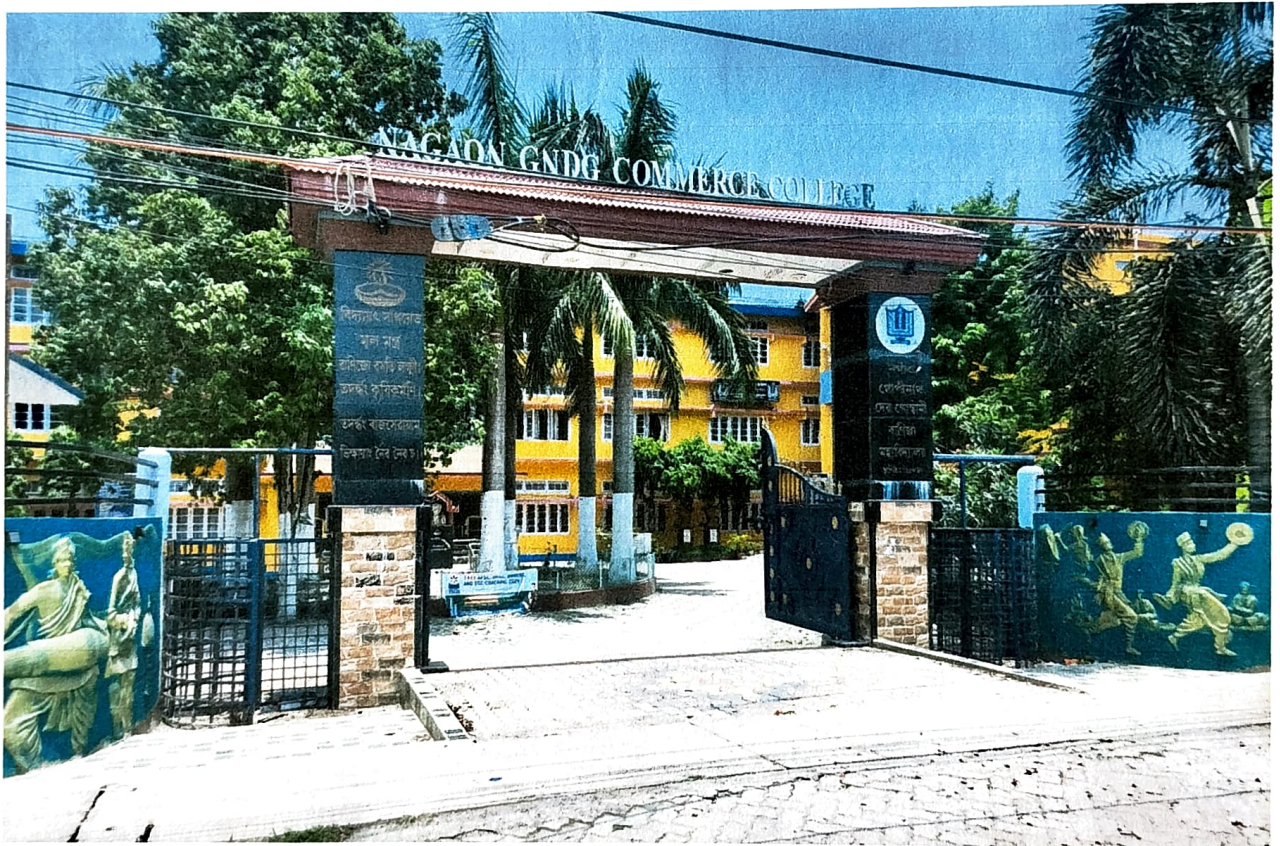




# ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

Period of Audit: 2023-2024.



**Nagaon G.N.D.G. Commerce College,  
Panigaon, Nagaon, Assam-782003.**

## **Introduction:**

In today's dynamic educational landscape, the Academic and Administrative Audit (AAA) serve as a crucial mechanism for ensuring the quality and efficiency of institutional process. The AAA provides a framework for continuous improvement and aligns the college's practices with regulatory standards, institutional goals, mission and vision.

An Academic Audit is a systematic process aimed at evaluating and improving the academic practices and outcomes an educational institution by fostering a culture of continuous improvement, the audit supports colleges in enhancing teaching quality, research output, learning outcomes and overall academic performance.

