



# Birjhora Kanya Mahavidyalaya

P.o. & Dist.: Bongaigaon (Assam), Pin : 783380

*Affiliated To Gauhati University*

## **BEST PRACTICE 1**

**Title: Academic and Administrative Audit**



**Prepared by IQAC**

**Website : <https://bkmac.in/>**

## Best Practice : 1

### Academic and Administrative Audit

#### Objectives:

- To assess the strength and weaknesses of the Academic and Administrative aspects.
- To improve the institution's academic and administrative functions.
- To improve the quality of teaching and learning.
- To suggest measures for bringing quality improvement in the teaching learning process.
- To ensure systematic maintenance of records in the administrative section and departments.



**Context:** Academic and Administrative Audit helps in improving the academic and administrative functions of the college by making it more planned and systematic. Regular Academic and Administrative Audit helps in enhancing the quality of education, the functioning of administrative units and systematic documentation of data by the departments and office.



**The Practice:** The college conducts A & A audit every year as it helps the institution improve their efficiency, transparency, and effectiveness. The audit ensures the institution's systems, infrastructure, practices, human resources, and facilities are being used properly and efficiently.



#### Problems Encountered:

- Less number of permanent faculty and staff
- Lack of willingness and motivation from faculties and staff

**Evidence:** After conducting the audits the Academic and Administrative functions of the college have become more systematic and disciplined. Implementing the suggestions of the peer team of A & A Audit, the college has achieved a B++ grade with CGPA 2.82 in the first cycle of NAAC.





## Best Practice : 1

### Academic and Administrative Audit





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

**Birjhora Kanya Mahavidyalaya**  
**Bongaigaon, Pin – 783380, Assam**  
**Session – 2023-24**



**Date : 12<sup>th</sup> June, 2024**

**Submitted by**  
**IQAC, Birjhora Kanya Mahavidyalaya,**  
**Bongaigaon, Pin – 783380, Assam**



**AUDIT REPORT**  
**ON**  
**ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**  
**BIRJHORA KANYA MAHAVIDYALAYA, BONGAIGAON**

**VISIT DATE: 12<sup>th</sup> June, 2024**

1. Established in 1993, Birjhora Kanya Mahavidyalaya is a provincialised Degree Arts College, provincialised on with effect from 2013 by the Government of Assam. The College is recognized by UGC under section 2(f) & 12(B) and permanently affiliated to Gauhati University. So the college is governed by the provincialised rules & regulations of the Higher Education Department, Govt. of Assam. The College regularly follows & complies with the directives & circulars related to Administrative, Financial & Academic matters issued by the Directorate of Higher Education, Assam. Since the College is affiliated to Gauhati University, and it follows the University directives regularly. All admission & examination related matters are followed as per the rules of the University. The College Governing Body Meetings are regularly held every year 3 to 4 times and as when required. The College authority has been satisfactorily adopting the policies & resolutions of the GB for the all round development of the College. The Mission and Vision of the College are clearly stated in the College Prospectus and in the College Website.
2. The Principal being the Head of the Institution looks after the Administrative, Financial & Academic affairs of the College. As per Govt. rules, the Principal is also the Secretary of the College Governing Body and Drawing & Disbursing Officer (DDO) with regard to Financial matters. Accordingly the present Principal in charge has been carrying out his role & responsibility in this College since taking charge of the office in 2021 till date successfully. At present there are 24 permanent teachers and some casual teacher (non- permanent teacher) whose service are yet to be provincialised. There are 5 permanent Non-Teaching Staff members including one Asst. Librarian and 2 (two) Grade IV staff.
3. The Principal conducts Staff Meetings with the Faculty Members in regard to Academic matters and other necessary issues in every Academic year. Moreover, the Principal regularly conducts meetings with the Head of the Departments; Proceedings of the Meetings are well maintained.
4. The Principal conducts meetings with the Non-Teaching Staff also. This includes the Office Staff, Library Staff, Library Bearer & other Grade-IV Staff. Regular interactions are held with the Office Staff on day to day basis in terms of the administrative & financial transactions. The Principal monitors the cleanliness and works of Sweepers on regular basis.

5. The Principal being the Chairman of the Internal Quality Assurance Cell (IQAC) looks after the Quality maintenance of every academic & non-academic activity in close coordination with the members of IQAC and its Coordinator. The President of the GB is the Adviser of the IQAC. The College has completed 1st Cycle of Accreditation by NAAC and able to achieve Grade B<sup>++</sup> with CGPA 2.82. Various committees of IQAC are doing their works regularly. The College has constituted various Committees under IQAC and in general to carry out the Academic & official works.
6. As per laid down rules by the Govt., the general administration of the College is managed by the office. At present there are 04 officials working in the office of the Principal of the college. There are two Head Assistant (Senior Office Assistant) and 02 LDA (Junior Office Assistant) level officials whose duties and responsibilities are specifically allotted by the Principal. The Governing Body has entrusted the present one Senior Office Assistant to look after the Accounts section due to lack of account officer (Accountant) in the College.
7. The Accounts Section is well maintained as per Financial Rules with regular updating of all financial transactions, Cash Book, Budget etc. The Internal Audit for the session 2023-24 is under process.

***The College office facilitates various Scholarships to the Students like under:***

NSP -National Scholarship Portal OBC, SC, ST, Minority Scholarship.  
UGC-Ishan Uday.  
MLA Fund.




8. The College office is automated computerized with Online Facility with 100 Mbps Internet Connectivity and Wi-Fi system. This facility is extended to all the Departments including the College Central Library. The College has initiated the process the installation Management Information Service (MIS) software to digitalize all relevant data related to the Office, Students and the Staff/ Faculty Members. The College Website is fully functional & is regularly updated with all relevant and necessary information. The website primarily caters to all kinds of general Notifications, Admission related Notifications, and Examination related Notifications and all other Online Notifications for the Students.
9. The College central Library is well managed by the Librarian and other staff members. A Library Advisory Committee is in place which is headed by the Principal. The Librarian manages the Library in close coordination with the Principal. The Library has been automated with adequate Computers with Internet Facility along with CC Cameras. The library has a collection of nearly 5,300 Books which includes Text Book & reference Books. There is also a good collection of Periodicals, Newspapers and N-List Inlibnet Facility to access E-Journals. Books are primarily procured with necessary requisition from all the departments.

**Recommendation and suggestion for quality Enhancement of the Institution:**

1. The planning of course curriculum and teaching plan of different department is good. However proper time frame for implementation of teaching plan may be taken care of.
2. The College IQAC and different departments is advised to properly record any data of teachers quality with different award received by teachers if any.
3. The number of certificate course should be increased by every department.
4. Different departments may show the names of students who performed excellent result under Gauhati University and rankholders under AHSEC Council Final examination in a board to be hanged the wall, so that the present students get motivation to perform better.
5. The different department should keep good relationship with the alumni students and involve them for development of the College. The Departments are advised to record properly the contribution and donations of alumni to the department in cash or kinds like furniture, books etc.
6. The College authority may take initiative to provide some space with partition to some department which are presently in common arrangement.
7. The Research Committee should take initiative for more collaborations and take initiative and encourage departments for publication of more peer reviewed research journal. The Committee may also motivate faculty members to apply for Minor/Major Research project, National/International seminars and workshops.
8. The College may take initiative for installation of Solar power in the campus, rain harvesting arrangement, Vermi-decompose etc.
9. Initiative should be taken for Periodical financial audit like Internal Audit, Govt. Local Fund Audit etc. and timely settle financial matters.
10. Sports and Students support facilities should also be upgraded. One permanent Common Court for Badminton and Volley Ball Game for student may be developed.

I agree with Observations of the External Auditor mentioned in this report.

Principal  
Birjhora Kanya Mahavidyalaya  
Bongaigaon

Name and Designation	Audit Team	Signature
Dr. Rabindra Nath Das Retired Principal K.R.B Girls' College, Guwahati	External Auditor	 Retd. Principal K.R.B. Girls' College Guwahati
Dr.Gagan Sharma Principal i/c BirjhoraKanya Mahavidyalaya Bongaigaon.	Member	 i/c Principal Birjhora Kanya Mahavidyalaya Bongaigaon
Dr.Kalpana kalita Das IQAC,Coordinator BirjhoraKanya Mahavidyalaya Bongaigaon.	Member	 Co-ordinator IQAC Birjhora Kanya Mahavidyalaya Bongaigaon

Place: Bongaigaon, Assam

Date: 12<sup>th</sup> June, 2024.



Sl. No.	Particulars	Response
1.	Name of the College	Birjhora Kanya Mahavidyalaya
2.	Address with Email ID and Phone Number	Boro Bazar, Barpara, Bongaigaon, Assam Email Id: <a href="mailto:bkmbiqac@rediffmail.com">bkmbiqac@rediffmail.com</a>
3.	Website	<a href="http://bkmac.in">http://bkmac.in</a> Phone No. 03664230212 Mobile No. 9101664878
4.	Date of Established	20-08-1993
5.	Is College registered under society act? If yes, registration number and year.	<b>YES, BONG/252/F/08</b>
6.	Date of recognition UGC under 2(f) and 12(B)	15-01-2019
7.	Name of the university under which the college is affiliated. Date of Permanent affiliation.	Gauhati University, Date: 26/07/2018
8.	Is the College recognized by UGC as a college with Potential for Excellence.	No
9.	Is the College recognized for its performance by any other government agency.	No
10.	Number of programmes offered by the College.	9 Nos.
11.	Total enrolment in the College in UG Programme.	UG – 835 Nos.
12.	Whether the College authority monitored preparation of Programmes and Course Outcomes by the faculty?	Yes
13.	What mechanism is undertaken for Dissemination of Pos and Cos? PO: Programme Outcome, CO: Course Outcome	Yes
14.	Whether Feedback form i) Students ii) Teachers iii) Employers and iv) Alumni are collect?	<b>Response:</b> The IQAC makes an effort to collect feedback from the student and other stakeholders. After collection of the feedback IQAC analyses it and takes appropriate measures based on the responses received.
15.	Whether collected feedback analysed and necessary measures taken? Remarks	Yes, Feedback collected analysed and some measures are taken

16.	What ICT facilities are added to the College in the last year?	<b>Response:</b> Five nos. of smart classes, Wi-fi, Library Automation with KOHA Software and Subscription of N-List.
17.	Amount of grants received (excluding salary) from Govt. and Non Govt. agencies in the last year.	<b>Nil</b>
18.	No. of Seminars/Conference/Workshops conducted during the last year – Regional/National/International	Workshop – 5 Nos.
19.	Extension activities carried out by the College during the last year	<b>08 Nos.</b>
20.	Collaborations/MOUs with other Institutions/Industries	<b>10 Nos.</b>
21.	No. of Classrooms/Laboratories added in the last year.	<b>Response:</b> Nil
22.	No. of classrooms with ICT facilities/Digital class rooms.	<b>Response:</b> 5 No.
23.	Amount spent on maintenance of infrastructure.	<b>Response:</b> Rs 59,78,311/- (Fifty Nine Lakh, Seventy Eight Thousand, Three Hundred Eleven Only)
24.	Whether the College library is automated or not?	<b>Yes</b>
25.	What is the Student-Computer ratio in the College.	Two computers in the library for students use. Process has been initiated to serup a computer lab for students.
26.	Whether Internet leased line installed in the College? If yes, what is the bandwidth?	<b>Yes, Broadband,</b> FUP 100 Mbps – 5 Mbps 3000 GBx10
27.	Whether Wi-Fi is available to the students and the faculty?	<b>Yes</b>
28.	No. of students benefitted by the scholarships/freeships etc. provided by the college during the last year.	<b>Response:</b> Students benefitted by Scholarships – 433 Nos. Students benefitted by Freeships – 605 Nos.
29.	Capacity building and skill enhancement programmes conducted by the college during the year and the no. of students participated. Male/Female = Total	<b>Response:</b> Skill enhancement programme: 3 Students Participated (Female) = 177 Nos.

30.	Placement drives organized during the year and no. students placed.	For placement drives the College has signed MOU with Medhabi Foundation and Skill finifty (Guwahati).
31.	How the students representative is facilitated in various administrative, co-curricular and extra-curricular bodies? Members in various committees and cell.	<b>Response:</b> The Students Union Bodies headed by General Secretary of BKMSU are the members of different cells and committees including IQAC. The Students Union have the full freedom to organize College Festival, Saraswari Puja and they are also take responsibility to maintain discipline inside the campus.
32.	What initiatives/practice undertaken for decentralized and participative management?	<b>Response:</b> The practice of decentralization and participative management is reflected in all activities of the College including academic, administrative, co-curricular activities. All the stakeholders of the College including Governing body, The Principal, Faculty Members, Office Staff, Students, Parents and Alumni work together in a democratic way for execution on different strategic plans. The College has a mechanism of providing authority and operational autonomy to different cells and committees that are formed for planning and implementing different plans and policies both academic and administrative. The IQAC ensures effective planning and implementation of all these activities through proper review and monitoring.
33.	Does the Institution have a Strategic/Perspective management plan?	<b>Response:</b> Perspective plan is the blueprint of efforts made by the institution to develop itself as an institute of excellence. It also helps an institution to achieve its vision and mission. The perspective plan of Birjhora Kanya Mahavidyalaya for the period of 2017- 2027 has been prepared by the college from the academic year 2017-2018 to 2027 – 2028 by taking into consideration the quality indicators of seven criteria.
34.	What kind of leaves available to the staff and how the records are maintained?	Every employee of the College is entitled to a number of leaves such as academic leave, duty leave, casual leave, maternity and paternity leave, earned leave, special leave and childcare leave. A special leave is also admissible to all employees on special occasion such as death of parents, marriage of son and daughter and medical ground etc. The union of teaching and non-teaching staff



