



**ACADEMIC AND ADMINITRATIVE AUDIT REPORT**  
**BASUGAON COLLEGE**  
**BASUGAON**

**SUBMITTED**  
**TO**  
**PRINCIPAL**  
**BASUGAON COLLEGE**

**BY**  
**Dr. Rabindra Nath Das**  
**Retd. Principal (Peer Member)**  
**K.R.B Girls' College, Guwahati-9**

Date: 30-06-2023

## **PEER MEMBER REPORT**

**ON**

### **ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**

**BASUGAON COLLEGE, BASUGAON**

**VISIT DATE: 30-06-2023**

1. Established in 1986 Basugaon College is a provincialized Degree (BA, BBA, BCA) College, provincialized with effect from 2013 by the Government of Assam. The College is recognised by UGC under section 2(f) & 12(B) and permanently affiliated to Gauhati University, Guwahati (since 24-09-2009) and Bodoland University, Kokrajhar (2020-21) till date. The College regularly follows and complies with the directives and circulars related to administrative, financial & academic matters issued by the Directorate of Higher education, B.T.R, Assam, and the directives of Bodoland University regularly. All the admission and examinations 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 as and 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 has been carrying out his role & responsibility in this College since taking charge of office in 2008 till date successfully. The GB has entrusted one senior most teacher as the Vice-Principal to assist the Principal if necessary. At present there are 19 regular teachers and some are casual teachers whose service are yet to be provincialized. There are 10 regular Non-teaching Staff members including one Library Assistant and one Library Bearer.
3. The Principal conducts Staffs 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, and other Support Staffs. Regular interactions are held with the Office Staff on day to day basis on terms of the administrative & financial transactions. The Principal monitors the cleanliness and works of the 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 College is on the verge of the 1<sup>st</sup> Cycle of Accreditation by NAAC. 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 the Govt, the general administration of the College is managed by the office. At present there are 02 Senior Assistants (Senior Office Assistance), 01 Junior Assistance, 01 Library Assistance, 01 Library Bearer, 04 Grade IV level officials whose duties and responsibilities are specially allotted by the principal. The Governing Body has entrusted the present one Senior Office Assistant to look after the account 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 report for 2022-23 has been completed and is up to date. The College office facilitates various scholarships to the students like under:

National Scholarship Portal OBC, SC, ST, Minority scholarship.

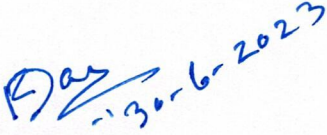
8. The College office is automated/ computerised with online facilities Internet connectivity and Wi-Fi System. This facility is extended to all the departments including the college central Library. The college has initiated the process the installation of MIS System. The college website is fully functional and is regularly updated with all relevant and necessary information. The website primarily caters to all kinds of general notifications, admission related notifications and examinations related notification and all other online notifications for the students.

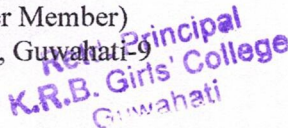
9. The College central Library is well managed by the Librarian and other Staff members. A Library advisory committee is in place which is headed by the Principal. The Librarian manages the library in close coordination with Principal. The Library has been automated with adequate computers with internet facility along with CC cameras. The Library has a collection of nearly 15126 books which included Text Book and reference Books. There is also a good collection of periodicals, Newspapers. Books are primarily procured with necessarily requisition from all the departments.

Recommendation and suggestion for quality enhancement of the institution:

- The departments are advised to record properly the contribution and donations of alumni to the departments in kinds like books, furniture etc.
- The library may be developed with some more e-learning facility. Reading room and toilet facility may be upgraded for physically challenged students too.
- All important relevant documents of the department should be properly counter signed by the Principal being Head of institution along with HOD for authentication.
- Sports and students support facilities may be upgraded. All extension and community service activities should be routed through NSS.

I agree with observations of peer member as mentioned in this report.

