

**Academic and Administrative Audit  
2022-2023**



**Prepared by**

**Internal Quality Assurance Cell**

**KHAGARIJAN COLLEGE, NAGAON: ASSAM**

**Academic and Administrative Audit**

**2022-2023**

**Khagarijan College**

**Nagaon, Assam**

**Certified by:**



Dr. Monoj Kumar Nath,  
Principal, Rupahi College,  
Nagaon

**Principal  
RUPAHI COLLEGE  
Rupahi Nagaon Assam**



Dr. Mriganka Saikia,  
Principal, Nagaon G.N.D.G.  
Commerce College

**PRINCIPAL  
NAGAON GNDG  
COMMERCE COLLEGE  
NAGAON:ASSAM**

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## ACKNOWLEDGEMENTS

The Internal Academic and Administrative Audit Evaluation Committee offers due gratitude to the Principal of Khagarijan College for assigning this important task of Academic and Administrative Audit upon the selected group of individuals. The committee expresses due gratitude to:

Khagarijan College Management Committee

Principal of the Khagarijan College – Dr. Ramesh Nath

Vice-Principal of the Khagarijan College – Dr. Jonaram Nath

IQAC Co-Ordinator of Khagarijan College – Dr. Rameswar Kurmi

External Academic and Administrative Audit Evaluator

Faculty members of Khagarijan College

Office Staff members of Khagarijan College

We also offer due credit and heartfelt gratitude to all who helped us carry out this vital exercise and gave all necessary inputs.

## **Academic & Administrative Audit Report 2022-2023**

### **Khagarijan College. Nagaon. Assam. India**

#### **Khagarijan College: An Overview**

Khagarijan College is one of the premier institutions of higher education in Nagaon district, Assam; a splendid temple of learning in sylvan surroundings. The college was established in September 1972. The word “Khagarijan” prestigiously displays the original name of Nagaon. The ‘Putakollongjan’ flows behind the college, branching off from the river Kollong. ‘Jan’ is a type of rivulet. ‘Khagari’ refers to a type of long reed that grows along the banks of rivers. The two words ‘Jan’ and ‘Khagari’ joined together give the ancient name of Nagaon, ‘Khagarijan’, which has been kept alive by this institution. By adopting the name, Khagarijan, the college has succeeded in rejuvenating the ancient roots and heritage of Nagaon town. The college is affiliated to Gauhati University and registered under 2(F) and 12(B) of University Grants Commission Act, 1956.

#### **Objectives of Academic and Administrative Audit (AAA)**

1. To examine and evaluate suggestions for improvement in the vision mission policy.
2. To gather primary data on academic eco-system of various departments.
3. To Ensure about effectiveness of OBE in true sense.
4. To evaluate faculty interaction in connection with strength, weakness, challenges & achievement.
5. To review the teaching learning process.
6. To design more effective continuous internal evaluation method in Assessment.

#### **Methodology:**

On 18<sup>th</sup> May 2023 a scheduled appointment made by the Principal, Dr. Ramesh Nath of Khagarijan College, Nagaon, was followed by a visit from a team of two external experts. The purpose of their visit was to conduct a comprehensive evaluation of the college. During their visit, the expert team thoroughly inspected all the departments within the college, carefully reviewed the functioning of the Internal Quality Assurance Cell (IQAC) and the administrative office. They also met with the Academic Audit Committee and the Principal. In addition, the team examined the existing policies related to the courses offered by the college, assessed the effectiveness of new courses, analysed the intake capacity, evaluated the process of teachers' appointment, and reviewed the enrolment of students. Various other academic and administrative matters were also scrutinized by the expert team.



**Audit Committee Members:**

**Internal Audit Committee Members:**

1. Dr. Ramesh Nath, Principal (Chairman)
2. Mr. Chow Kotong Lumking Asst. Professor Dept. of Education (Coordinator)
3. Mrs. Umme Salma, Assistant Prof. Dept. of Economics (Member)
4. Ms. Rupali Taluakdar, Assistant Prof. Dept. of Economics (Member)
5. Mr. Ujjal Paul, Assistant Prof. Dept. of Economics (Member)
6. Ms. Maitreyee Dutta, Assistant Prof. Dept. of English (Member)
7. Mr. Digen Ch. Bora, UDA (Member)
8. Mr. Dilip Ghosh, LDA (Member)

**External Audit Committee Members:**

1. Dr. Monoj Kumar Nath, Principal, Rupahi College, Nagaon.
2. Dr. Mriganka Saikia, Principal, Nagaon G.N.D.G. Commerce College.

**Academic and Administrative Audit Process and  
schedule: Date: 18-05-2023**

| TIME     | PROGRAMME                                                                    |
|----------|------------------------------------------------------------------------------|
| 10:00 am | Welcome and briefing by Principal and others                                 |
| 10:30 am | Visit to the department by the members                                       |
| 11:00 am | Visit to library, canteen, girls' hostel, indoor stadium and the office      |
| 12:30 pm | Interaction with management, teachers, non-teaching staffs, students, alumni |
| 2:00 pm  | Meeting of AAA report, preparation and submission of AAA report              |

## **The AAA Report**

We, Dr. Monoj Kumar Nath, Principal, Rupahi College, Nagaon and Dr. Mriganka Saikia, Principal, Nagaon G.N.D.G. Commerce College carefully evaluated the academic and administrative policies as well as the procedures, and suggested remedies on the basis of findings. On the basis, we Dr. Monoj Kumar Nath and Dr. Mriganka Saikia have made the following observations:

### **Curricular Aspect:**

- Khagarijan College, Nagaon currently offers regular BA, B.Com, and M.A. programs in Assamese. In addition, the college provides various add-on courses in regular mode. Furthermore, the college has been facilitating distance education programs under the purview of Krishna Kanta Handique State Open University (KKHSOU), offering distance learning options for BA, M.A and M.com degrees.
- In addition to the regular courses, Khagarijan College, Nagaon also offers self-financed courses such as B.C.A, PGDCA, and B.Com, along with various other add-on courses. These self-financed courses provide students with additional opportunities for specialized learning and skill development.
- Choice Based Credit System (CBCS) has been implemented by all the department. The college is going to start the new session under NEP 2020 from August, 2023.

### **Teaching Learning and Evaluation**

- The college administration ensures a transparent and well-organized admission process.
- Reservation policy in respect of admission in various programme is strictly followed.
- A large number of students belonging to BPL and Tribal families get admitted in the college.
- Faculties are engaged in evaluation of examinations as per Gauhati University Guidelines.
- The pass percentage of the students during the 2022-23 session is 73%%.
- The NEP,2020 guidelines will be followed from the August, 2023 session.

### **Aspect related to Faculty, Research, Innovation and Extension**

- The faculties of the college have engaged in various research and extension activities throughout the year.
- Out of 16 sanctioned teaching posts in the college, five have doctorate degrees to their name and six other faculty members are pursuing the doctorate degrees from various Universities in North East.
- There has 2 UGC Care publications and 6 research publications in ISBN books and participation in National and International Conferences, Seminars throughout the year.
- Several Training Sessions and Awareness Programmes have been conducted during the session.
- The college has engaged with various institutions based on MoUs signed with them. They have undertaken faculty exchange programmes with other educational institutions like Juria College, Nowgong Girls' College, ADP College, Mahapurush Srimanta Sankardeva University etc.

#### **Aspect related to Infrastructure**

- Administrative units including office of the principal, IQAC and academic departments are available in the college. There are 7 ICT based classrooms, 5 xerox machine, 13 printers, sports hostel, girls' hostel with 14 in take capacity etc infrastructure facilities available in the college.
- The administrative units also include library with digital facilities, indoor stadium, RUSA funded computer lab, one language lab & Alumni Association.
- The college library is well equipped with enough books and journals.

#### **Student Support & Progression**

- Most of the students avail scholarships like Ishan-Uday, post matric scholarship for SC, ST, OBC and minority students etc. During the 2022-23 session there total 775 students are avail for students.
- There is total 36 students from all departments are reported to have enrolled in the higher institutions for attaining higher degree during the session.
- There is total 17 students successfully managed to get placement for jobs in different fields including private and government during the session.
- Faculty members are encouraging the students for various competitive examinations for state level recruitment TET etc. Five students during the session have passed state level exams.



## **Governance, Leadership and Management**

- The college has a vision and mission statements which is displayed in the college website and college prospects.
- The college has established a well-structured administrative framework in place. It includes a fully functional Governing Body comprising the Principal, President, teaching staff, non-teaching staff, parents of students, and a nominee from the university. This diverse representation ensures comprehensive decision-making and effective governance within the college.
- The allocation of duties by the Principal of the college is done after consulting with the Vice-Principal, considering matters related to academics and the administrative situation.
- To monitor and ensure internal quality, the college has an active Internal Quality Assurance Cell (IQAC) in place. The IQAC is entrusted with the task of maintaining and improving the quality of various aspects within the college. A dedicated full-time Coordinator is appointed to handle the responsibilities of the IQAC, including the uploading of data in the annual report for the purpose of NAAC (National Assessment and Accreditation Council) evaluation.
- A Student Union Body is formed through a free and fair election process, ensuring the principles of democracy and fairness.
- The college has established various cells and units dedicated to the execution of extra-curricular activities, extension activities, student counselling, and grievance redressal. These entities play a vital role in fostering holistic development and addressing the needs of students beyond the academic sphere.


## **Quality Assurance, Community Engagement, Best Practices**

- The college has an active Internal Quality Assurance Cell (IQAC) to monitor and assure quality.
- To promote gender equity, the college regularly conducts gender audit and observe International Women's Day.
- The college promotes a plastic free environment.
- The college actively conducts a green audit, emphasizing the promotion of a green campus environment.

## **Conclusion**

As the appointed auditors for this Academic and Administrative Audit, we would like to express our satisfaction and gratitude to the college community for their commendable work. We also

extend our best wishes to the college for its future endeavors. We recommend that the Principal consider conducting such audits regularly to ensure systematic development and progress of the college.



(Dr. Rameswar Kurmi)

Coordinator

IQAC

Khagarijan College

Coordinator

IQAC

Khagarijan College

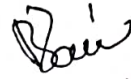


(Dr. Manoj Kumar Nath)

Principal,

Rupahi College, Nagaon

Principal  
RUPAHI COLLEGE  
Rupahi Nagaon Assam



(Dr. Ramesh Nath)

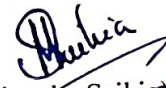
Principal

Khagarijan College

Principal

Khagarijan College

Nagaon (Assam)



(Dr. Mriganka Saikia)

Principal

Nagaon G.N.D.G. Commerce

College

Principal  
NAGAON GNDG  
COMMERCE COLLEGE  
NAGAON : ASSAM