		as a provision of offering financial assistance to employee whenever the need arises.
35.	Whether grants are provided to the staff to attend Seminar/Workshop/Conf. etc? If yes, details.	No
36.	Explain implementation of E-Governance in i) Administration ii) Finance & Accounts iii) Student Admission and iv) Examination.	E-governance in the administration is not fully implemented yet. However, E-governance is followed in admission procedure and examination the college uses the software provided by the Gauhati University. Fees is collected in the bank account through challan. Payment are made either by cheque or by RTGS/NEET etc. no cash transaction in done by the college for payment.
37.	Explain the welfare measures available or undertaken for the staff.	<b>Response:</b> The welfare measures such as Group Insurance, NPS, Gratuity, Medical allowance, House rent, Leave Benefits, Contributory Financial Help etc. are available for the staff.
38.	Whether any professional development/administrative training programmes organized in the last year for faculty & staff?	No
39.	Whether Internal and External audit are regularly conducted?	Yes
40.	Whether the College has received grants from RUSA for infrastructure development?	No
41.	What strategies are adopted for mobilization of fund for the College? Is there any self sustained course?	<b>Response:</b> Self sustained course: 3 nos. Cutting and Tailoring, Yoga and Meditation and Bridal Fashion and Photographic Makeup Artist
42.	Whether the College has participated in NIRF?	Yes
43.	What measures are initiated by the authority for ensuring gender equity in the College?	<b>Response:</b> The pedagogy of gender sensitization is not limited within the four walls of the classroom. The students are given an opportunity to develop their ability of critical thinking, logical analysis and their creative abilities in a vibrant and congenial atmosphere. The women development cell of the college organizes various programmes for creating

		<p>awareness among the inequalities confronting all gender.</p> <p>Initiatives are also taken by different department to sensitize the women of the neighbouring underprivileged community towards the health and hygiene, right to education and women empowerment.</p>
44.	Whether Solar energy plant, Biogas plant installed as alternative sources of energy?	Not yet, however steps are taken to install and process has been initiated.
45.	Explain the practices adopted for solid waste, liquid waste, bio-medical waste management, E-waste management, water recycling and hazardous chemical and radioactive waste management.	<p><b>Response:</b> The college has installed dustbins with different colours for degradable and non degradable waste disposal. The college has also signed an MoU with Bijni college whereby the college agrees to work in collaboration to recycle the waste generated from the college. The college also takes initiative to sensitise the students towards proper system of waste management.</p>
46.	Whether the College has a borewell and has it undertook rain water harvesting?	No
47.	What measures are undertaken for restricted entry of automobiles and toban plastic use?	Students are motivated to avoid plastic materials.
48.	Whether Environment/Green and Energy audit conducted?	
49.	Explain the PWD friendly initiatives undertaken by the College.	Ramp has been constructed for PWD. Two Wheel Chairs are available for the use of PWD.
50.	Explain how the College authority sensitize the students and employees on constitutional obligation-values, rights, duties etc.	<p><b>Response:</b> The College takes various initiatives to sensitization its employees and students towards constitutional obligation, values, right and duties. Various programmes on right to vote, right to education, right of a girl child, prohibition of superstitions and prejudices etc. are organised from time to time. In addition to this various days such as human rights day, constitutional day, national literacy day, national girl child day, philosophy day etc. are also organised by different departments from time to time to sensitize students on constitutional obligation.</p>
51.	Whether the College has prepared code of conduct for students, teachers,	Yes

administrators and other staff and how these are disseminated and displayed?



**Dr. Rabindra Nath Das**

Retired Principal

K.R.B Girls' College,

Guwahati

Retd. Principal  
K.R.B. Girls' College  
Guwahati



**Dr. Gagan Sharma**

Principal I.C

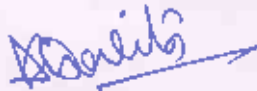
Birjhora Kanya Mahavidyalaya

Bongaigaon

I/c Principal

Birjhora Kanya Mahavidyalaya

Bongaigaon



**Dr. Kalpana Kalita Das**

IQAC, Coordinator

Birjhora Kanya Mahavidyalaya

Bongaigaon

Co-ordinator

IQAC

Birjhora Kanya Mahavidyalaya

Bongaigaon