



ACADEMIC
AND
ADMINISTRATIVE
AUDIT REPORT

SARAIGHAT COLLEGE
2021-2022



Academic and Administrative Audit Report

Saraighat College, Changsari

Session: 2021-22

Date of Formation of the Audit Committee: 28/10/2022

Date of visit by the Auditors: 22/11/2022

1. Members :

- a. Prof. (Dr) Sarat Phukan, HOD, Department of Geological Sciences, Gauhati University
- b. Prof. (Dr) Dilip Bora, Department of MIL, Gauhati University

2. Profile of the College

2. a. Introduction

Saraighat college is situated in Changsari, near National Highway No. 31 on the north bank of river Brahmaputra. It is approximately 15 kms away from Gauhati University and about 1 km from AIIMS, Guwahati. It was established on 21st July, 1981 with the objective of providing quality higher education to the weaker sections of the society. The journey of the college began humbly with only 116 students, 8 faculties and 2 non-teaching officials. Initially only the intermediate (Arts) classes were held but with the passage of time the college developed into a full-fledged U.G.(Arts) college, with adequate infrastructure to accommodate more than 1500 students. It is a co-educational institution with an enrolment of 1014 students in UG courses during the current academic session (2022-23).

The college is affiliated to Gauhati University and it was brought under the Deficit Grants-in –Aid system by the Government of Assam on 25th March, 1998. It has been registered under 2(f) and 12(b) of the UGC Act 1956 on 24/10/2008 and 13/04/2009 respectively. The college was brought under the Govt. Provincialised system, w.e.f. 1st January,2005. The college has been accredited twice by NAAC. The 1st cycle of A&A was conducted by NAAC in 2005 and the college was awarded C grade. The 2nd cycle of A&A was conducted in 2015 and the college was awarded B grade (CGPA 2.43). The college has also been actively participating in NIRF and All India Survey on Higher Education. The college has been following the CBCS Curriculum prescribed by the parent university since 2019.

2.b. Present Status

The college has eleven full-fledged departments (in Arts) which runs 11 Undergraduate programs (both Honours and Regular). There is also one B. Voc Program in Tourism and Travel Management. Keeping in pace with the emphasis on integration of Indian Knowledge System in NEP 2020, the college has recently introduced one certificate course in Spoken Sanskrit with technical and academic support from Central Sanskrit University, New Delhi, and a diploma course in Yoga under KKHSOU. Saraighat college caters to the higher educational needs of the socially and economically underprivileged section of greater Changsari area. More than 90% students of the college fall under BPL category and they get free admission in the college under the State Govt. scheme. The college has one Girl's Hostel, a Multi-gym, an indoor hall for Badminton, a Canteen, a Vermin-composting plant, Solar panels, Boy's and Girl's Common Rooms, Student's Union Room, Departmental and General classrooms, Laboratories of Anthropology, Education and

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At present there are a total thirty-two (32) numbers of sanctioned teaching posts out of which two posts are vacant. There are a total seven (07) numbers of clerical posts out of which four (04) are vacant. There are five (05) fourth grade posts out of which three (03) are vacant. The college appoints some part-time teachers as per requirement of the Departments. The college also appoints a security guard, a night- choukidar, a gardener and one or two sweepers on contractual basis for the maintenance of the campus.

2c. Academic Strength

Name of the Dept.	UG	Session	No. of Teachers		No. of Students		Seat Capacity per semester	No. of Value Added/Certificate Program Offered
			Permanent	Temporary	Honours	Regular		
Assamese	UG	2019-20	3	1	62	976	40	
		2020-21	3	1	65	657	40	
		2021-22	3	1	41	966	40	
English	UG	2019-20	3	1	21	448	40	
		2020-21	3	1	22	387	40	
		2021-22	3	1	22	379	40	
Economics	UG	2019-20	3	-	16	10	40	
		2020-21	3	-	17	20	40	
		2021-22	3	-	19	24	40	
Education	UG	2019-20	3	1	62	558	30	
		2020-21	2	2	45	643	30	
		2021-22	2	2	41	659	30	

