



Academic & Administrative Audit Report 2020-2021
Khagarijan College, Nagaon, Assam, India

Objective:

This exercise aims at viewing and reviewing the academic and administrative situation of the college for the session 2020-2021.

Methodology:

A team of two external experts visited the College on 21-12-2021 as per the appointment given by the Principal, Dr. Ramesh Nath, Khagarijan College, Nagaon. The expert team inspected all the departments in the college, scrutinized the IQAC and the administrative office and visited the Academic Audit Committee and the Principal. It examined the policies attached with the currently existing courses. The team evaluated the new courses, intake capacity, teachers' appointment, enrollment of students and various other academic and administrative matters.

We, Dr. Surajit Kr. Bhagawati, Principal of ADP College, Nagaon and Dr. Bhubanananda Pattanaik, Principal of Rupahi College, carefully evaluated the academic and administrative policies as well as the procedures, and suggested remedies on the basis of findings. On this basis, we, Dr. Surajit Kr. Bhagawati and Dr. Bhubanananda Pattanaik have made the following observations: -

Academic:

1. Khagarijan College, Nagaon is currently running BA, B.Com, and M.A. in Assamese, Certificate Courses and Add on courses in regular mode. The college has also been running distance education imparting B.A. & M.A. under KKHSOU.
2. Besides, regular courses the college has been running B.C.A. PGDCA, B. Com and other Add on courses as self-finance course.
3. Healthy enrollment is observed in each programme.
4. The college has the total faculty strength of 20 regular teachers out of which 16 are in sanctioned posts. Five of the faculty members have completed their PhD and seven more faculty members are presently pursuing their PhD in respective research interests.
5. The college environment is conducive for the faculties to develop professional skills. Faculty members regularly engage in Faculty Develop Programmes (FDP) to remain updated in various relevant areas.
6. Two departments namely English and Assamese are running Add on courses on language and professional skill development.
7. All the departments regularly conduct extension activities like awareness programmes and cleanliness. The college conducts various inter-departmental competitions like dance, quiz, cultural events etc to boost the co - curricular activities among the students.
8. Each department practices remedial classes regularly for both the honours and regular students.
9. The college is doing an admirable job in the field of sports. It regularly conducts college week and cultural programmes.

Administrative:

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.
2. The Principal of the college allocates duties after consultation with the Vice-Principal regarding matters of academics and administrative situation.
3. The college has an active 'Inter Quality Assurance Cell' (IQAC) to monitor and assure internal quality. The responsibility of the IQAC is handed over to a full-time Coordinator who takes the responsibility of uploading data in the annual report for NAAC purpose.
4. There is a Student Union Body, formed on the basis of free and fair Students' Union Election. The latest Students' Union Election was conducted on 24th of December, 2021.
5. The college has different cells and units for the performance of extra-curricular activities, extension activities, students counselling and grievance redressal etc.

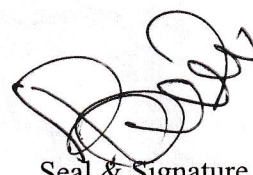
Conclusion:

The college conducts this Academic and Administrative Audit for which we were appointed. We express our satisfaction and gratitude to the college community for their commendable work and also wish the college good luck. We suggest the Principal, to conduct such exercise on a regular basis for a systematic development of the college.



Seal & Signature
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Nagaon, Assam

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