



OFFICE OF THE PRINCIPAL  
**KHAGARIJAN COLLEGE**

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Ref.No :-

Date: -

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary

Supporting Document for  
Self Study Report: 2023

**Criterion: VI Metric No: 6.5.2**

Academic and Administrative Audit (AAA) and follow-up action taken

Principal  
Khagarijan College

Principal  
Khagarijan College  
Nagaon (Assam)

**Academic and Administrative Audit**  
**Khagarijan College, Nagaon, Assam**  
**Year: 2020-21**



**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.



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**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 24<sup>th</sup> 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  
(Dr. Surajit Kr. Bhagowati)  
Principal, ADP College  
Nagaon, Assam

Principal  
Anandaram Dhekial Phookan College  
Nagaon (Assam)



Seal & Signature  
(Dr. Bhubanananda Pattanaik)  
Principal, Rupahi College  
Rupahi, Nagaon, Assam

Principal  
RUPAHI COLLEGE  
Rupahi, Nagaon, Assam

**Year: 2021-22**

**Academic & Administrative Audit Report 2021-2022  
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 2022 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.

**Academic and Administrative Audit Committee Members:**

**Internal Audit Committee Members:**

1. Dr. Ramesh Nath, Principal(Chairman)
2. Mr. Chow Kotong Lunking 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. Manoj Kumar Nath, Associate Professor, Department of Political Science, Dibrugarh University
2. Dr. Balin Kumar Bhuyan, Principal of Nowgong Gilrs' College, Nagaon

**Academic and Administrative Audit Process and**

**schedule:Date: 18-05-2022**

TIME	PROGRAMME
10:00 AM	Welcome and briefing by Principal and others
10:30 AM	Visit to the departments 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. Manoj Kumar Nath, Associate Professor, Department of Political Science, Dibrugarh University and Dr. Balin Kumar Bhuyan, Principal of Nowgong Gilrs' 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. Manoj Kumar Nath and Dr. Balin Kumar Bhuyan have made the following observations:

**Curricular Aspect:**

- Khagarijan College, Nagaon currently offers regular BA, B.Com, and M.A. programmes in Assamese. In addition, the college provides various certificate courses and Add-on courses in regular mode. Furthermore, the college has been facilitating distance education programmes under the purview of Krishna Kanta Handiqui 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



### 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 2021-22 session is 64.06%.



### 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 been a total of 9 research publications in ISBN books and participation in National and International Conferences throughout the year.
- Approximately several 10 Seminars, Training Sessions and Awareness Programmes have been conducted during the session.
- The college has also conducted food donation drives and COVID awareness campaigns in the nearby locality.
- 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, Rupahi College, Mahapurusha Srimanta Sankardeva University, University of Science & Technology Meghalaya etc.

### Aspect related to Infrastructure

- The college includes some of the major infrastructure facilities like office of the Principal & IQAC, well defined Academic departments, canteen for teaching and non-teaching staff, gymnasium, library with digital facilities etc.
- Beside these, there are other some of the important infrastructure facilities available in the college like Sports Hostel, Gils' Hostel, indoor stadium, computer lab, language lab & Alumni Association office.
- The College has solar lights in the campus and maximum numbers of lights are LED.
- Computers are also available for every department for their departmental use.
- 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 and Minority etc. During the 2021-22 session total 947 students are availed the Scholarships.
- There is total 16 students from all departments are reported to have enrolled in the higher institutions for attaining higher degree during the session.
- There is total 13 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.
- Career counselling and guidance programmes are arranged to help students to appear in various competitive exams.
- The college has one Open Distance Learning centre.
- The alumni of the college are closely associated with the college.



### **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 Womens' Day etc.
- College observes major events with the participation of faculties and students.
- The college promotes a plastic free environment.



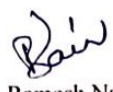
- The college actively conducts a green audit, emphasizing the promotion of a green environment.
- For the best practices, it promotes clean and green campus and anti-tobacco slogan.





### 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 endeavours. 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  
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 IQAC  
 Khagarijan College

  
 (Dr. Ramesh Nath)  
 Principal  
 Khagarijan College  
 Principal  
 Khagarijan College  
 Nagaon (Assam)

  
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 Political Science  
 Dibrugarh University, Dibrugarh

  
 (Dr. Balin Kumar Bhuyan )  
 Principal  
 Nowgong Girls' College, Nagaon  
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 Nagaon, Assam

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 Dibrugarh University, Dibrugarh