

Administrative Audit:
Kokrajhar Govt. College
Session: 2019 -20

An Administrative Audit was carried out in the college during the session 2019 – 20. The Administrative Audit Committee had **Coordinator, IQAC, Kokrajhar Govt. College** as Convener. The committee prepared a questionnaire and collected the requisite information from the Principal by using a questionnaire.

Management of data storage & retrieval:

Principal has 1 steel Almirah, 1 book shelve, 4 LED TVs , 1 Principal Table, 1 Principal Chair, 4 Fancy Chair, 1 Sofa set, 1 wooden shelf, 1 Tea Table, 1 Fan, 1 AC, 1 Telephone and 1 Computer to keep important files. Along with these, she keeps soft copies of the important documents in her computer. All files are marked by names, but no number has been allotted till now.

Accessibility of college administration to the faculty members and students:

It is very much accessible to faculty members as well as to the students.

Health facility for the students & Emergency facility:

College has a medical cell under NSS with basic emergency facilities. In emergency, doctors are called from the nearest nursing home as well as from the Government civil hospital.

What has been done for optimal utilization of the college resources:

Since, it is purely a govt. college, construction works are done by PWD, Govt. of Assam.

Is the college accounts audited regularly:

Yes

Is the recruitment method of college staff transparent:

Yes. Since, it is a Govt. College, the appointment of teaching staffs are done by APSC. However, the non – teaching staffs are appointed by the BTC govt. and every appointment is done by the screening committee. Roster system has been followed in appointment of teaching and non- teaching staff.

Are the teaching staffs sent for OP/RC/STC regularly: Yes

Is there any provision for training of the non-teaching staff:

Yes, the office staffs already have been given training in computer & accounts audit.

How are the grievances of the students taken care of:

There is a student grievance redress committee in the college headed by a regular Faculty Member.

Is the 75% attendance rule enforced:

Yes

Is Lyngdo Commission report followed in the election:

Yes, Students elections are held every academic session regularly.

Post-accreditation, what new innovative steps have been taken:

Post Graduate program in English, Chemistry & Mathematics were started. Certificate courses were started in Bodo, Computer Science. Skill enhancement courses were started in French.

Is invigilator/student ratio maintained in the examinations:

Yes

Elaborate the actions taken in case of sexual harassment:

Grievances of girls/women staff of the college are redressed by the ICC committee

How many computers does the college have:

The College has 74 Desktops and 30 Laptops

Is there any central computer facility:

The college has 3 computer Labs. Every department has laptops along with access to internet.

Is there internet facility in the college? Is there Wi-Fi in the college?

Yes, college provides internet facility to the faculty members and students of the College.

Are the college staffs well-versed in ICT? Are they given any training?

Yes, college arranges computer in-house training for students/faculties/officer staffs from time to time.

Does the college use computer in office works for keeping records?

Yes

Does Principal meet the teaching staffs at regular interval?

Yes

Mention some important actions taken on the basis of suggestions offered by the faculty members:

- (i) Development of toilets of the students,
- (ii) Renovation of Students Common room along with providing safe drinking water facility,
- (iii) Installation of safe napkin vending machine inside the girls common room and girls hostel
- (iv) Renovation of all three hostels of Kokrajhar Govt. College
- (v) Renovation of pathway roads.
- (vi) Renovation and installation of acoustics at AB 1 (Seminar)
- (vii) Increase of CCTVs.
- (viii) Increase of security guards of the college.

Is there adequate security in the campus:

Yes

Suggestions:

The Administrative Audit Committee went through the response of the *Principal* and expressed satisfaction. The committee also offered the following suggestions.

1. All the office staff should be trained in computer operation.
2. The files in Principal office should be numbered and coded so that data retrieval becomes further easier.
3. The emergency phone numbers should be displayed prominently in the college premises.
4. The facilities in the college canteen has to be improved further. Seating facility for the students should be provided.
5. More safe drinking water facility should be provided in the college premises.
6. The central toilet facility for the faculty members, office staffs and students should be improved.
7. A data-base of the faculty members should be created.

Action taken on the Administrative Audit:

The Administrative Audit report was placed before the Governing Body of the college. The Governing Body accepted the report as well as the suggestions given by the Administrative Audit Committee. The decisions are :

1. All the office staff will be trained in computer operation.
2. The files in Principal office will be numbered and coded so that data retrieval becomes further easier.
3. The emergency phone numbers will be displayed prominently in the college premises.
4. The facilities in the college canteen will be improved further. Seating facility for the students will be provided.
5. More safe drinking water facility will be provided in the college premises.
6. The central toilet facility for the faculty members, office staffs and students will be improved.
7. The interactive boards in the smart class rooms will be repaired.
8. The administration will take up the matter of filling up the vacant posts along with the creation of new posts of faculty members and office staffs with Director of Higher Education
9. A data-base of the faculty members is in process.
10. Renovation of approach road from gate to administrative building along with the installation of CC block will be done.

Submitted by:


1: Mrs. Anjalee Basumatary



2. Dr. Dimacha D. Mwchahary



3. Dr. Kamal Bodosa



Principal
Kokrajhar Govt. College
Kokrajhar