# K. K. Das College

GRH – 17, Baishnabghata – Patuli Kolkata – 700084 West Bengal India



# CRITERION VI Governance, Leadership and Management

Key Indicator
6.4. Financial Management and Resource
Mobilization

# 6.4.1 Additional Information

Institution has Strategies for Mobilization and Optimal Utilization of Resources and Funds from various Sources (Government / Non-Government Organizations) and it conducts Financial Audits regularly (Internal and

## K. K. DAS COLLEGE



## SSR 2024

# **INDEX**

SL. NO.	PARTICULARS	PAGE NO.
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Dr. Ramkrishna Prasad Chakraborty
Principal
PAS COLLEGE



## STATUTORY AUDIT

Every financial year, the college requests the Director of Public Instructions, Education Directorate (Audit Department), Government of West Bengal, for the appointment of Statutory Auditor. Statutory Audit has been completed up to the year 2019-20.

The college also has an Internal Audit Mechanism to improve internal controls and keep a check on financial prudence. The Internal Audit is completed up to the year 2022-23.

#### Government Issued Appointment Letter for Statutory Audit 2019-20

#### GOVERNMENT OF WEST BENGAL EDUCATION DIRECTORATE COLLEGE AUDIT CELL BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No.	CA/39(379)/2020
-----	-----------------

Date:-2<sup>nd</sup> September, 2020

From: The Director of Public Instruction West Bengal.

To: M/s. S. N. Burman & Co. (Chartered Accountant)

Address 9 Dacon dane , Room - 105, 10 Ploor

#### Dear Sir / Madam.

In terms of Govt. order no. 364-Edn(CS), dated. 2<sup>nd</sup> March, 1973, I have to state that you have been appointed to undertake the audit of the accounts of the college mentioned above for the year 2019-2020 with arrears (if any). You are requested to audit Balance Sheet of the college for the aforesaid year together with Receipts and Payments Accounts and Income and Expenditure Accounts. Irregularities in Accounts, if any, should be pointed out in the audit report with a view to maintaining the quality of the Accounts of Non-Govt. Colleges receiving financial assistance from the State Government. Audit fees and the terms of T.A of auditors, revised vide G.O. No. 1343-Edn(CS), dated-27.10.99 read with G.O. No. 1298-EH/O/(CS)/10M-104/2018 dated 15.11.2018, are mentioned below:

- a. The Audit Fees shall be Rs.10,732/- per year per College. The Audit firms shall neither claim any amount in excess of or in addition to this amount nor the college authority shall entertain any such claim.
- b. The existing rate of travel expenses payable to the Auditors & their Assistants are as follows:
- i. The Chartered Accountant shall be allowed travel expenses of First Class/A.C.II-class/A.C Chair car train fare or the fare actually incurred whichever is less.
- ii. Their Assistant shall be allowed travel expenses of 2<sup>nd</sup> Class train fare/Sleeper class train fare or the fare actually incurred whichever is less.
- Taxi fare is admissible only if considered urgently required by the head of College/Institution.
  - G.O. No. 1343-Edn(CS), dated 27.10.1999 has been issued with the concurrence of the Finance Department vide their U.O. No. Group 'B' 8147, dated 18.10.1999.
  - B. Audit of the accounts of the College should be undertaken immediately and completed within three months from the date of appointment letter. One copy of the report along with a soft copy shall be submitted to this Directorate within one month



#### Statutory Audit Submission Letter 2019-20



# K. K. DAS COLLEGE

[ Affiliated to the University of Calcutta] NAAC Accredited

GRH-17, Baishnabghata-Patuli Township P.O. - Garia, Kolkata - 700 084

http://www.kkdascollege.ac.in & E-mail: kdascollege@yahoo.com

Ref. No. 477/02 Audit/ 2022-23

CRECEIVED RECEIVED RE

Date 26:04.2022 201

2: (033) 2462-5999 Mob: 8902384436

26.04.2022

To
The Director of Public Instructions
Govt. of West Bengal
Education Directorate (Audit Dept.)
Bikash Bhavan, Salt Lake
Kolkata-700 091

Re: Submission of Audit Report for the year 2019-20.

Sir,

I am submitting herewith copy of the above mentioned Audit Reports which submitted to you accordingly for your kind perusal. This is to inform you that we have not yet received G.O. from you for Audit of Accounts for the year 2020-21. I therefore request you to kindly issue us a G.O. for the above mentioned period of Audit.

Kindly acknowledge the receipt.

Thanking you,

Yours Faithfully

Principal K.K. DAS COLLEGE GRH-17 Baishnabghata- Patuli Garia, Kolkata- 700 084



## INTERNAL AUDIT

# Appointment of Internal Auditor for the Session 2021-2022



# K. K. DAS COLLEGE

(000) 2462 5999

+91 8902384436

[NAAC Accredited]

(Affiliated to the University of Calcutta)

GRH-17, Baishnabghata Patuli P.O. - Garia, Kolkata - 700 084, Weat Bengal Web: www.kkdascollege.ac.in

E-mail : kkdascollege@gmail.com ; kkdascollege@yahoo.com

Ref. No. .\_\_\_\_

Date: 30 / 04 /2022

Tie

5 Dubey and Co Chartered Accountants Gerlahat K.M.C Market 212, R.B. Avenue Kohata -700059

Sub:

Request for acting as an Internal auditor for the accounts of K.K.Das College for the financial year 2021-2022.

58,

As before you are requested once again to: Audit of Accounts for the year 2021-2022 of our College.

Hope you are kind enough to agree with this work.

Looking forward for your co-operation.

Thanking you,

Regimbi<sup>\*</sup>

Dr. Ramkrishna Presed Chakraborty

Principal K.K.Das College

Principal

K. K. DAS COLLEGE

GRIL-17, Bashnebstate-Patall

Garia, Kei-700044



## Consent for Appointment as Internal Auditor



Garlahat K.M.C. Market, 212, R. B. Avenue, Kol-19, CD-01-42, Mobile : 8420006523 e-mail : skdubeyca⊚gmail.com Membership No. 064096

25-04-2022

To,
The Principal
K. K. DAS COLLEGE,
GRH-17, Baishnabghata-Patuli
Garia, Kolkata- 700084

Dear Sir.

Sub: Consent for appointment as internal auditor

We are in receipt of your communication inquiring as to our consent and eligibility for being appointed as internal auditors of **K. K. DAS COLLEGE** to note of office from the Financial Year 1<sup>87</sup> April 2021 to 31° March 2022. We give our consent for being appointed as internal auditor of the College as against the appointment letter dated 20/04/2022.

Thanking you,

Yours Sincerely, ...

For and Behalf of, S DUBEY & CO, Chartered Accountants,

FCA-Satyendra Kumar Dubey,

(Proprietor) M. No. 064098 FRN No. 0329853E



# Sample - Internal Audit Report

STATEMENT OF ACCOUNTS

REPORTS

OF

K.K. DAS COLLEGE

Baishnabahaita, Patuli

Garia, Kolkata - 700084

INTERNAL AUDIT REPORT

for the year ending on

31st March, 2023

# S DUBEY & CO

—CHARTERED ACCOUNTANTS—

Gariahat K.M.C. Market, 212, R. B. Avenue, Kolkata-700019

CD-01-42

Mobile: 8420006523, Email: skdubeyca@gmail.com 9733766811 tarunincometax08@gmail.com