History	UG	2019-20	3	-	24	23	40
		2020-21	3	-	25	27	40
		2021-22	3	-	19	69	40
Mathematics	UG	2019-20	3	-	-	7	15
		2020-21	3	-	-	6	15
		2021-22	3	-	-	4	15
Anthropology	UG	2019-20	2	1	-	139	50
		2020-21	2	1	-	162	50
		2021-22	2	1	-	205	50
Persian	UG	2019-20	2	1	22	56	40
		2020-21	2	1	18	42	40
		2021-22	2	1	22	52	40
Geography	UG	2019-20	3	-	25	335	40
		2020-21	3	1	22	322	40
		2021-22	3	1	27	346	40
Philosophy	UG	2019-20	3	1	61	318	30
		2020-21	2	1	62	363	30
		2021-22	2	1	68	384	30
Political Science	UG	2019-20	3	1	27	263	30
		2020-21	3	1	24	206	30
		2021-22	3	1	30	337	30
B.Voc (TTM)	UG	2019-20	2	-	-	16	20
		2020-21	2	-	-	20	20
		2021-22	2	-	-	9	20

3. Methodology of the Audit:

A questionnaire in tune with the current NAAC assessment accreditation framework has been prepared as shown in Annexure-1. The metrics are considered where the academic department needs to be involved. Weights for each metric are fixed as per their importance for enhancing the quality of the College. A score on a scale of 0-4 is provided based on validation by the audit committee members on the claim made by the departments of the College. CGPA for every department has been evaluated using the following formula.

$$CGPA = \frac{\sum \text{metrics Score in the individual metric} \times \text{Weights of the metric}}{\text{Total Weights (500)}}$$

The CGPA for individual departments are shown in the Table-1.

Table-1

Sl No.	Name of the Department	CGPA
1	Assamese	2.28
2	English	2.45
3	Economics	2.56
4	Education	2.72
5	History	2.68
6	Mathematics	2.38
7	Anthropology	2.47
8	Persian	2.22

9	Geography	2.65
10	Philosophy	2.21
11	Political Science	2.31
12	B.Voc (TTM)	2.15

4. Observations

4a. Curricular Aspects

Saraighat College is an affiliated college under Gauhati University and as such, the college follows the curriculum developed by the Gauhati University. Most of the departments are found to maintain course files. The Departments should maintain detailed lesson plans with course progress. It appears from the discussions with the teachers and students that the departments follow detailed lesson plans. However, several departments are found to be poor in maintaining supporting documents regarding this aspect. The college follows the academic calendar of Gauhati University. However, we would like to advise the academic departments to tweak the GU academic calendar so that the specific goals of teaching-learning approaches of individual departments can be served properly.

There are no add on/Certificate programs conducted by any departments. There are no PG courses offered by any Department in the college.

4b. Training learning aspects

Identification of slow and advanced learners and assessment of learning levels of them is very important in imparting education effectively. A detailed unit-wise plan for experimental and participative learning needs to be maintained for enhancing the learning experience of the students. Most of the departments lag in this aspect and whatever plan is followed the supporting documents related to it are not properly maintained. The academic departments primarily do this through internal assessment/home assignments etc. The mentor-mentee system is followed by all departments, but we got to know from interaction with the students that the students are not very much aware of the merit of this system.

- The academic departments should put more thrust on regular interactions between mentors and mentees. Few departments are found much advanced in teaching leaning aspects than the others.
- The IQAC of the college can arrange regular interactions among the Heads of the departments so that all the departments can improve in these aspects and maintain supporting documents.

- The college can incorporate more different methods of continuous internal evaluation, e.g., group discussion, extempore speech, quiz etc.
- The academic departments should follow similar methods of internal evaluation.
- The official syllabuses of most of the departments do not have documented program and course outcomes. However, the departments can add the course and program outcomes in the syllabus themselves.

Observations regarding the Feedback

The college carries out online feedback from students. But the feedback analysis reports are not shared with the academic departments. Sharing of the feedback analysis reports will help the academic departments in augmenting the teaching-learning approaches in more student friendly ways. Since the feedback analysis reports are not shared with the departments, the departments could not prepare the Action Taken Reports. However, few departments take feedback from the students on their own for improving their own teaching-learning methods.

4c. Research, Innovation and Extension

Observations and suggestions

- Research activities by the teaching faculties in the college are very less. The departments need to put strong effort to uplift the motivation for research.
- The teachers should put emphasis on publishing articles in index journals.
- Extension activities of most of the departments are very minimal. Several departments wrongly show activities inside the college premise as extension activities in the departmental profiles.
- Some collaborations between the academic departments of Saraighat College with nearby colleges and other institutions were observed. However, supporting documents regarding these collaborations are not present in most of the cases.
- The college authority should encourage more collaborations and do it through proper official procedures and notifications. Sponsored academic projects, MoUs with other organizations and documentary evidence of implementation of the same are almost absent. The college should encourage the teaching faculties to increase their research activities and apply for research funds to sponsoring organizations such as UGC, DST, ICSSR etc.

