

# Administrative Audit Report

Year: 2022

## Part-I: General information

<b>1. Name &amp; Address of the Institution:</b>	Madhab Choudhury College, Barpeta P.O & Dist.: Barpeta, Assam, India
<b>2. a) Status and affiliation</b>	Affiliated to Gauhati University
<b>b) Year of Establishment:</b>	1939
<b>c) Whether recognized by UGC under 2f &amp; 12B?</b>	Yes
<b>d) Current Academic Activities at the Institution (Numbers):</b>	
• No. of Departments/ Centres	15
• No. of Programmes offered:	20
• No. of Permanent Faculty Members:	68
• No. of Permanent Support Staff:	32
• No. of Students:	1656
<b>3. Date of visit:</b>	29.01.2022
<b>4. Member of Visiting Committee</b>	Dr. Biren Das, Registrar, Tezpur University

## Part-II: Report of the Administrative Audit

<b>1</b>	<b>Feedback System:</b> The college has a structured feedback system where feedback is collected from students. This feedback is related to curricular aspects. However, it does not collect feedback from other stakeholders. Collection of feedback from employers, parents may be a guiding force for the college
<b>2</b>	<b>Catering to Student Diversity:</b> The college admits students through open admission notice giving accessibility to candidates from all categories following GoA reservation rules. It is observed that there remain vacancies in admission in reserved category seats due to non-availability of candidates. The college may take step for special admission drive to facilitate admission of under privileged group. College has not introduced the reservation system for EWS candidates.
<b>3</b>	<b>Student Satisfaction Survey:</b> The college has the Grievance Redressal System in place, through which the students can file suggestions and Complaint against Ragging/Sexual Harassment/Caste

B  
12/1/22

	<p>Discrimination.</p> <p>The college does not conduct any students' satisfaction survey. The college may introduce a Satisfaction Survey which may help the college to get guideline to improve its performance.</p>
4	<p><b>Extension Activities:</b></p> <p>The college conducts extension activities through various cells/ centres like NSS, Women's Cell, College Environment Cell, Red Ribbon Club, College Eco Club. However, no significant award/ recognition is received for any of the extension activities.</p>
5	<p><b>Collaborations:</b></p> <p>The college has 10 MoUs with institutions for academic collaboration and developmental activities as given below:</p> <ol style="list-style-type: none"> <li>1. Between MC College and Barnagar College, Sorbhog (2016)</li> <li>2. Between MC College and G L Choudhury College, Barpeta Road (2017)</li> <li>3. Between MC College and Bhawanipur Anchalik College (2016)</li> <li>4. Between MC College and Barpeta Vidyapith H S School, Barpeta (2016)</li> <li>5. Between MC College and J R P Girls' high School, Barpeta (2016)</li> <li>6. Between MC College and Govt. H S School, Barpeta (2016)</li> <li>7. Between MC College and Academy of Khol Vadya (2018)</li> <li>8. Between MC College and Beauty and Wellness Sector Skill Council (2020)</li> <li>9. Between MC College and Manas Maozigendri Ecotourism Society (2021)</li> <li>10. Between MC College and Aquaculture and Biodiversity Centre, Department of Zoology, Gauhati University (2018)</li> </ol> <p>The college has a committee to monitor the functionality of these MoUs.</p> <p>However, the college may introduce an assessment/ review system which will make the objectives of MoU more meaningful.</p>
6	<p><b>Library as a Learning Resource:</b></p> <p>The college has a library with the following resources:  Number of Books : 450393  Number of Periodicals: 18  Number of research journals subscribed: 36 (592 issues)  E-resources: In-house access to e-resources  Number of books added to the Library during last five years is: 4735</p> <p>The library has also an OPAC installed in the Library; however, it does not reflect the daily footfall to the e-resources.</p> <p>The College has a Book Bank System and many teachers and students have donated books for the book bank to help the needy students.</p> <p>Voluntary "Gifting" a book to this Book Bank on the occasion of Birth day of a student may be introduced.</p> <p>The college Library may also strengthen itself to be resource for students to prepare themselves for competitive examinations.</p>
7	<p><b>IT Infrastructure:</b></p> <p>The college has IT infrastructure with 47 number of PCs connected with internet facility, which, for a rural college seems to be is worthy.</p> <p>However, there is scope for its improvement with the need of the time as evident from</p>

*Handwritten signature and date: 12/12/22*

COVID 19 pandemic. The College may prepare MOOCs/ e-learning resources for the benefits of its students and others.

