

Administrative Audit

Anandaram Dhekial Phookan College

2019-2021

An Administrative Audit was carried out in the college for the period 2019-2021. The audit was done from July 5 to 10, 2021. The Administrative Audit Committee had the following functionaries

1. Dr Sanjib Kr Borkakoti, Chairman
2. Dr Sunaram Nath, Member
3. Dr Boby Bhuyan, Member
4. Dr Gangarani Das, Member
5. Dr Jayanta Barman, Member Secretary

The committee finalised a questionnaire for the Principal on 1st July, 2021 through online discussion. The replies were received from him on 11th July, 2021. The committee examined these and also verified them. The following are the major findings of the committee based on their scrutiny.

Management of data storage & retrieval: Principal has procured two new almiras and a shelf to keep important files during this year. All files have been numbered making the retrieval easier than before.

Accessibility of college administration to the faculty members and students: It is very much accessible to faculty members as well as to the students. There was no conflict of the administration with these two groups of stakeholders during this period.

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. Several health camps were held during 2019-2021 for the faculty members and students. The college offered service to public also. A COVID Care Centre for public was set up on May 18, 2021 for treatment of women and children.

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. So utilisation of the infrastructure can be done only within the guideline of the government. The computer hub, smart class rooms, indoor stadium and auditorium have been fully utilised by making their optimum uses by the stakeholders.

Is the college accounts audited regularly: The audit of the college accounts were up-to-date till 2016-17, duly audited by government approved auditors. The audit for the period after that is under process. Since the college depends on government order for the audit work, it is waiting for arrival of the auditors.

Is the recruitment method of college staff transparent: Yes, it is transparent. 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, several faculty members were allowed to go for such courses. In addition to the normal courses some faculty members attended online courses too during the COVID pandemic.

Is there any provision for training of the non-teaching staff: The office staff were given training in online data uploading mechanism since the admission process was made online.

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. This cell solved all such grievances within very short time, not exceeding a week. There is also an online grievance submission facility which has been availed by the students. There is also an online grievance submission facility which is availed by the students.

How actions are taken on the feedback from the stakeholders: On discussion with the stakeholders, their advices and suggestions are honoured. IQAC forwards the feedback to the Principal and these are duly implemented. It was thus that defective accessories in the smart-rooms were repaired, the facilities in the canteen were improved.

Post-accreditation, what new innovative steps have been taken: Post Graduate program in History was started. Under graduate classes in Herbal Plant Processing has been started. Similarly in Under graduate level Commerce stream was started in 2017. Major in Finance has been started in 2019 with permission from Gauhati University. A herbal garden was established in 2018 in the land received from government. Skill development courses have been started in the college. Add-on course in personality development was started.

What are the new Skill development courses ? The new Skill development courses are electrician, stenography, laboratory technician.

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, which was constituted as per Vishaka guidelines.

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

Is there internet facility in the college? Is there wi-fi in the college? Yes, college provides free wi-fi to staff and students. The facility was improved by installing additional routers at different places like IQAC.

Are the college staffs well-versed in ICT? Are they given any training? Yes, the college arranged training for faculties in this year in collaboration with IIT, Guwahati. Ten departments take classes in smart classrooms.

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

Does Principal meet the students at regular interval? Yes, there is even a regular hour dedicated for meeting the students.

Mention some important actions taken on the basis of suggestions offered by the faculty members: (i) Improvement of ladies toilets in the faculty common room, (ii) More drinking water facility in college, (iii) Repair of the interactive boards in smart classrooms.

What were the initiatives for Swachha Bharat campaign in 2019-2021 ? : (i) Street play, (ii) awareness programme in college, (iii) cleaning the campus and the neighbourhood.

The Administrative Audit Committee found that all suggestions given by the previous Administrative Audit Committee had been duly implemented. The committee offered the following suggestions for the consideration of the college administration.

1. The college administration should take steps to get college accounts audited through government agency every year.
2. The college administration should make a better sales counter for the products of the college start up AGRO-HERB, which produces different products like mushroom, packaged tea etc.
3. Gents' toilet in the teachers' common room need to be improved as it is not in proper condition.

Action taken on the Administrative Audit

The Administrative Audit report was placed before the Governing Body of the college on 22nd July, 2021. The Governing Body accepted the report and also discussed the suggestions given by the Administrative Audit Committee. The decisions of the Governing Body in this context are :

1. The GB advised the Principal to renovate the gents' toilet.
2. The GB advised the Principal to approach the government for audit of college funds from 2018 to 2021.
3. The GB advised the Principal to provide more computers and printers to the departments.
4. The GB advised the Principal to provide more furniture to each department as per requirements.