In the context of a college such an academic audit involves a thorough review of academic progress, faculty qualifications, curriculum design, teaching methodologies, assessment mechanism and students support services etc.

The Administrative Audit on the other hand, evaluates the efficiency and transparency of administrative operations, including governance, financial and human resources management, infrastructure utilization and support services. It ensures that administrative process effectively support the institution's academic objectives and contributes to the overall development of the college.

Through this Academic and Administrative Audit process, the college reaffirms its commitment in achieving educational excellence, operational efficiency and sustained growth, thereby fulfilling its responsibility to students, faculty and the community.

Academic and Administrative Audit (AAA) continues as an essential element for maintaining the standard of excellence in Higher Education. Such audit enhances constant judgment, quality improvement and necessary nourishment, leading to best practices of the various academic programmes. It is a method of reviewing the quality of the academic and administrative process of the institution.

Keeping this in behind, Nagaon G.N.D.G. Commerce College authority vide letter no. NGNDGCC-2024-25-9914(B) & 9914 (C) Dated 21-06-2024 invited a team of two members consisting of Dr. Ramesh Nath, Principal, Khagarijan College and Dr. Monoj Kr. Nath, Principal, Rupahi College to conduct the Academic and Administrative Audit of the college for the session 2023-2024.

## **Objective:**

This exercise is carried out with a view to reviewing; assessing, evaluating academic and administrative aspects of the college based on a number of predetermined bench marks and also suggest measures for strengthening over all aspects of the college. The AAA aimed to

- i) Assess the strengths and areas for improvement in academic and administrative practices.
- ii) Provide actionable recommendations to enhance institutional performance and stakeholder satisfaction.
- iii) Foster a culture of accountability, innovation and excellence within the institution.

## **Methodology:**

On the request of the authority, the audit team visited Nagaon G.N.D.G. Commerce College on 28-06-2024 during 10.00 a.m. to 4.00 p.m. During the visit, the team interacted with the Principal, IQAC team, Teaching and Non-teaching staff and other stakeholders on various aspects of the college. They also inspected all the departments, library, computer lab, sports and other facilities and verified all important documents. The team also evaluated the implementation of NEP 2020 courses, add on or certificate courses,

teacher's appointment, enrollment of the students and various other academic and administrative matters. The entire process of audit was carried out as per following visit schedules.

**Date: 28-06-2024.**

### **Visit Schedules**

<b>Date &amp; Time</b>	<b>Activity</b>
9:00 A.M.	<b>Arrival of the team and welcome by NCC cadets.</b>
9:30 A.M.	<b>Interaction with Principal.</b>
10:00 A.M.	<b>Interaction with IQAC coordinator and core members of IQAC.</b>
11:00 A.M.	<b>Departmental visit, presentation, Interaction and document verification.</b>
1:00 P.M.	<b>Meeting with students</b>
1:30 P.M.	<b>Lunch</b>
2:00 P.M.	<b>Meeting with Non-teaching staff.</b>
2:30 P.M.	<b>Visit to library, computer lab, sports and other facilities.</b>
3:00 P.M.	<b>Report writing.</b>
4:00 P.M.	<b>Exit meeting and report sharing.</b>

### **Section – I**

**General Information:**

1	Year of Establishment of the College	<b>1984</b>
2	Year of Provincialization of the College	<b>2005</b>
3	Year of reorganization under 2 (f) & 12(B) Section of UGC Act	<b>April, 2006</b>
4	Location of the college	<b>National Highway -37, Near Sani Mandir, Panigaon, Nagaon, Assam, Pin-782003.</b>
5	Academic programme	<b>Academic programme-03</b> <b>1. B.Com.</b> (Accountancy, Management & Finance) <b>2. BBA</b> <b>3. M.Com.</b> (Accountancy, Management & Finance)
6	Number of Add on/certificate courses run by the college	<b>07</b>
7	Number of sanctioned post & number of Faculty members on roll.	<b>Sanctioned post/strength- 24</b> <b>Number of sanctioned faculty-15</b>
8	Enrollment in the current year 2023-24.	<b>974</b>
9	Accreditation status of the college.	<b>B++</b>
10	Accreditation Cycle	<b>2<sup>nd</sup> cycle.</b>

## Section – II

### Observation:

We, Dr. Ramesh Nath, Principal of Khagarijan College and Dr. Monoj Kr. Nath, Principal of Rupahi College, carefully observed and evaluated the academic and administrative policies as well as procedure and suggested a few recommendations on the basis of findings.

