: A-60, Sector - 2, Noida, Uttar Pradesh, 201301, India.

*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date, (in case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawn).

Certificate Verification: Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or www.aqcworld.com at Active Clients.

Certificate is the property of Assurance Quality Certification LLC and shall be returned immediately when demanded

Certificate of Registration

This is to Certify that
Energy Management System of

MAULANA AZAD COLLEGE

8, RAFI AHMED KIDWAI ROAD, KOLKATA - 700013,
WEST BENGAL, INDIA

has been assessed and found to conform to the requirements of
ISO 50001:2018
for the following scope :

TEACHING, LEARNING AND EVALUATION PROCESSES RELATING TO
AWARDING OF (i) MASTER DEGREES IN DIFFERENT SUBJECTS OF ARTS AND
SCIENCE (ii) BACHELOR DEGREES IN DIFFERENT SUBJECTS OF ARTS,
COMMERCE AND SCIENCE (iii) CERTIFICATE ON SKILL ENHANCEMENT,
FOREIGN LANGUAGE AND VALUE ADDED COURSES WITH PROPER QUALITY
MANAGEMENT POLICY, MAINTAINING EFFICIENT ENERGY MANAGEMENT
AND GREEN ENVIRONMENT STRATEGY IN THE COLLEGE CAMPUS.

Certificate No : **23EEnMC27**
Initial Registration Date : 04/01/2024 Issuance Date : 04/01/2024
Date of Expiry* : 03/01/2027
1st Surv. Due : 04/12/2024 2nd Surv. Due : 04/12/2025



Director



Assurance Quality Certification LLC

Head Office: Sharjah Media City, SHAMS, Sharjah, UAE. e-mail: info@aqcworld.com,

Key Location: A-60, Sector - 2, Noida, Uttar Pradesh, 201301, India.

*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date. (In case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawn).

Certificate Verification: Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or www.aqcworld.com at Active Clients.
Certificate is the property of Assurance Quality Certification LLC and shall be returned immediately when demanded

ISO 50001:2018



GOVERNMENT OF WEST BENGAL

Tel:

Fax:

Date: 03/05/2021

Memo No : 68 (Sanc.)HED -16013(11)/12/2021/CG/4C-37-CON/2020-21

Sanction-cum-Allotment Order

Demand No. : 70

Department Code : HE

Financial Year : 2021 - 2022

1. Sanctioning Authority: DEPUTY SECRETARY

2. Name of the Scheme/Project: Allotment of fund towards installation of LPG Heating System work for Chemistry Lab. at Maulana Azad College

3. Purpose of Sanction: Allotment of fund towards installation of LPG Heating System work for Chemistry Lab. at Maulana Azad College

4. i. Amount for which Administrative Approval has been obtained: Rs. 447256

ii. Approved by : Principal Secretary, Deptt. of H.E.

5. Total Fund Sanctioned under this project/scheme till date: Rs. 0

6. Amount of this Financial Sanction : Rs. 447256 (in words Rs. Four Lakh Forty Seven Thousand Two Hundred Fifty Six Only.)

7. Head(s) of Account(s): 2202-03-103-00-009-50-00-V

8. Name of the Sub-Allotting Authority / DDO: PRINCIPAL, MAULANA AZAD COLLEGE, G O W B.

9. Name of the Treasury/PAO: Pay & Accounts Officer-I, Calcutta PAO-I

10. This Order is not an authority to incur any expenditure which is not permitted under any financial rule and/or order of the Government or approved guideline of the Scheme/Project.