## **FUNDS**

		K.K.DAS	COLLEGE VOLKATA-700084		
	GRH - 17, BAI	SHNABGHATA PA	TULI, GARIA, KOLKATA- 70084	AMOUNT(RS)	AMOUNT(RS)
	RECEIPT AND PA	MENT ACCOUNT	FOR THE YEAR 31ST MARCH, 2023 PAYMENTS	AMOUNTAL	
RECEIPTS	AMOUNT(RS)	AMOUNT(RS)			
Opening Balance as on 01.04.2022			Govt. Grants-In-Aid expenses	28,795,649.00	
	16,396,038.60			6,069,135.00	34,864,784.00
Axis Bank Ltd 917010040728867	48,137.88		Pay & Allowances of Teaching and W.B. Govt. Grant-Pay for SACTS Staff Direct Credit	0,000,100	19,000.00
Axis Bank Ltd 917010062012515	33,951.80		Accounting Charges		6,800.00
Indian Overseas Bank-142601000000227	745,401.64		AC Installation Charges		67,000.00
Indian Overseas Bank 142601000003241	1,277,358.96		AC Machine Purchase		46,645.00
S.B.I CA 11181920155	210,443.50		Atumo Fund		12,000.00
S.B.I CA UGC Account 34232344876	9,044.50		Arrear Pay		15,000.00
U.B.I 0143050014720	1,184,227.05		Audit Charges		3,389.17
U.B.I SB 0143010047287	4,122.00		H Williams		22,980.00
Cash		19,908,725.93	Bastro Prodan (Activity)		800.00
					61,056.00
Govt. Grants-in-Aid received			Building Fees Building Repair & Maintenance		598,853.00
Pay & Allowances of Teaching and Non-Teaching Staff a/c	21,765,049.0	0	Building Exp (Canteen Construction)		4,000.00
Direct Credit to Staffs	3.545,600.0		Certificating Charges		17,900.00
P.F. Liabilites adjustment	3,428,000.0	0			279,065.00
Income Tax adjustment	57,000.0		College Maintenance Exp		
	6.038.415.0	00			2,500.00
Grant-Pay for SACTS Start Direct Start	30,720.	6,069,135			51,300.00
Professional Tax adjustment for SACTO		145,900,			10,500.00
Activity Fee (Students)		291,900.	O Computer Maintenance		383, 137.00
Admission Fees		79,500			1,000.00
Alumni Fund		561,606	Evpenses (Activity)		34,483.00
Bank Interest		611,800	Commence Expenses		71,645.00
Building Fees		20,827			107,876.0
Dank Interest from Building Fund		72,925	From Evpenses		987,639.0
Capteen Charges Collection A/C		5,300			1,420.0
Casual Students -Fees A/C		142,61	2 00 CU Exam Fees Refund		8,620.0
E-amination Fee			on I CU Examiners Remuneration		27,435.0
College Maintenance Fees Receipts		753,70	e co. ICU Exam Remuneration (NTS)		
Computer Fees A/c		1,128,30	(4)	103	
S DUBEY & CO. CHARTERED ACCOUNTAINT STORMAN TO THE PROPRIETOR OF T			Page 1  Page 1  Page 1  Princip  Remerium Princip  K. K. DAS CC  Garia, No	d Chakraborty al OLLEGE	

# ## CERT TO STANDARD WITH THE TOTAL CARRY, KNAPAT-7000A \*\*RECEIPT TO DAYNESST ACCOUNT OF THE YEAR 315T MARCH, 2937 \*\*PAYENTS\*\* \*\*Opening Basical and READ ACCOUNT OF THE YEAR 315T MARCH, 2937 \*\*PAYENTS\*\* \*\*Opening Basical and READ ACCOUNT OF THE YEAR 315T MARCH, 2937 \*\*PAYENTS\*\* \*\*Opening Basical and READ ACCOUNT OF THE YEAR 315T MARCH, 2937 \*\*PAYENTS\*\* \*\*PAYENTS\*\* \*\*Opening Basical and READ ACCOUNT OF THE YEAR 315T MARCH, 2937 \*\*PAYENTS\*\* \*\*PAYE





# **Fixed Deposits**

K.K. Das College, Garia, Kolkata-700084
Schedule Forming Part of the Balance Sheet of Assets as at 31st March 2023