- The academic departments should organize workshops and seminars through proper official notifications by the college. In many cases supporting documents regarding already organized seminars and workshops by some departments were not found.
- Much effort should be made for increasing internship, skill and entrepreneurship development programs, workshops and collaboration.

4d. Students support and Progression

- The number of skill enhancement and capacity building programs organized by the college and the individual academic departments are very low. The college should put more thrust on it. Whenever such programs are organized, there should be proper official notification by the college.
- In organizing fieldworks and other extension activities, the events should be official and supported by official notification.
- The college should create a dedicated career counselling and guidance cell to support student placement and progression. Coaching for examinations like TET, CUET, Civil Service examinations etc. will be very helpful for the students in augmenting their futures.
- The placement and student progression data shown by the academic departments in the departmental profiles are mostly not supported by any documents and seem to be redundant.

4e. Professional development activities

- Very few teachers had participated in the faculty development programs in the current assessment years. Numbers of Ph.D. in most of the academic departments are also very low.
- The college should encourage the teaching faculties to participate in faculty development programs (FDP) regularly. The faculty members should also be encouraged to do Ph.D.

5. Strength, weakness, opportunity & Challenges (SWOC)

Institutional Strength

1. The college has a good locational advantage as it is situated in front of National Highway 37 and near Changsari Railway Station.

2. The fringe villages and most of the feeder schools are well connected to the college with good road condition and transport connectivity.
3. Boy's and Girl's Common room with pure drinking water facility and washrooms.
4. Well-maintained Multi-Gym and Indoor badminton hall.
5. Well-maintained Canteen.
6. Reasonable Parking space.
7. College Campus under 24X7 CCTV surveillance.
8. Girls Hostel with a Lady Warden.
9. Active NCC and NSS units.
10. Solar panels for alternative energy.
11. Online admission facility.
12. Experienced Teaching faculty and Non –Teaching staff with requisite norms of U.G.C. & Assam College Employees (Provincialization) Act, 2005
13. K.K. Handique State Open University (KKHSOU) Study Centre offering general and professional courses.
14. Online Feedback mechanism for all Stakeholders.
15. Reasonably stocked Library with INFLIBNET E-resource facility for both teachers and students.

Institutional Weakness

1. Inadequate number of permanent faculty.
2. Untrained office staff.
2. Absence of ICT enabled classrooms for individual academic departments.
3. Insufficient Land for Campus expansion.
4. Lack of auditorium, Boys' Hostel, and a playground.
5. Very few seat capacity in the Girls' Hostel.
6. Lack of well-equipped sports facilities.
7. Lack of awareness about NEP 2020 among all the stallholders.

8. Multidisciplinary/interdisciplinary approach under NEP 2020 cannot be implemented if Commerce & Science Streams are not introduced by the Govt.
9. Scope of self resource mobilization is limited.
10. Lack of collaboration with industries and commercial enterprises for facilitating Campus Placement.

Institutional Opportunity

1. Scope for introducing Commerce and Science streams.
2. Scope for introducing some more Vocational and Skill- based courses to generate employability.
3. PG programs can be introduced in some departments.
4. Scope for constructing multi-storied RCC building by dismantling the existing Assam type building.
5. Clustering with neighbouring colleges for credit transfer and student-faculty exchange.
6. Sports activities of students can be improved by opening some courses and by appointing coaches.
7. NCC and NSS wings of the college are actively involved in many programs related to nation building and social service. NCC can be offered as an optional course in the UG curriculum.

Institutional Challenges

1. Being a single-stream college, proper implementation of NEP 2020 guidelines will be a big challenge for the college in days to come.
2. Lack of sufficient numbers of permanent teaching faculty in most of the departments pose a challenge in the academic sphere.
3. As the physical space of the college is limited, future expansion of the college faces a big challenge. The college authority has already approached the Chief Minister for allocation of Govt land.
4. Unavailability of playgrounds and auditorium poses challenge in managing co-curricular activities of the students.

5. As majority students of the college are from BPL category and avail free admission offered by the Government, therefore they cannot afford to register for Self-financing Professional Courses.
6. Managing funds for academic, co-curricular and extension activities is a major challenge as the college has to appoint contractual teaching faculties for most of the departments.