  
(Dr. Rabindra Nath Das)  
Retd. Principal (Peer Member)  
K.R.B Girls' College, Guwahati



(Dr. Ranen Ch. Muchahary)  
Principal  
Basugaon College, Basugaon  
**Principal,**  
**Basugaon College**  
**Basugaon**

## ACADEMIC AND ADMINISTRATIVE AUDIT BASUGAON COLLEGE

Date: 30<sup>th</sup> June 2023

SL.No	Particulars	Response
1	Name of the college	Basugaon College
2	Address with email-Id and phone number	Ward No. 3, Basugaon, Assam pri.basugaoncollege@gmail.com Phone Number - 9435482900
3	Website of the college	www.basugaoncollege.ac.in
4	Date of Establishment	01-09-1986
5	Is college registered under society act? If yes, registration number and year.	Yes. No: CHIRANG/261/A/07 Year: 2006
6	Date of recognition by UGC under 2(f)and 12(B)	Yes. Date:- 22 <sup>nd</sup> March, 2007  (Annexure-1)
7	Name the University under which the college is affiliated, date of permanent affiliation	Bodoland University Date of permanent affiliation :24/09/2009 (Gauhati University) Status-quo maintained by Bodoland University  (Annexure-2)
8	Is the college recognized by UGC as Assam 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	BA (Arts), BBA, BCA` (Science

	college	Stream Govt.Permission) Total Departments : 12
11	Total enrolment in the college in UG and PG	UG-session (2022-2023) Total enrolment- 937
12	Whether the college authority monitored preparation of programmes and course outcomes by the faculty	Yes, Various committees are constituted in the college to look after the assigned responsibilities, such as –  a) Academic Council b) Admission Committee c) Examination and Result Analysis Committee
13	What mechanism is undertaken for dissemination of POs and COs?	1. Examination and Result Analysis Committee are responsible for evaluation of Pos by analyzing the final results of different programmes offered by the college.  2. The COs are evaluated departmentally through Class Tests, Sessional Examinations, Home and other Assignments, Departmental Seminars and Presentations.  3. Parent-Alumni-Student meet is held in the college from time to time and in those meets the Pos and Cos are discussed and suggestions and recommendations are considered for enrichment of the outcomes.
14	Whether feedback form i) Students ii) Teachers iii) Employers and iv) Alumni collected?	Yes  (Annexure-3)

15	Whether collected feedback analyzed and necessary measures taken?	There is a Feedback Committee constituted by the Principal and IQAC. The Committee prepares questionnaires and distributes to the stake holders. The Feedback is collected from Students, Alumni, Teachers and Employers. The data collected is analysed by the Feedback Committee and reports are prepared. The reports submitted by the committee are scrutinized by the principal and IQAC and accordingly action is taken on the basis of suggestions made by the Feedback Committee.
16	What ICT facilities are added to the college in the last year.	<ol style="list-style-type: none"> <li>1. Two out of total three class rooms were enabled with overhead projectors in the last academic year.</li> <li>2. Different departments are equipped with desktop computers.</li> <li>3. Free internal access facilities are available for students and teachers in central library of the college.</li> <li>3. Google Meet, Zoom, YouTube, WhatsApp etc. are used as blended mode of classes.</li> <li>4. All kinds of transactions related to admission fee, examination fee etc. are done in on-line mode.</li> </ol>

17	Amount of grants received (excluding salary) from Govt. and Non-Govt. agencies in the last year (2022-23).	Rs. 32,60,039/-
18	No. of Seminars/Conferences /Workshops conducted during the last year (2022-23).  Regional/National/International	National Level Seminar – 1  Regional/University Level Seminar-2  Webinar-6 (State level)
19	Extension activities carried out by the College during last year	The faculty members and students are involved in different extension activities related to professional ethics, gender, human values, environment etc. There are different cells such as NSS, Women’s Cell, Green Cell etc. which motivate the teaching and non-teaching staff and students to actively participate in various extension activities.  Basugaon College has adopted one village and one ME school and actively working for the benefit of the students and the people of the village.
20	Collaboration/ MOUs with other Institutions/Industries	1. College (Fakiragram College, UN Brahma College, Bengtol College, Bodofa UN Brahma College, Dotma)  2. University of Science and Technology, Meghalaya  (Annexure-4)
21	No. of Classroom/Laboratories added in the last year	Education Laboratory-1No  Class Room-1No

