

Academic & Administrative Audit 2019-2020



20 February 2021

1. Members of the Academic Audit:

- a. Prof. Madhurjya Prasad Bezbaruah, Gauhati University
- b. Prof. Utpal Sarma, Gauhati University

2. Profile the College

A Name and Address of the College	
Name	K. C. Das Commerce College
Address	Chatribari P.O. Rehabari Guwahati-781008 Kamrup (M) Assam India Email - kcdcollege@gmail.com Phone - 0361-2733691
City	Guwahati
State	Assam
Website	http://www.kcdcollege.ac.in
B Communication Address	
Principal	Dr. Hrishikesh Baruah
Office Address	K. C. Das Commerce College, Chatribari, P.O. Rehabari Guwahati-781008
Residence Address	House No. 70, Near ISKON Temple, Ulubari, Guwahati- 781007
Mobile Phone	9864030992
Email	hbaruah@hotmail.com
IQAC Coordinator	Dr. Runjun Phookun
Office Address	K. C. Das Commerce College, Chatribari, P.O. Rehabari Guwahati-781008
Residence Address	House No. 78, T.R.Phookun Road, Bharalumukh, Guwahati-781009
Office Telephone	0361-273369
Mobile Phone	9435196941
Email	runjunphookun@gmail.com
C Status of the College	
	Provincialised
D Name of the University to which the College is Affiliated	
Name	Gauhati University

3.a. Introduction

K.C. Das Commerce College, a co-educational institute, named after the cherished memory of Late Keshab Chandra Das, was established on the 7th of November 1983, as an evening College with the initial enrolment of one hundred and seven students. It started functioning in the premises of Sonaram H.S. Multipurpose School at Bharalumukh, Guwahati. Later on it shifted to its present site in November, 1994. Now it is one of the premier institutions of higher learning imparting commerce education to a little more than 3,000 (three thousand) students, not only in Assam but also in North-East India.

K.C.Das Commerce College is located within the Guwahati city at a distance of 37 km from Gopinath Bordoloi Airport, Borjhar, Guwahati and 3 km from Guwahati Railway Station.

The College was brought under Deficit Grants-in-Aid System in the year 1998. The college came under Provincialisation Programme of the Assam Government in 2005. The College is recognized by UGC under Section 2(f) and 12(B) of the UGC Act 1956 on 27 November, 2007.

The College is affiliated to Gauhati University and offers different programmes like Higher Secondary, B.Com, B.A., B.Sc., BBA, BCA, M.Com, and PGDCA. The college has thirteen (13) departments with an efficient and dedicated teaching staff. The pass percentage is usually about 90%. Students can offer honours papers only in Accountancy, Finance, Management and Economics. The college also offers regular courses for B.Com and B.Sc. degree along with subsidiary subjects like Mathematics, Statistics, Business Communication, Assamese, Bengali and Hindi. From the session 2020-21, the institution has introduced BA with Economics honors and B.Sc. regular course with Economics, Mathematics and Statistics.

The College established a Value Added Department in November, 2019. The syllabi of various courses are designed and developed by the faculty members of the College. It offers various professional courses like preparation for CA Foundation Course, short term certificate courses on Green Banking and Tally. The College is a registered training partner of the Assam Skill Development Mission of the Government of Assam and has a very vibrant career counseling unit to take care of the students' needs. Yoga, Meditation, and Acupressure classes have been introduced from this current session (2020-21) in the daily class routine for overall holistic development of the students.

It has an Internal Quality Assurance Cell (IQAC) which was established on 16th June, 2003. On the 17th October, 2006 the college was assessed by the NAAC and was accredited B+ grade.

3.b. Academic Strength

Name of the Dept.	UG/ PG/ Both UG PG	No. of teachers	Number of students		Seat Capacity	No. of value added/ Certificate program offered
Accountancy	UG	07	605		600	Nil
Management	UG	07	605		600	Nil
Finance	UG	07	605		600	Nil
Mathematics& Statistics	UG	04	605		600	Nil
Economics	UG	04	605		600	Nil
English	UG	04	574	Total = 605	600	Nil
Assamese	UG	02	18			Nil
Bengali	UG	02	03			Nil
Hindi	UG	02	10			Nil
Information Technology	UG	03	605		600	Nil
BBA	UG	06	61		60	Nil
BCA	UG	03	26		25	Nil
M.Com	PG	04	64		60	Nil
PGDCA	PG	03	Nil		40	NA

PART -A

Academic Audit

3. Methodology of the Audit:

A questionnaire in tune with current NAAC assessment accreditation framework has been prepared as shown in the Annexure-1. The metrics are considered where academic department need to be involved.