6. Recommendations

1. Adequate nos. of ICT classrooms in the academic departments should be made available.
2. The academic departments should collectively prepare lesson plans for effective delivery of course curriculum ensured with well documented assessment of learning outcomes.
3. The course files of the Academic Departments should be assessed by the IQAC.
4. The fieldworks and other extension programs should be organized with proper official notification and such notifications should be preserved as supporting documents.
5. The academic departments should tweak the academic calendar prescribed by the affiliating university to incorporate course specific requirements such as fieldwork, seminar and extension programs so that the students are aware of these activities from the beginning.
6. A placement centre in the college should be created to support student progression and placement. The placement cell should preserve the department-wise data regarding placement and progression of students.
7. More vocational and add-on courses should be introduced.
8. The office staff are found to be less trained on handling official procedures and examination records. They should be trained on an urgent basis for improvement of the functioning of the office and also efficient management of examination related activities.
9. The college should encourage more participation of students in extension activities, NCC and NSS camps. Data and documents related to students' participation in such activities and camps should be preserved properly by the college authority.

10. The college authority should approach higher authority to introduce science and commerce streams in the college.
11. Many of the best practices as documented by academic departments are actually extension activities. The departments should collectively discuss and chose best practices and proper documents regarding exercise of best practices should be preserved.
12. Collaboration with academic and research organizations, student exchange and internship programs should be given more impetus by the academic departments. The college authority should encourage these activities and proper official notifications by those against such activities should be made.
13. There is a centralized and online feedback system in the college. However, the analysis of the feedback from the stakeholders is not shared with the academic departments and as such no 'Action Taken Report' is prepared by them. The feedback should be shared with the departments and the departments should take proper initiative if there are any grievances of the students and parents regarding the teaching-learning methods.
14. The college should create an alumni association soon. The college can gather some development funds from the alumni if such an association exists and work efficiently to maintain a proper network.

Part B: Administrative Audit

Methodology

Detailed verification with supporting documents along with the discussions with the employees involved in each segment have been taken as aids to observe and understand the extent of administrative effectiveness. After on the spot verifications and observations suitable suggestions have been given to the Saraighat College Authority

The units covered are-

- Administrative
- Finance
- General Infrastructure and the Library
- Resource Mobilization

Administration

Our team of auditors visited the administrative branch of the college and found requirements of improvement in many places.

- During detailed discussions with the non-teaching staff, it was found that shortage of man-power in this segment of the institution is alarmingly less than expectations.
- It was found that the non-teaching employees of the college are hard-working. However, officials with technical knowhow about the office management, IT knowledge and maintenance of record found very meagre.
- The Office Automation initiative was not up to the mark. The space for the existing employees is messy and needs to be improved.
- Most of the non-teaching officials are not acquainted with a computer friendly filing and documentation system.
- Systematic space for cash-counter and transactions, inquiry and guard-file need to be managed.
- Documentation section and activities related to it were found less developed in this college. Documentation in relation to the correspondence of the institution with its parent University and the department of Higher Education, Assam not properly maintained.
- Likewise, maintenance of the General Log Book on different heads is not in proper tune and it should be kept as UpToDate. At least records of the last five years should be reflected in the log book.

Considering all the facts mentioned above our team of auditors suggest the college authority to immediately take suitable measures of improvement. In precise, our team suggest to-

- Train the office employees about the Office Management and Office-Automation
- Resolve the issue related to shortage of manpower.
- Organize workshop and training program for all the office staff on basic IT use and operation of computers.
- Ensure spacious work environment and quality furniture for the non-teaching staff.

Finance

It was found that the college administration regularly goes through the process of financial audits internally and externally. The audit reports of the financial year 2021-2022 found completed with the appointment of a chartered accountant. However, the office staff could show the internal audit reports only for the last three years. The college authority should do the needful to arrange all such matters in an orderly manner from the preceding years.

Infrastructure

It was found that the basic infrastructure facilities are available in the college. However, in some areas improvements are required.

Library

- The college library is well maintained and very systematic. However, seating capacity for students (65) and teachers (8) are very limited.
- The college should put effort in expanding reading space. Most of the departments have some books in their departmental libraries.
- The sports infrastructure is not adequate. However, the college is approaching the government for acquiring more land for the college. This will definitely help strengthen sports infrastructure.

ICT Facility

- ICT facilities in the college are not adequate. Some departments documented the presence of ICT facilities in their departments. However, during our visit we found that such facilities in the department were either very inadequate or absent.
- The college should put much effort into acquiring hardware for ICT facilities in every academic department. The Wi-Fi network in the college is found to be fast.