22	No. of classrooms with ICT facilities /Digital Class Rooms	ITC enabled/Digital class room- 3 Nos.
23	Amount spent on maintenance of infrastructure	Rs. 13,08,850/-
24	Whether the college library is automated or not?	Partially automated (KOHA, Inlibnet)
25	What is the student-computer ratio in the college	35:1
26	Whether Internet leased line installed in the college? If yes, what is the bandwidth?	Yes. Bandwidth-90-100 Mbps
27	Whether wi-fi is available to the students and the faculty?	Yes. BSNL Broadband internet facility is available in the Central Library of the college.
28	No. of students benefitted by the scholarships/free ships etc. provided by the college during the last year	880
29	Capacity building and skill enhancement programmes conducted by the college during the year and the no.of students participated. Male/Female=Total	<p>1) Spoken English Course Duration: 3months Male – 25    Female – 35 Total –60</p> <p>2) Certificate Course in Computer Basics Duration: one year Male – 106    Female –134 Total – 240</p> <p>3) Add-on course- 10 Nos</p>

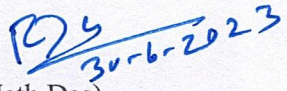


		Male- 107 Female-135 Total-242
30	Placement drives organized during the year and no of students placed	1) Talk with local industry Experts. 2) Online workshop on Career Counselling and Placement.
31	How the student's representation is facilitated in various administrative-curricular and extra-curricular bodies?	1. Students' Representation Body – Basugaon College Students' Union. 2. Students' representative in IQAC. 3. NSS Executive body.
32	What initiatives/practices undertaken for decentralized and participative management?	1) Students' Union Body 2) Different Cell & Committees (Annexure-5)
33	Does the institution have a Strategic/Perspective management plan?	Yes (Annexure-6)
34	What kind of leaves available to the staff and how the records are maintained?	1) Casual Leave (CL) 2) Earn Leave 3) Sick Leave 4) Special Leave 5) Child Care 6) Duty Leave (DL)
35	Whether grants are provided to the staff to attend Seminar/Workshop/Conference etc.? If	Yes. (Annexure-7)

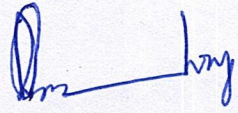
	yes, details.	
36	<p>Explain implementation of E-Governance in</p> <p>i) Administration</p> <p>ii) Finance &amp; Accounts</p> <p>iii) Student admission</p> <p>iv) Examination</p>	<p>Yes.</p> <p>(Annexure-8)</p>
37	Explain the welfare measures available or undertaken for the staff	1. Some sort of financial assistance (i.e. bonus) is provided to non-sanction office staff of the college (Grade-IV).
38	Whether any professional development/administrative training programmes organized in the last year for faculty and staff?	<p>Yes.</p> <p>1. FDP on NEP-2020 for faculty members. Date-12-06-2023 to 20-06-2023</p>
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? Are there any self-sustained courses?	<p>Running self-sustained courses such as –</p> <p>1. Spoken English Course. 2. Certificate Course on Computer Basics.</p>
42	Whether the college has participated in NIRF?	No
43	What measures are initiated by the authority for ensuring gender equity in	The college authority has constituted a Women Empowerment Cell with the

	the college?	female faculty members. It works for gender equity and empowerment of girl students of the college.
44	Whether Solar Energy Plant, Biogas Plant installed as alternative sources of energy?	Yes. There is one Solar Energy Plant in the college with 10 KV capacity.
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>1. There is one Vermicomposting Unit in the college campus for biodegradable waste materials.</p> <p>2. For E- waste materials an MOU has been signed with Tech Cube, Boubazar, Kokrajhar, BTR, Assam.</p> <p>3. For solid waste management an MOU has been signed with Maa Kamakhya Waste Management Farm, Salbagan, Wars No. 8, Bongaigaon, Assam.</p> <p>(Annexure-9)</p>
46	Whether the college has Assam bore well and has it undertook rainwater harvesting?	Yes, There is one Assam Borewell in the college campus and one rain water preserving tank.
47	What measures are undertaken for restricted entry of automobiles and to ban plastic use?	<p>1. Security guards are deployed at college gate to check the entry of automobiles.</p> <p>2. The campus is declared as 'Plastic Free Zone' and one hoarding is installed near the college gate.</p>
48	Whether Environment /Green and	Yes.

	Energy audit conducted?	(Annexure-10)
49	Explain the PWD friendly initiatives undertaken by the college.	1) Small ramp installed to enter the college building. 2) Wheel chair facility.
50	Explain how the college authority sensitize the students and employees on constitutional obligation -values, rights, duties etc.	(Annexure-11)
51	Whether the college has prepared code of conduct for the students, teachers, administrators, and other staff and how these are disseminated and displayed?	Yes. (Annexure-12)

  
 (Dr. Rabindra Nath Das)  
 Retd. Principal (Peer Member)  
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