Schedule: 7 Fixed Deposits with Bank

SI.No Name of the Bank and Receipt No.		Opening Balance as on 01.04.2022	Rs.	ncl. Interest on TDR if any) Interest	Less: during the year	as on 31.03.2023
1	TDR deposit with SBI . Garia A/c. No.30253038931	148,133.00		14,002.00	Rs.	Rs. 162,135.00
2	TDR deposit with SBI . Baroda Park A/c. No.32691344129	769,084.00		202,820.00		971,904.00
3	TDR deposit with IOB, Garia Receipt No.663346 A/C. No142604111400598	235,932.00		30,784.00		266,716.00
4	TDR deposit with UBI .Garia A/c. No.0143100576796	4,135,654.02		529,715.98		4,665,370.00
5	TDR deposit with UBI .Garia A/c. No.0143100586481	1,940,489.34		93,738.66		2,034,228.00
6	TDR deposit with UBI .Garia A/c. No.0143100586498	1,940,492.98		93,739.02		2,034,232.00
7	TDR deposit with UBI .Garia A/c. No.0143100625005	3,891,577.55		39,085.45		3,930,663.00
8	TDR deposit with UBI .Garia A/c. No.0143100618748	721,012.22		34,719.78		755,732.00
9	TDR deposit with UBI .Garia A/c. No.0143100618755	480,678.21		23,146.79		503,825.00
10	TDR deposit with SBI . Baroda Park A/c. No.39167094672	4,000,000.00		505,970.00		4,505,970.00
11	TDR deposit with SBI. Baroda Park A/c. No.41710710622		3,000,000.00			3,000,000.0
		18,263,053.32	3,000,000.00	1,567,721.68	3	22,830,775.0

S DUBEY & CO. CHARTERED ACCOUNTANT

F. R. N 329853E

294 May 2023

Or. Ramkrishna Prasad Chaknaborty Principal K. K. DAS COLLEGE Garia, Kol-84

Dr. Ramkrishna Prasad Chakraborty
Principal AS COLLEGE



## **Seeking MPLAD Grant**



# K. K. DAS COLLEGE

GRH-17, Baishnabghata Patuli P.O. - Garia, Kolkata - 700 084, West Bengal Web: www.kkdascollege.ac.in

E-mail: kkdascollege@gmail.com; kkdascollege@yahoo.com

Ref. No. 579/12 MPLAD /2023-24

Date: 18 \_\_\_\_/ 2023

Ms. Mimi Chakraborty Member of the Parliament Jadavpur Lok Sabha Constituency

Sub: Request for Financial Assistance from your MP LAD

Greetings from K.K. Das College, at the outset I am pleased to inform you that our College is now a leading College in the field of IT. We provide IT training for the Teachers and students of different

Our IT infrastructure is need to be develop and we want to modify one Class room for students and also for organizing workshop on IT Training and different Academic Seminars.

The detail project is given below for your kind perusal.

Sl. No.	IT Infrastructure and Modific	Quantity	Drice new it (D)		
1.			Price per unit (Rs.)	Total amount (Rs.)	
2.	Computer	20	45000	9,00,000.00	
	Laptop	14	50000	7,00,000.00	
3.	Projector	02	45000	The second secon	
4.	Digital IC Trainer Kit	10		90,000.00	
5.	Multifunctional Network Printer	01	4500	45,000.00	
6.	Madification of O. Cl. P.	01	70000	70,000.00	
0,	Modification of One Class Room	52ft × 21ft		5,96,490.00	
			Total	24,01,490.00	

(Rupees Twenty Four Lakhs One Thousand Four Hundred and Ninety Only)

May I request your kind self to provide your financial assistance and obliged.

Thanking you

Yours sincerely

Enclo:

Dr. Ramkrishna Prasad Chukbaborth LEGE Principa RH-17 Baishnabghata- Patuli Garia, Kolkata-700 084

Declaration regarding e-tendering

2. Copy of the resolution of the Governing Body meeting held on 23.06.2023



#### Grant from Government of West Bengal for Computers

5. S.N BANERJEE ROAD, KOLKATA-700013 PH NO: 22861254

700084

THE PRINCIPAL K K DAS COLLEGE GRH-17, BAISHNABGHATA, PATULI TOWNSHIP, KOLKATA

Sub: Transfer ofBEUP Fund

Sir / Madam.

Shri, Cmt DEBABRATA MAJUMDAR 17 Hon'ble MLA has recommended the following scheme from his/her details of which is noted below.

KMC Ref No. Financial Reco.

Year

Name of the Scheme

Allotted Amount (Rs.)

RC ML 118 2324\_2 2023-2024 05 JUL 2023 ELECTRONIC PROJECTS LIKE COMPUTERS OR

RELATED HARDWARE TO K. K. DAS COLLEGE, GRH-4.00.000.00 17, BAISHNABGHATA, PATULI TOWNSHIP, KOLKATA-700084 IN WARD NO. 101.