### A) Academic observation:

1. Being an affiliated college of Gauhati University, Nagaon G.N.D.G. Commerce College follows the syllabus and curriculum framed by the university. Nagaon G.N.D.G. Commerce College is currently running B.Com., BBA and M.Com., and a few add on & certificate courses in regular mode.
2. In addition to traditional chalk and talk method, teaching in audio-visual mode is also included in the regular teaching learning process by the several departments. There are 3 (three) smart TV and 6 (six) projectors used as a means of audio-visual tool in classroom teaching.
3. Overall the pedagogic and examinations process are progressing smoothly. UG level project work is an integral part of the curriculum where students of B.Com. 6<sup>th</sup> semester are involved in individual projects. Internal examinations are conducted in all departments according to the university norms and the marks obtained by the students are displayed in the notice board.
4. It is observed that there are sufficient numbers of enrollment in each programme. However the numbers of enrollment is found little bit low in BBA programme.
5. The college has the total sanctioned faculty strength of 15 regular teachers out of which 14 posts are filled up and 1 post still vacant. Six of the faculty members have completed their Ph.D. and two more faculty members are pursuing their Ph.D. in respective research areas of their interest. However faculty engagement in publishing research articles and books is not satisfactory.
6. Seven (7) departments namely Accountancy, Management, Finance, Statistics, Economics, BBA and English are conducting add on courses on different relevant areas.
7. Each department practices remedial or tutorial classes for the slow learner students on regular basis.
8. A large number of faculty members have participated in professional development programmes taking advantage of online courses in order to keep themselves updated in various relevant areas. A good numbers of faculty members have acted as resource person various academic platform. Moreover several faculty members have acted as subject expert in the selection as well as promotion of Assistant Professors & Associate Professor in different colleges appointed by Gauhati University.
9. The college is doing excellent work in the field of extracurricular and co-curricular activities. A large section of students took part in such activities. Departments are continuously encouraging the students to involve them in different co-curricular activities from time to time. The college regularly conducts college week which provides a platform to the students to showcase their talents in field of sports as well as cultural activities.
10. The college has a girl's hostel with 42 capacities which the audit team feels not sufficient to accommodate large numbers of hostel aspiring girls students.
11. The NCC and NSS units of the college seem to be strong and the volunteers are highly motivated. The NCC and NSS are headed by care taker officer (CTO) and Programme Officer respectively from among faculty members. Generally extension activities of the college are conducted under NCC and NSS banner. These volunteers help in keeping the college campus clean and the audit team is happy to notice it.
12. A canteen facility is very much necessary for academic institution for its students, faculties and office staff. It is found that the college canteen which is constructed under RUSA 2.0 grant has been running very nicely.
13. It is found Mentor-mentees have properly distributed based on teacher student ratio.
14. It is found that computer lab is well equipped with 40 desktop computers in the lab.
15. It is good to see that most departments have a desktops computer. A few departments have laptops also to use by the faculties.

16. The college library is found in good shape. There are **12992** books. The library has been operating on SOUL 2.0 software.