Department cum Hostel Facility

- Ambience of academic department needs to be improved with better Notice-Boards, Drinking Water Facility and furniture,
- The hostel facilities in the college are also not adequate. There is one girl hostel with very limited seat capacity.

- There is no boys' hostel. The college should put effort into increasing hostel capacities through government grants like RUSA.
- Furniture for conference, faculty members and working staff needs immediate improvement.

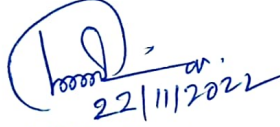
Resource mobilization and utilization

It was found that the college authority needs to strengthen its financial position and mobilize the resources. In addition to the regular funds coming from the agencies like the UGC and the RUSA, the college authority should take appropriate measures to introduce new and self-financing courses.

As the college is located in a predominantly rural and agricultural area, it is suggested that some income generating short term certificate courses may be introduced in consultation with the concerned horticulture and agriculture departments of Government of Assam. That will encourage the feeder locality to send more students to this college.


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Principal
 Saraighat College

ANNEXURES

Template for Academic Audit

Name of the Department:

Annexure-1

Year of Establishment:

Head of the Department:

Metric No	Description	Response	Weightage
	Total No. of Seats (Major)		
	Total No. of Students at present		
	No. of sanctioned faculty positions		
	No. of filled up faculty against sanctioned posts		
	No. of other faculty		
1.1.1.	The Institution ensures effective curriculum delivery through a well-planned and documented process: (Response-Yes/ No) a. Lesson plan is maintained by the teachers b. Course progress record is maintained by the teachers c. Course completed in stipulated time d. Feedback on teachers collected from the students e. Internal examination results are analyzed and necessary action taken		10
1.1.2.	The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/ No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE		5
1.2.2	Number of Add on /Certificate programs offered during: 2021-22		10
1.2.3	No. of students enrolled in Certificate/ Add-on programs last year		10
1.3.1.	Following issues are integrated to curriculum: (Response-Yes/ No) a. Professional Ethics b. Gender c. Human Values d. Environment and Sustainability		10
1.3.2	No. of courses that include experiential learning through project work/field work/internship		10
1.3.3	No. of students undertaking project work/field work/ internships		10
2.2.1	Department assesses the learning levels of the students and organises special Programs for advanced learners and slow learners		30 QLM (100 words)
2.2.2	Student- Full time teacher ratio		20
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences		20 QLM (100 words)

2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process.		15
2.3.3	Ratio of mentor to students for academic and other related issues		15
2.4.2	No. of Teachers with PhD		20
2.4.3	Average teaching experience of full time teachers in the same institution		20
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode		15 QLM (100 words)
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient		15 QLM (100 words)
2.6.1	Teachers and students are aware of the stated Program and course outcomes of the Programs offered by the institution.		15 QLM (100 words)
2.6.2	Attainment of Program outcomes and course outcomes are evaluated by the institution.		15 QLM (100 words)
2.6.3	Pass percentage of final year Students in the last year		30
3.1.1	Grants received from Government and non-governmental agencies for research projects / endowments		5
3.1.2	No. of research projects funded by government and non-government agencies		5
3.1.3	Number of Seminars/conferences/workshops conducted		5
3.2.1	Number of papers published per teacher in the Journals notified on UGC website		5
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings		10
3.3.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development		10
3.3.2	Number of awards and recognitions received for extension activities from government / government recognised bodies		10
3.3.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programs such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs)		20
3.3.4	No. of students participating in extension activities at 3.3.3. above		20
3.4.1	No. of collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc		10

3.4.2	Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc.		10
4.1.3	No. of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc		10
5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills Options: 1. All of the above 2. 3 of the above 3. 2 of the above 4. 1 of the above 5. none of the above		10
5.2.1	No. of placement of outgoing students		10
5.2.2	No. of students progressing to higher education		15
5.2.3	No. of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)		5
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level		10
5.3.3	No. of number of sports and cultural events/competitions in which students of the Institution participated		5
6.3.3	No. of number of professional developments /Administrative training programs organized		5
6.3.4	of teachers undergoing online/face-to-face Faculty development Programs (FDP)		5
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.		20 QLM (250 Words each)

Part B: Administrative Audit

The following units were covered in the process of Audit of this part

- **Administrative**
- **Finance**
- **Library**
- **Overall infrastructures**

Resource mobilisation and utilisation

Recommendations