11. Under no circumstances the allotted amount placed under this sanction may be utilized / diverted for any other purpose:

12. *Whether Utilization Certificate required: Yes

13. Special Instruction, if any:

"Fund is released for the above mentioned purpose subject to strict compliance of all rules as per WBFR. This order issues with concurrence of F.A., Education Deptt. vide his U.O. No. 65 - FA/HED, dt. 30.04.2021

14. Total released amount is within the Budget Provision of the above mentioned head of account during 2021 - 2022

15. This order issues in exercise of the power delegated under Finance Department Memo. No. 950-FB dated 30.03.2021 with the concurrence of Finance Deptt. vide Gr. F.A. Education U.O. No. 65 - FA/HED Date 30/04/2021

DEPUTY SECRETARY

Higher Education, Science & Technology and Bio-Technology



GOVERNMENT OF WEST BENGAL

Tel:

Fax:

Date: 02/06/2021

Memo No : 158-HED-16011(11)/71/2020

Sanction-cum-Allotment Order

Demand No. : 70

Department Code : HE

Financial Year : 2021 - 2022

1. Sanctioning Authority: DEPUTY SECRETARY

2. Name of the Scheme/Project: Financial Sanction of Rs.2,38,671/- for (4+2) Security Guards for Baker Govt. Hostel & College Premises and Rs.1,98,894/- for 5 Housekeeping Personnel at Baker Govt. Hostel for the period from 01.04.2021 to 30.06.2021 at Maulana Azad College

3. Purpose of Sanction: Financial Sanction of Rs.2,38,671/- for (4+2) Security Guards for Baker Govt. Hostel & College Premises and Rs.1,98,894/- for 5 Housekeeping Personnel at Baker Govt. Hostel for the period from 01.04.2021 to 30.06.2021 at Maulana Azad College

4. i. Amount for which Administrative Approval has been obtained: Rs. 1659093

ii. Approved by : Principal Secretary, H.E Department

5. Total Fund Sanctioned under this project/scheme till date: Rs. 691289

6. Amount of this Financial Sanction : Rs. 437565 (in words Rs. Four Lakh Thirty Seven Thousand Five Hundred Sixty Five Only.)

7. Head(s) of Account(s): 2202-03-103-00-004-50-00-V

8. Name of the Sub-Allotting Authority / DDO: PRINCIPAL, MAULANA AZAD COLLEGE, G O W B.

9. Name of the Treasury/PAO: Pay & Accounts Officer-I, Calcutta PAO-I

10. This Order is not an authority to incur any expenditure which is not permitted under any financial rule and/or order of the Government or approved guideline of the Scheme/Project.

11. Under no circumstances the allotted amount placed under this sanction may be utilized / diverted for any other purpose:

12. Whether Utilization Certificate required: Yes

13. Special Instruction, if any:

Fund is released for the above mentioned purpose to be executed by the Principal/OIC of the College subject to strict compliance of all rules as per WBFR. This order issues with the concurrence of F.A, Education Department vide U.C No.113-FA/HED dated 21.05.2021

14. Total released amount is within the Budget Provision of the above mentioned head of account during 2021 - 2022

15. This order issues in exercise of the power delegated under Finance Department Memo. No. 950-FB dated 30.03.2021 with the concurrence of Finance Deptt. vide Gr. F.A Education U.O. No. 113-FA/HED Date 21/05/2021

DEPUTY SECRETARY

Higher Education, Science & Technology and Bio-Technology

Allotment From Department - HE-Higher Education Department to - CABEDI006-PRINCIPAL, MAULANA AZAD COLLEGE, G O W B.

Treasury Name : Calcutta PAO-I Pay & Accounts Office-I,

ID	Head of Account	Scheme Description	Object of Expenditure	Alloted Amount
166259	70-2202-03-103-004-50-00-V	Development of Other Government Colleges	Other Charges	437565
				437,565.00

DEPUTY SECRETARY

Higher Education, Science & Technology and Bio-Technology



GOVERNMENT OF WEST BENGAL

Tel:

Fax:

Date: 21/06/2021

Memo No : 237 (Sanc.)16013(99)/20/2020/CG-4C-09-CON/2020-21

Sanction-cum-Allotment Order

Demand No. : 70

Department Code : HE

Financial Year : 2021 - 2022

1. Sanctioning Authority: DEPUTY SECRETARY
2. Name of the Scheme/Project: Allotment of fund towards payment for purchasing Covid-19 protection items at Maulana Azad College.
3. Purpose of Sanction: Allotment of fund towards payment for purchasing Covid-19 protection items at Maulana Azad College.
4. i. Amount for which Administrative Approval has been obtained: Rs. 99930
ii. Approved by : Principal Secretary, Deptt. of H.E.
5. Total Fund Sanctioned under this project/scheme till date: Rs. 0
6. Amount of this Financial Sanction : Rs. 99930 (in words Rs. Ninety Nine Thousand Nine Hundred Thirty Only.)
7. Head(s) of Account(s): 2202-03-103-00-009-50-00-V
8. Name of the Sub-Allotting Authority / DDO: PRINCIPAL, MAULANA AZAD COLLEGE, G O W B.
9. Name of the Treasury/PAO: Pay & Accounts Officer-I, Calcutta PAO-I
10. This Order is not an authority to incur any expenditure which is not permitted under any financial rule and/or order of the Government or approved guideline of the Scheme/Project.
11. Under no circumstances the allotted amount placed under this sanction may be utilized / diverted for any other purpose:
12. Whether Utilization Certificate required: Yes
13. Special Instruction, if any:

"Fund is released for the above mentioned purpose subject to strict compliance of all rules as per WBFR. This order issues with concurrence of F.A., Education Deptt. vide his U.O. No. 184 - FA/HED, dt. 18.06.2021
14. Total released amount is within the Budget Provision of the above mentioned head of account during 2021 - 2022
15. This order issues in exercise of the power delegated under Finance Department Memo. No. 950-FB dated 30.03.2021 with the concurrence of Finance Deptt. vide Gr. F.A. Education U.O. No. 184 - FA/HED Date 18/06/2021

DEPUTY SECRETARY

Higher Education, Science & Technology and Bio-Technology



GOVERNMENT OF WEST BENGAL

Tel:

Fax:

Date: 09/07/2021

Memo No : 316 (Sanc) HED-16011(11)/46/2021-APP SEC

Sanction-cum-Allotment Order

Demand No. : 70 Department Code : HE Financial Year : 2021 - 2022

1. Sanctioning Authority: DEPUTY SECRETARY
2. Name of the Scheme/Project:
3. Purpose of Sanction: Allotment of fund for Furniture and associated items for urgent upgradation of computer laboratories of Microbiology and Physics from WBSIDC LTD. at Maulana Azad College.
4. i. Amount for which Administrative Approval has been obtained: Rs. 0
ii. Approved by :
5. Total Fund Sanctioned under this project/scheme till date: Rs. 0
6. Amount of this Financial Sanction : Rs. 2615319 (in words Rs. Twenty Six Lakh Fifteen Thousand Three Hundred Nineteen Only.)
7. Head(s) of Account(s): 4202-01-203-00-004-52-00-V
8. Name of the Sub-Allotting Authority / DDO: PRINCIPAL, MAULANA AZAD COLLEGE, G O W B.
9. Name of the Treasury/PAO: Pay & Accounts Officer-I, Calcutta PAO-I
10. This Order is not an authority to incur any expenditure which is not permitted under any financial rule and/or order of the Government or approved guideline of the Scheme/Project.
11. Under no circumstances the allotted amount placed under this sanction may be utilized / diverted for any other purpose:
12. Whether Utilization Certificate required: No
13. Special Instruction, if any:

The fund is released for the above mentioned purpose for Maulana Azad College subject to strict compliance of all financial rules ,tender rules of WBFR and utilization of fund within this FY . This order issues with concurrence of F.A., Edn. Deptt. U.O. No.FR2122007458FA00 dt. 02.07.2021
14. Total released amount is within the Budget Provision of the above mentioned head of account during 2021 - 2022
15. This order issues in exercise of the power delegated under Finance Department Memo. No. 950-FB dated 30.03.2021 with the concurrence of Finance Deptt. vide Gr. U.O. No. Date

DEPUTY SECRETARY

Higher Education, Science & Technology and Bio-Technology



Maulana Azad College
8, Rafi Ahmed Kidwai Road, Kolkata-13
in collaboration with WBEIDC
conducts