### **B) Administrative observation:-**

1. The college has maintained a well-designed administrative structure. It has a full-fledged Governing Body represented by the Principal, President, Teaching Staff, Non-Teaching Staff, Parents of students and University nominee, MLA of Local Legislative constituency.
2. The Principal of the college allocates duties after consultation with the Vice-Principal regarding matters of academic and administrative aspects. The college successfully follows all Govt. order received from time to time.
3. The college has different cells, units & committees for the performance of extra-curricular activities, extension activities, students counseling and Grievance redressal etc.
4. The college has active "Internal Quality Assurance Cell" (IQAC) to monitor and assure internal quality. The IQAC is found to be active and conducted meeting regularly and the minutes are kept for each meeting. The IQAC prepared the academic calendar of the college. Moreover the faculty with active encouragement from the IQAC prepared the lesson plans for each of the course. The IQAC is working towards its defined goals as per guideline of the NAAC and organizes regular activities covering all the stakeholders. The responsibility of the IQAC is handed over to a full time Coordinator and Joint Coordinator who takes the responsibility of uploading data in the annual report for NAAC purpose.
5. The admission process is automated. Previously it is done through college online admission portal. However from the year 2023 onward it has been done through Govt. of Assam Samarth E-Suit portal
6. The accounting system is not yet automated. Cash Books are maintained properly in a traditional way. It is found that college accounts are being regularly audited by internal auditor (CA) and by the Govt. of Assam Local Audit Fund team also.
7. The college has Grievance redressal cell. All the grievances of the students are tried to resolve by college authority on the time with the help of that cell.
8. It is found that the college has a Student's Union Body which is formed on the basis of free and fair student's union election annually. The last student's union election held on **10-11-2023**.
9. The college has done regularly Green & Environment Audit, Energy Audit Academic and Administrative Audit, Gender Audit etc. for the last several years.

## **Section – III**

### **SWOC analysis:**

#### **Strength:**

1. The college has a beautiful green and eco-friendly campus.
2. The Wi-Fi facility is made available in the college campus for both faculties and students.
3. Systematic coordination and intervention of IQAC in academic matters.
4. Academic programmes are envisioned on gender equality and ethical standards.
5. Remedial coaching for slow learners is provided.
6. Diversity in student's enrollment.
7. Presence of sincere, dedicated & committed faculty members.

## **Weakness:**

1. Lack of sufficient permanent faculties.
2. No playground for the college.
3. No language lab to develop the communication skills of learners.
4. No hostel facility for boys to attract students from far off places.

## **Opportunities:**

1. Since the college is located in the urban environment, it has more scope for on the spot training and the introduction of more number of MoUs.
2. By considering the recent technological advancement (Ai, etc.), new programmes of study can be introduced.
3. There is a possibility of introducing a greater number of add-on courses.
4. Special training may be given to NCC cadets to create job opportunities in defense service.
5. A good relationship with adopted village may help the college in undertaking various extension and outreach programme.

## **Challenges:**

1. Poor socio-economic background of students.
2. Lack of communication skills in English.
3. Establishment an industry-institutional interface.
4. Being a constituent college, less autonomy in academic and administrative matters.
5. To upgrade the college into a multidisciplinary campus as per new education policy 2020.

## **Section – IV**

### **Specific Suggestions/ recommendations:**

The audit team feels it duty bound to offer certain suggestions or recommendations for the improvement of the academic and administrative atmosphere of the college.

1. Improvement in college infrastructure to increase the number of classrooms in order to create sufficient accommodation for the students.
2. To improve the ICT facilities in the classroom for using audio-visual tools regularly in the classroom teaching. There should be more ICT enabled classroom.
3. Faculty members to be encouraged to submit proposals for research projects Seminar, Conference, Workshop etc. to various funding agencies.
4. There is an urgent need to encourage faculty members to publish Research papers in UGC care listed journals and also to write articles or books with ISBN numbers.
5. All departments may try to organize invited lecturers to provide students a platform to enrich themselves through interaction with learned resource persons in respective field.
6. Interaction with industry, educational institutions to be increased.
7. The entire accounting system is to be automated, robust and reliable ICT system should be used for processing payments and generating all kinds of reports.
8. Students need to be enthused for NET/SLET exams.

9. It is good to see that present college website is attractive and informative. But the site should have specific information about the departments and each faculty. Moreover departmental page should high light the programmes run by the department, including syllabus recommended e-content link etc. Apart from that website should contain some information link like Swayam, MOOCS, Swayam prabha, e-pathsala etc.
10. The college should increase the amount of solar energy components in near future.
11. Steps should be taken to introduce science and art stream in near future.
12. To prepare a database of all passed out students along with their placement record.

## Section – V

### Declaration:

This Academic and Administrative Audit report of Nagaon G.N.D.G. Commerce College is prepared after examining all the facts and documents given by the college authority. The audit team expresses satisfaction and gratitude to the college community for their sincere effort in the whole process. The team also suggests the principal, Nagaon G.N.D.G. Commerce College to conduct such exercise in future for the systematic and planned development of the college.



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