

Administrative Audit

Anandaram Dhekial Phookan College

2018-19

An Administrative Audit was carried out in the college during October, 2018. The Administrative Audit Committee had Dr Sanjib Kumar Borkakoti as Convener. Members of the committee were Dr Mridul Hazarika, Dr Sunaram Nath, Dr Kakali Boruah and Dr Jayanta Barman. The committee prepared a questionnaire and collected the requisite information from the Principal by using a questionnaire.

Management of data storage & retrieval: Principal has five almiras, two book shelves and a rack to keep important files. Along with these, he keeps soft copies of the important documents in his computer. He can manage files in absence of his peon. 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 with basic emergency facilities. Similarly the lives of the students are insured. 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: The College runs on the administrative as well as financial guidelines issued by the Government of Assam. Every works are done on strict supervision of authorised faculties. Construction works are done through online tendering system and asking quotations for best allotment of works. Regular monitoring of the resource utilisation is done for the best uses of resources.

Is the college accounts audited regularly: Yes

Is the recruitment method of college staff transparent: Yes. Every appointment is done by the screening committee. Roster system has been followed in appointment of teaching and non-teaching staff.

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

Is there any provision for training of the non-teaching staff: Two staff already have been given training in accounts audit out of five office staff.

How are the grievances of the students taken care of: There is a student grievance redress committee in the college headed by the Vice Principal.

Is the 75% attendance rule enforced: Yes

Is Lyngdo Commission report followed in the election: Yes

How actions are taken on the feedback from the stakeholders: On discussion with the stakeholders, their advices and suggestions are honoured.

Post-accreditation, what new innovative steps have been taken: Post Graduate program in History, Herbal Science & Technology were started. Under graduate classes in Herbal Plant Processing has been started. Similarly in Under graduate level Commerce stream was started. Major in Finance has been started in it with permission from Gauhati University.

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 committee for sexual harassment.

How many computers does the college have: 74

Is there any central computer facility: The college has two computer hubs. Every department has their own computer.

Is there internet facility in the college? Is there wi-fi in the college? Yes, college provides free wi-fi to staff and students.

Are the college staffs well-versed in ICT? Are they given any training? Yes, college arranges computer in-house training for students/faculties from time to time.

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

Does Principal meet the teaching staff 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) Shifting the Girls Common room to spacious room with safe drinking water facility, (iii) Installation of safe napkin providing machine inside the girls common room.

Is there adequate security in the campus: Yes

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. Only two have been trained so far.
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 drinking water facility should be provided in the college premises.
6. The central toilet facility for the faculty members should be improved.
7. The interactive boards in the smart class rooms need to be repaired.
8. The administration should take up the matter of filing up the vacant posts of faculty members with Director of Higher Education.
9. 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 on 22nd December, 2018. 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 drinking water facility will be provided in the college premises.
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7. The interactive boards in the smart class rooms will be repaired.
8. The administration will take up the matter of filing up the vacant posts of faculty members with Director of Higher Education.
9. A data-base of the faculty members will be created.