Dated:

You are hereby requested to submit the following documents within 15 working days from the date of receiving of this letter, for disbursement of fund stated below. Kindly also arrange to send the Bank account details to enable KMC for transfering the fund through RTGS / Electronic transfer.

- 1. Certificate from D.I. of school addressing to The Municipal Commissioner, KMC that "the school is under the control of the Government and are manage by the Government and may be treated as per with the Govt. institution etc."
- 2. Registered deed or Tax bill or Declaration by the Headmaster/ Headmistress in support of the ownership of land in favor of the Institution, on non-judicial stamp paper of Rs. 10/-
- 3. Drawing showing the proposed construction if any along with Cost Estimate as per current PWD schedule of Govt. of W.B. duly signed by competent Civil Engineer.
- 4. Valid sanction Building Plan or Structural stability certificate, along with consent letter for supervision of the proposed construction work (from KMC enlisted Structural Engineer).
- 5. Latest audited account.

You are also requested to submit a declaration in Affidavit Form on the following points.

a)That the land where in which scheme will be executed is free from all encumbrances

- Previous allotment if any by any MP/MLA to the Institution mentioning name of the MP/MLA, Amount & year of allotment. That they will bear the cost to operate, maintain and upkeep the assets.
- d)That assets created with the MPLADS fund will not be used for any other purpose other than for which the assets was
- e)For executions, established procedure should be followed BEUP guideline in this respect should be followed strictly Yours Faithfully Thanking you

Manager & CO / D.G. (MPL) BEUP) KMC

Copy to:- DEBABRATA MAJUMDAR\_17 Hon'ble MLA for his / her kind information 18 May 246 and Controlling Officer (MPLAD-BEUP) 3/11, BIJOYGARH, KOLKATA 700032

NOTE 2.1 PERSONNING ATTEMPORESCONDERS TO THE PROPERTY OF THE P is to be given.

Dr. Ramkrishna Prasad Chakraborty



দেবরত মজুমনার (মনান) দলমা, পশ্চিমবদ বিধানগভা

DEBABRATA MAJUMDAR (MALAY)

Member,

West Bengal Legislative Assembly

То

The Manager & controlling Officer MPLADS- BEUP

The Kolkata Municipal Corporation

5, S.N. Banerjee Rd. Kolkata: 700 013.

6-+23 E

১/১১, দিলেবার আমনস্থ, আন্তঃত, ২০০০১২ জন্ম ১৮১১২৮৮৪০৭ ১৯১০৮১২৫৬

Bijoygarn, Jadavpur, Kolkata-700032 M. 9831288407 9433033256

e-mail : debabratamajumdar1616@gmail.com

Date 05 07 2023

SUB: Allotment of fund for various development work of (150) - Jadavpur Assembly Constituency from BEUP, Kolkata, for the financial year 2021-22& 2022-23...

Dear Sir/ Madam,

I do hereby recommend the following scheme work for improvement and for the benefits and interest of the common people of my Assembly Constituency i.e. 150 Jadavpur A.C. Kolkata (South 24 Parganas).

Sl.No	Name of Project	Amount	
1)	Electronic projects like computers or related hardware to Dinabandhu Andrews College, 54 Raja SC Mallick Road,Kolkata- 700 084 in ward No: 110.	4,00,000/-	21672
2)	Electronic projects like computers or related hardware to K.K. Das College, GRH-17, Baishnabghata, Patulitownship Kolkata-700 084 in ward-101.	4,00,000/-	21673
3)	Electronic projects like computers or related hardware to Jadavpur High School, !7East Road, P.O Jadavpur University, Kolkata- 700 032 in ward-96.	2,00,000/-	2167

Please note that the above mentioned work to be executed by the Kolkata Municipal Corporation and fund for this work is to be allotted from my BEUP fund for the F/Y 2021-22 and 2022-23.