8

**Maintenance of Campus Infrastructure:**

Being a college, the campus is well maintained. The college has arrangement for solid waste disposal through an NGO. Buildings and other infrastructure are being maintained through de-centralized administration system. However, the college may adopt a policy of putting a senior faculty as In-charge of Maintenance with an advisory/ management Committee.

The college carries out the Energy audit annually. The conventional bulbs have been replaced by LED bulbs for the efficient use of electricity in a phase manner as per Govt. guidelines.

The college has a Brailled version of campus guide map.

The buildings may be facilitated with Barrier free environment for persons with disabilities as per the the Ministry of Social Justice and empowerment guidelines. .

9

**Student Support:**

The college has a defined students' support system for academic and co-curricular activities for holistic development. It has Boys' and Girls' hostels on the campus to accommodate students coming from remote locality. It arranges scholarships from various agencies for different categories of students. The college also organizes institutional Merit Scholarship Test every year to provide one time scholarship for the college students from different categories.

The College Library helps the students in getting their academic resources with easy accessibility.

The college has action plan for students' engagement beyond academic curricula. The college has moderate sports infrastructure, facilities for co-curricular activities towards holistic personality and career development of students.

The college has adopted villages where students, under the supervision of teachers, are involved to disseminate knowledge towards health, hygiene, socio-economic development and helps the villagers in the period of need, like flood, other natural disaster.

The college provides/ encourages students towards art, cultural and literary events. It has an open theatre for practicing/ training/ demonstration of Satriya Dance in collaboration with the Barpeta Kirtan Ghar, a place of Vaishnavite culture and tradition.

The college may make its location and association with Barpeta Kirtan Ghar to an advantage for establishment of a centre for Vaishnavite studies.

Students' counseling arrangement is there. However, the college may organize Career counseling sessions through a designated Cell established in the College.

10

**Alumni Engagement:**

The college has a list of eminent Alumni who have put their mark of presence in national and international level with contributions in the respective domain. These include political leaders (Ministers, MP, MLA), Administrators (Civil servants), Academicians, Social Workers, Sports persons.

B  
12/12/22

	<p>The College does not have a separate Alumni Cell to handle/ exploit advantage from a rich house of Alumni; the role of Alumni Association being like an NGO. There are few contributions from Alumni – both in cash and kind; but there is scope for earning more resources from these Alumni.</p> <p>The College has an Alumni Association formed in the year 2021. However, the Association is yet to get registered. Alumni database is to be strengthened.</p>
11	<p><b><i>Institutional Vision and Leadership:</i></b></p> <p>The College has a defined Vision and a Mission statement with bearing of the objectives of the college on it. The academic and other activities are aligned towards vision. However, the employees of the college may be made more aware about the vision of the College so that their involvement can be increased and thereby the vision can be attained.</p> <p>The College, though follows all Govt. of Assam rules and regulations/ Guidelines in its governance, has developed some own governing systems/ principles. The college has a defined Organogram, and the powers are delegated to various committees/ Teacher in-charges. The college maintains transparency in its governance to the extent possible as evident that there is very little RTI queries.</p> <p>Teachers are involved in various policy making committees/ meetings. Most of the Committees, including the Governing Body and the Academic Committee, hold their meetings as per requirement. In most of the Committees, representations of stakeholders, like students, parents, society, Alumni, recruiters are found to be ensured.</p> <p>Except during the COVID pandemic, the college maintains a Students' Union for which elections are conducted as per rule.</p> <p>The Administration, admission, transaction and examination related works are partially automated. There is scope for enhancement of automation to make the administration faster/ efficient.</p> <p>The college prepares Annual report on its functioning/ performance and submits it to the affiliating university i. e, Gauhati University for assessment and evaluation.</p> <p>The college has not participated in any of the national/ international HEI rankings of repute like NIRF, India Today College rankings etc. A cell to coordinate and participate in such rankings may be considered.</p>
12	<p><b><i>Strategy Development and Deployment:</i></b></p> <p>The college has a master plan drawn at the initial stage of the growth and the same has been modified in view of the changing time. However, the college does not prepare any perspective plan for short and long term action to achieve the vision. Therefore, the progression of the college cannot be assessed on a time- line.</p>
13	<p><b><i>Faculty Empowerment Strategies:</i></b></p> <p>The college has a practice of participatory management where teachers are involved with responsibilities. Teachers are allowed to participate in capacity building programmes like FDP, FIP, OP, RC organized by various agencies. The college, however, has organized very limited number of capacity building programmes at its own, may be due to lack of funding/ resources. Teachers may be encouraged for conduct of Consultation project/ Case studies towards capacity building.</p> <p>The college provides partial support/grant to teachers for attending conferences/</p>