CERTIFICATE COURSE IN BASIC COMPUTING & OFFICE AUTOMATION

Session 2022-23



COURSE FEATURES

- ❖ Eligibility: Minority/ SC/ ST/ OBC students of All Streams
- ❖ **Ongoing Course: Module-I (Junior Certificate (Basic level))**
Module-I
- ❖ Course Duration: **36** hours (Module – I: **18 Classes/ 36 Hours**
Two offline classes per week spanning 2 Hours per class
Classes would be held twice a week (on Thursday and Saturday)
- ❖ Minimum qualification: Current UG and PG students of this college
- ❖ Students in-take: 25 students (maximum)
- ❖ Admission: **First-come-first-served basis.**
- ❖ Teaching, Learning and Evaluation included.
- ❖ Certificate issued based on performance in Class and Evaluation Test.
- ❖ Course Fee for Students: Rs. **510/-** (Module-I)

Click To Apply

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TRAINING CONDUCTED BY

West Bengal Electronics Industry Development Corporation Limited (WIL Division)



SYLLABUS

❖ *Module-I : Junior Certificate (Basic level)*

- Computer System Basics and Windows Operating System;
- Office Packages (MS WORD, MS Excel, MS Powerpoint presentation);
- Internet and E-mailing

❖ *Module-II : Senior Certificate (Advanced level)*

- Advanced Excel
- Database Management using Access
- Use of SQL in Access
- Web Page Designing using HTML

Course Coordinator: Dr. Golam Moinuddin, 9910512259
Email: golam_moinuddingn@yahoo.co.in

Principal
Maulana Azad College, Kolkata



Maulana Azad College
8, Rafi Ahmed Kidwai Road, Kolkata-13
in association with **WBEIDC**



introduces

CERTIFICATE COURSE IN FINANCIAL ACCOUNTING WITH GST

From 2022-23



TALLY ERP 9 (GST)

COURSE FEATURES

- ❖ Eligibility: Commerce students
- ❖ Course Duration: 9 Weeks / 36 Hours
- ❖ Two online/offline classes per Week spanning 2 Hours per class
- ❖ Minimum qualification: Current/Passed out students of UG Commerce of this college.
- ❖ Admission: First-come-first-served basis.
- ❖ Teaching, Learning and Evaluation included.
- ❖ Course Fee for Students: Rs. 1200/-
- ❖ Certificate on successful completion of the Course.

Apply Now!

<https://forms.gle/Xsarp2iUwjYAwPdC7>

TRAINING CONDUCTED BY

West Bengal Electronics Industry Development Corporation Limited (WIL Division)



SYLLABUS

- ❖ **Accounting in TALLY PRIME:** Gateway of Tally ERP 9.0, Company creation and configurations, Day to Day Transaction recording, Bills & Outstanding Management
- ❖ **Inventory Management:** Inventory Creation/ Alteration, Inventory Features, Invoicing of daily Trades, Inventory Reporting
- ❖ **Tax Deducted at Source (TDS):** Understanding TDS, Ledger Creation and Calculation, TDS Payment, Tax Reports
- ❖ **Goods & Services Tax (GST) Management:** GST Introduction, GST Features, GST Configuration, GST Invoicing
- ❖ **Data Management:** Data Control, Data Export and Import, Data Alteration
- ❖ **Reporting:** Books of Accounts, Party Outstanding, Trial Balance, Final Accounts
- ❖ **Goods & Services Tax (GST) & E-Filing:** Basic Concept of GST, Calculation & Rate of GST, Introduction of GST E-Filing, GST Rules, New GST Registration, GST Return : GSTR-1, GSTR-2 , GSTR-3B., GSTR-4, Last Updated rates in GST Form, GST Tax Form Download, Fill up & Upload.

Course Coordinator: Smt. Madhu Sarada, 9123326519
Email: madhu.sarada@maulanaazadcollegekolkata.ac.in

Principal
Maulana Azad College, Kolkata

Maulana Azad College Kolkata

presents



Certificate Course In

FRENCH LANGUAGE

Session 2021-22

Course Highlights

Apply Now 

Session Starts	July-2022
Eligibility	UG / PG Student & Faculty of this College
Duration	24 Weeks
Level	Module I: 12 Weeks/ 36 Hours Module II: 12 Weeks/ 36 Hours
Class Days	1½ hour of 2-Online /Offline Classes per Week
Fee	Student: Rs. 700/- Faculty: Rs. 1200/-
Admission	First-come-first-served basis
Capacity	30 Students per Batch
Assessment	Regular Class Tests & End Term Evaluation
Certificate	On successful completion of - 12 Weeks/36 Hours of Course : Junior Certificate 24 Weeks/72 Hours of Course: Senior Certificate
How to Enroll	Step-1: Click on <i>Apply Now</i>  Step-2: Watch for the <i>Provisional List of Selected Candidates & the Course Fee Payment Procedure</i> , to be notified later in the <i>Website</i>  Candidates will be admitted as per their serial number in the Provisional List.



Resource Person

Dr. Subhendu Sarkar

Eminent Linguist
Rabindra Bharati
University, Kolkata

Course Coordinator

Dr. Upal Sen

Contact: 9836253887
senopal@gmail.com

Principal



Maulana Azad College
8, Rafi Ahmed Kidwai Road, Kolkata-13



CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

Batch 2 (Session 2022-2023)

For MAC students of All Streams



COURSE FEATURES

- ❖ Course duration: 6 months
- ❖ Two online classes per week (Saturday & Sunday evening), each of 1 hour duration.
- ❖ Eligibility: Current and former UG and PG students of this college.
- ❖ Student in-take: 50
- ❖ Admission: **First-come-first-served basis**
- ❖ Teaching, Learning and Evaluation included
- ❖ Spoken & Written English
- ❖ Interview training & Group Discussion
- ❖ Certificate on successful completion of the Course
- ❖ Course Fee for Students: Rs. 600/-

Apply Now!

RESOURCE PERSON

- ❖ Dr. A. Chakraborty, Dept. of Basic Science and Humanities,
Future Institute of Engineering and Management



SYLLABUS

- ❖ *Module for Beginner's level* : Introduction to Communication, types of communication, barriers of communication, KOPPACT factor, LSRW skills, self-introduction, guidelines of JAM Session, practice sessions, public speech, extempore & filler words, conversation & role-play, subject-verb agreement, tense, narration & voice change, poster presentation (group activity), group discussion, interview skills, PPT presentation, debate, listening & retelling (audio/visual presentation).

Course Coordinator: Dr. Debasri Basu
Department of English, Maulana Azad College, Kolkata.
debasri.basu@maulanaazadcollegekolkata.ac.in

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Maulana Azad College, Kolkata



Maulana Azad College

8, Rafi Ahmed Kidwai Road, Kolkata-13



in association with

Institute of Spanish Studies-India

Skill Enhancement Certificate Course in

Spanish

Language Learning

(Session 2023-24)

(For UG & PG Students & Staff)

➤ New Classes
Sep 21, 2023, onwards

Apply Now

ONLINE

01

Duration: 24 Weeks [36 h]

02

Two Offline Classes on
Thursdays & Saturdays

03

Intake: 30 per Batch

04

Fee: Students: Rs.750/-
Staff : Rs.1250/-

05

Certificate on Completion
of the Course

View More

Resource Persons



Dr. Subir Bandyopadhyay

Faculty-IGNOU, Guest Faculty-JU & KU



Mr. Partha Mukherjee

Expert in Spanish Language (B2 level)
Founder Member – Friends of
Latin America – India

Syllabus

Alphabets,
Pronunciation,
Subject Pronoun,
Regular Verbs with
-AR, -ER & -IR
ending,
Irregular Verbs,
Noun & Gender,
Numbers, Articles,
Interrogative &
Negative Words,
Adjectives,

Degree of
Comparison,
Tense (Present),
Reflexive Verbs,
Adverbs,
Prepositions,
Paragraphs,
Details of
Objective Pronouns,
Tense (Past), Mood,
Adverbs,
Idioms & Phrases,
Letter Writing.

Course Co-Ordinator

Dr. Debasis Mallik

Associate Professor of Bengali

WhatsApp: 94337 59299

Principal, Maulana Azad College, Kolkata