Thanking you,

S. Paul

With Regards

DEBABRATA MAJUMDAR DEBABRATA MAJUMDAR WEST BERGAL LEGISLATIVE ASSEMBLY KOLKATA



## Grant from Government of West Bengal for Books

Government of West Bengal Department of Higher Education Bikash Bhavan, Salt Lake, Kolkata - 700091

No. 801 -Edn (CS)/HED-17011(99)/73/2023-SE SEC-Dept. of HE

Date: 28.11.2023

From: Krishna Kuntal Basu, WBSS,

Deputy Secretary to the Government of West Bengal

: The Principal,

K K Das College, GRH 17,

Baishnabghata Patuli, P. O .- Garia, Kolkata-700084.

Subject: Administrative Approval

The undersigned is directed by order of the Governor to say that the Governor has been pleased to accord administrative approval, subject to actual procurement of books for K K Das College, Kolkata. Compliance of all financial rules is mandatory.

Name of the Project	Actual procurement of books for K K Das College, Kolkata.		
Amount of Administrative Approval	Rs. 4, 48, 248/- (Rupees Four lakh forty eight thousand two hundred forty eight)		
Head of Account	" 70-2202-03-104-00-002-31-02-V"		

This order is issued with concurrence of Financial Adviser, Higher Education Department vide UO NO 685 FA/HED dt 24.11.2023.

Deputy Secretary to the Government of West Bengal

No. 801 (1/4) - Edn (CS)/ HED-17011(99)/73/2023-SE SEC-Dept. of HE

Date: 28.11.2023

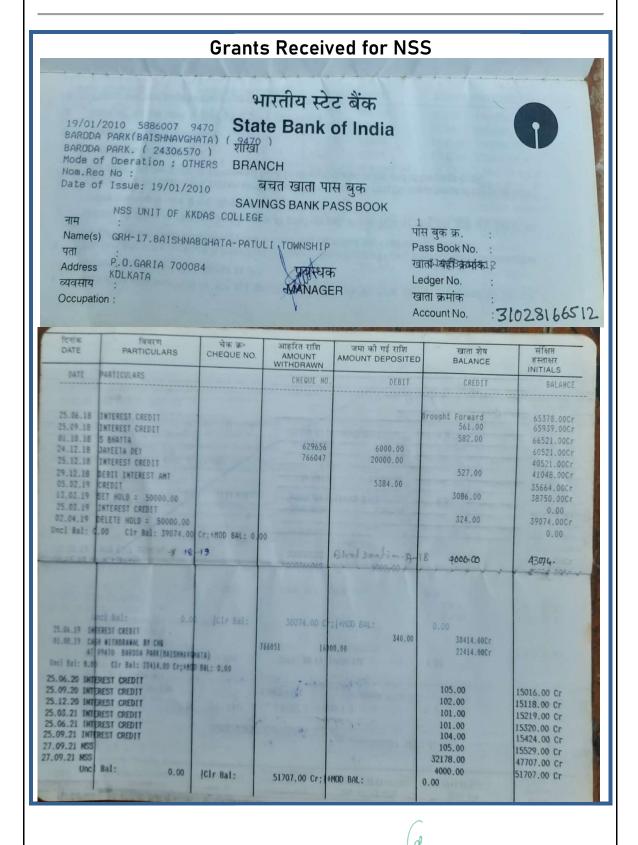
Copy forwarded for necessary information and action to:

- 1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001
- 2. Principal Accountant General (G&SSA), West Bengal, Treasury Buildings, Kolkata-700001
- 3. Financial Adviser, Education, Bikash Bhavan, 8th floor, Salt Lake, Kolkata-700091
- 4. DPI, West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700091

en 28.11. 2023 Deputy Secretary to the Government of West Bengal

Dr. Ramkrishna Prasad Chakraborty





## K. K. DAS COLLEGE



दिनांक DATE	विवरण PARTICPARTICULARS	चेक क्र॰ CHEQUE NO.	आहरित राशि CHAMOUNT WITHDRAWN	जमा की गई राशि AMOUNT DEPOSITED	खाता शेष BALANCE	संक्षिम हस्ताक्षर INITIALS
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DATE	PARTICULARS	CHEQUE NO.	AMOUNT WITHDRAWN	AMOUNT DEPOSITED	BALANCE	हस्ताक्षर INITIAES.ANCE
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