*12/2/22*

seminars/ workshops and for membership in professional bodies.  
The college may encourage faculty members without PhD degree to go for Study leave for pursuing higher studies.

**ii. Employees' Empowerment Strategies:**

The college has introduced incentive scheme for better performer of non-teaching staff so that they get encouraged for good performance. The college also depute their staff for administrative training organized by other organization. College has, though limited, organized training programme on Office procedure/ office management system for non-teaching staff of its own employees and also for other college staff.

However, this type of training needs to be increased to enhance the employees' skill in utilizing the new automation technology.

**14 Adherence to various codes:**

The college follows rules and regulations in services as per Govt. of Assam guidelines for teaching and non-teaching staff. For teachers, the college also maintains PBAS system as defined by UGC regulations for its annual performance. The other conduct rules from Govt. are also followed as per the guideline.

For non-teaching staff, ACR system of Govt. of Assam is followed which also ensures adherence to professional ethics is in place.

Students are governed by Students' maintenance Rules/ Conduct rules while being a student of an HEI.

**15 Financial Management and Resource Mobilization:**

The College is a Govt. of Assam college (deficit) and hence all grants are coming from the Government. In addition, the College is recognized under 2(f) and 12B Scheme of UGC and hence gets development grants. As the grants are from Govt., the college is transparent in Financial Management by default. The college has very few other funding mobilized by it from other resources.

There are scopes for resource mobilization, including CSR and other for infrastructure developments; students' support (scholarship).

The accounting/ financial management in respect of GoA grants are automated by a Govt. of Assam Software. Accounts are audited as per Govt. requirements and norms. No major Audit observations are noted.

**16 Internal Quality Assurance System:**

There is an IQAC taking its supportive role in quality assurance. However, the Cell may be made more visible.

It may maintain progression records of teachers as defined by UGC Regulations. Meeting of IQAC may be organized with more frequencies for proper academic progression.

**17 Institutional Values and Social Responsibilities:**

The college is safe and secured with Security personals and CC Camera installation. Trying to maintain greenery and cleanliness. However, students' behaviour towards a GREEN initiative could not be guessed for non-availability of students on the campus due to COVID pandemic.

As per the MoE, GoI directive, the college has declared the campus a Plastic Free

B  
12/1/22

campus, banned the single use plastics in college premises.

As evident, the college organizes various DIWAS to celebrate jayanties, birth anniversaries, National Teachers' Day, National Days like Independent day, Republic day, constitution day etc. where students, staff and teachers are involved. The NCC, NSS, Rangers-Rovers and Red Ribbon Guide units are actively involved in organizing various value oriented programmes which also imbibe patriotism and ethics in young minds.

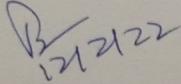
Tree plantations, Science and social evils related events are also being organized in and off the campus.

The college may introduce a system of OATH taking while joining any service in the college in line with Govt procedures which may enhance the ethical values in services.

18

***Preparedness for implementation of NEP 2020:***

The college has made its teachers aware of the provisions of NEP which will bear impact in the college level institutions. The college may establish a cell towards implementation of the NEP 2020 as and when the state Govt/ parent University issues directives for the same. As a first step, the college may plan to detach HS section from the college in a phased manner.

  
Biren Das

External Expert

Agreed to:

Dr. Prakash Sarma  
Principal, M C College

Date: