

# REPORT ON

Internal Academic and Administrative Audit

Session: 2023-24

Conducted by Academic Monitoring Committee

Submitted by

Dr. Ripima Buzarbaruah

Coordinator, Academic Monitoring Committee



Suren Das College  
Hajo: Kamrup: Assam

*Received on  
8/8/2024 and also  
to be placed in the  
A-B-*

*Yul  
8/8/2024*

*Principal  
Suren Das College, Hajo*

## **Report of Academic and Administrative Audit**

The Academic Monitoring Committee of Suren Das College conducted Internal Academic and Administrative Audit for the Session 2023-24 on 19<sup>th</sup> June, 2024. The members of the Academic Audit Committee were-

Chairperson: Dr. Hiranya Kr. Sarma (Principal)

Co-ordinator: Dr. Ripima Buzarbaruah (Vice-Principal)

Members: Dr. Ramen Medhi, Associate Professor, Deptt of Political Science

Mr. Biswajit Kalita, Head, Deptt of English

Dr. Jayanta Kr. Das, Head, Deptt of Geography

Dr. Kanan Kummari Ojah, Assistant Profesor, Deptt of Mathematics

Dr. Sangita Medhi, Head, Deptt of Zoology

The Academic Monitoring Committee provided the Departments the Format for Academic Audit which contained the contents of different Metrics of the Seven Criteria of NAAC Self Study Report. The Deptts filled up the format and the Audit team verified the information and Data with the supporting Documents. On the basis of the findings, suggestions were given to the Deptts for future development.

Apart from the Academic Audit, the committee also conducted Administrative Audit. The Administrative Audit was conducted on 20<sup>th</sup> June, 2024.

## **Academic Audit for the Faculty of Arts: 2023-24**

The Academic Audit Committee visited the Departments of Assamese, English, Education, Economics, Linguistics, Geography, Political Science, History, Folklore and Philosophy on 19/06/24 with a view to inspect the activities performed by the said Departments. Accordingly, the observations of the Committee are stated on the basis of the records and documents maintained by the concerned Departments.

### **Activities done by the Departments**

- Teaching plan and Lesson plan are maintained.
- Course progress records are maintained by the faculties through Logbook.
- Feedback on teachers is centrally collected from the students.
- Internal examination results are analyzed and accordingly, personal counseling is offered to students.
- The Academic Calendar is prepared by the departments for CIE. For that, the departments follow the Academic calendar and guidelines set by the Gauhati University for examination and evaluation related issues. Moreover, class-test, paper presentation, group discussion, field trip etc. are also planned and executed.
- The departments assess the learning levels of the students and organize special programmes for advanced and slow learners.
- The departments adopt student-centric methods such as experimental learning, participative learning through field trips, surveys, audio-visual devices, interactive class, group discussion, learning by doing etc. Some problems related to the lessons are solved in the class or through giving assignment.
- Capacity building and skill enhancement initiatives are taken by the departments.
- Important days related to the concerned subjects are celebrated.

### **Some specific activities done by the Departments**

- The Department of Economics is offering Add on course on "Cutting & Knitting as per FYUGP norms.
- The Geography Department has a MoU with Geospatial Research and Education Foundation, Guwahati.
- The Education Department has a functional MoU with the education Department, SBMS College, Sualkuchi.
- Field Survey is carried out by the Political Science Department as Best Practice.
- The Economics Department collects students' feedback departmentally.
- The Assamese Department regularly publishes departmental newsletter "Anajori" as best practice.

### **Recommendations to the Departments**

- To introduce Add on / Certificate courses.
- To arrange National/International level seminar, workshop etc.
- To sign MoU with other institutions.
- To carry out more extension activities.
- To conduct Environment-related activities beyond the college campus.
- To arrange more Community Development Programmes.
- Motivational programs should be carried out to encourage the students for higher education and placement.

**Academic Strength (Session: 2023-2024)**

Name of department	UG & PG	Name of teachers		No. of students	Seat capacity		No. of Value Added/Certificate/Add on course offered
		Permanent	Temporary		Honours	Regular	
Assamese	UG	5	...	189 (Major & Minor)	...	...	
				33 (Honours), 55 (Regular)	50		
English	UG	2	1	03 (Major & Minor)	15	...	AEC
						...	
Education	UG	3	...	155 (Major & Minor)	50	...	SEC & VAC
				37 (Honours), 169 (Regular)	50	...	
Economics	UG	3	...	24 (Major & Minor)		...	MDC & VAC
				14 (Honours), 26 (Regular)	40	100	
Geography	UG	1	1	56 (Major & Minor)	20	100	
				12 (Honours), 27 (Regular)	30	100	
History	UG	2	...		30	100	SEC & VAC
				03 (Honours), 27 (Regular)	20	100	
Political Science	UG	4	...	218 (Major & Minor)	....	....	MDC
				46 (Honours), 108 (Regular)	40	150	
	PG	....	2	17 (2nd Sem), 19 (4th Sem)	30	....	
Philosophy	UG		1	87 (Minor)	.....	100	
				60 (Regular)	.....	80	
Linguistics	UG	1	....	05 (Minor)	.....	100	MDC & AEC
				09 (Regular)	.....	60	
Folklore	UG	1	...	32 (Minor)	.....	50	SEC
				94 (Regular)	.....	100	

## **Academic Audit for the Faculty of Science: 2023-24**

**Departments:** Chemistry, Physics, Mathematics, Zoology, Botany, MLT, Computer Sciences

**Date of visit:** 19. 06.2024

### **Department of Chemistry:**

#### **Observation**

- The committee observed that the program outcome is satisfactory.
- Departmental library is present.
- Faculties are engaged in collaborative research.
- Extension activities are carried out by the Department.
- Students' placement and progression is satisfactory.

#### **Recommendations**

- To introduce Add on/ Certificate courses
- Department should sign MoU s with other institutions.

### **Department of Physics:**

#### **Observation**

- The committee observed that the program outcome is satisfactory.
- Department has signed MoU with other institutions.
- Faculties are involved in research.
- Extension activities are carried out by the department.

#### **Recommendations**

- To introduce Add on/ Certificate courses
- Slow/Advance Learner progression report.

### **Department of Botany:**

#### **Observation**

- The committee observed that the program outcome is satisfactory.
- Department library is present.

#### **Recommendations**

- To introduce Add on/ Certificate courses
- Department should sign MoU s with other institutions.
- Extension activities should be carried out by the department.
- Faculties should take interest in research publications.
- Motivational programs should be carried out for higher education and placement.
- Slow/Advance Learner progression report.

### **Department of Mathematics:**

#### **Observation**

- The committee observed that the program outcome is satisfactory.
- Department library is present.
- Faculties are involved in research.
- Extension activities are carried out by the department.

**Recommendations**

- To introduce Add on/ Certificate courses
- Department should sign MoU s with other institutions.
- Motivational programs should be carried out for higher education and placement.
- Slow/Advance Learner progression report.

**Department of Zoology:****Observation**

- The committee observed that the program outcome is satisfactory.
- Department library is present.
- Slow/Advance Learner progression report is present.
- Student placement and progression is satisfactory.

**Recommendations**

- To introduce Add on/ Certificate courses
- Department should sign MoU s with other institutions.
- Extension activities should be carried out by the department.

**Department of MLT:****Observation**

- The committee observed that the program outcome is satisfactory.
- Student internship records are available.
- Workshops are conducted.
- Department has signed MoU with other institutions.

**Recommendations**

- To introduce Add on/ Certificate courses
- Department library should be present.
- Faculties should take interest in research publications.
- Motivational programs should be carried out for higher education and placement.
- Slow/Advance Learner progression report.
- Extension activities should be carried out by the department.

**Department of Computer Science:****Observation**

- Add on and Certificate courses are present.
- The committee observed that the program outcome is satisfactory.
- Department has signed MoU with other institutions.
- Skill development programs are introduced.

**Recommendations**

- Extension activities should be carried out by the department.
- More faculties are required.


## Administrative Audit for 2023-2024

The Committee audited the administrative functions of the college with due approval from the College authority. The administrative audit was done in areas of

- 1) Administrative record keeping
- 2) Facilities available for smooth conduct of the administrative office
- 3) Functioning of the college Library.

The audit was done on the 20<sup>th</sup> June, 2024. It was found that all service-related records of the faculty members of the college as well as those of the non-teaching staffs were properly recorded and updated in the service books. The leave records of the employees are found to be maintained. The audit team found that the instructions of the college authority issued from time to time were diligently followed by the administrative office. Most of the records are found to be digitised. The Sr. Assistant of the college who also functions as accountant is found to have maintained all the financial records properly in Cash Book, ledger, Receipt and payment account, Bank Reconciliation statement and sock book etc. The internal financial audit for the last year, that is, for April 2023 to March 2024 was completed and found to be done by qualified chartered accountant. The govt. audit by the Director of Audit (Local Fund) is undergoing and will be completed soon.

The central library of the college was visited and it was found that proper records of books and journals issued to various stakeholders of the college was maintained. All the services of the college Library were found to be easily accessible to the students as well as the teachers. All purchases of books, etc. of the college library were found to be done through due procedures.

  
8/8/24

Dr. Ripima Buzarbaruah  
Coordinator  
Academic Monitoring Committee

Suren Das College

Hajo, Kamrup, Assam