Observations:

a. Curricular Aspects

K.C. Das Commerce College is affiliated to Gauhati University. The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum most of the departments are maintaining lesson plan and course diary. However, the detail lesson plan with course progress record needs to be institutionalised. Departments follow academic calendar of Gauhati University. For effective planning of activities academic department can prepare an academic calendar specific to the department following the affiliating University's calendar. Add on/ Certificate programmes are conducted by several departments.

b. Teaching Learning Aspects

Assessment of learning levels after admission to identify slow and advanced learners should be more robust. Though the College follows student's centric learning method for effective curriculum delivery however, a detail unit wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The College maintains mentoring system. But documentation of the mentoring system is not adequate. All the departments conduct internal examination as per requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation. Program Outcome, Program Specific Outcomes and Course Outcomes

are described in the syllabus. The attainment of the learning outcomes needs to be evaluated properly.

c. Research, Innovation and Extension

The overall research culture in the College needs to be strengthened. Several departments are conducting extension activities. Involvement of the students in those activities should be encouraged.

d. Infrastructure

The College has adequate infrastructure facilities for all academic activities. The infrastructure is well maintained. The library and IT facilities are also adequate. However, internet bandwidth needs to be increased.

e. Students support and Progression

Several Departments conduct capacity building and skill enhancement activities for the students. Placement of the students and progression to higher education are encouraged by the institution. Students need more encouragement for participation in extra-curricular activities.

f. Professional development activities

Several teachers are participating in FDP. The rest of the teachers should also regularly participate in FDPs.

4. SWOC Analysis

Strength of the Institute:

- (i) The college has adequate land and buildings
- (ii) It provides education to poor and unprivileged students
- (iii) Dedicated staff and vibrant, culturally talented and disciplined students
- (iv) Safe and secured environment
- (vi) Green environment
- (vii) A well-equipped library with sufficient books and journals

Weakness of the institute:

- (i) Lack of Industry-institution collaboration.
- (ii) Weak placement activities.
- (iii) It lacks systematic annual appraisal mechanisms for quality up gradation.
- (iv) Research activities on low-key basis.

Opportunities:

- (i) The college has the opportunities for introduction of more industry orientation programmes/courses.
- (ii) To arrange FDPs /National level/International level conferences.
- (iii) Scope for interdisciplinary and sponsored projects.
- (iv) Scope for involvement of digital literacy with community.
- (v) It has ample possibilities to undertake innovative and incubation centres for entrepreneurship and development project.
- (vi) Institute can take initiative for the students interested in sports, extra- curricular and cultural activities for choosing their profession.
- (vii) It has also the opportunities for extra rural funding research and infrastructural developmental schemes.

Challenges:

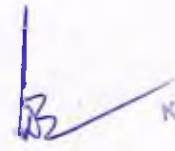
- (i) Resource Mobilization for augmentation of physical and learning infrastructure for development.
- (ii) Absence of industries in the area for collaboration.
- (iii) Encouraging the faculty members to take up research and publications.
- (iv) Encouraging students for competitive examinations and higher education.

5. Recommendations

Based on the finding, the members of the audit committee recommend the following for enhancing the quality of the College:

- i. College needs to establish a language lab
- ii. Research culture needs improvement

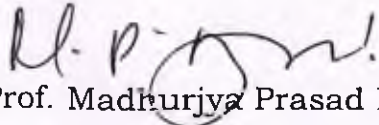
- iii. Proper documentation is required for all activities
- iv. Best practices of individual department for various aspects need to be institutionalised.
- v. For effective delivery of curriculum course file to be maintained for every course
- vi. Academic calendar to be prepared at department level following the affiliating University's calendar
- vii. Students should be involved in the extension activities
- viii. More collaborations need to be established for faculty exchange, students exchange, internship etc.
- ix. Teachers should participate in FDP programmes to enhance teaching quality.


Principal
K. C. Das Commerce College
Chatribari, Guwahati-8

Dr. Hrishikesh Baruah

Principal,

K.C. Das Commerce College,



Prof. Madhurjya Prasad Bezbaruah,

Gauhati University


20/2/2021.

Prof. Utpal Sarma,

Gauhati University

PART -B

Administrative Audit

6. Methodology

a. Review of the Documentation

For the purpose of this audit the policies of the institute was reviewed.

b. Interviews

Interviews were conducted with the Principal, IQAC members, Office staff and faculty members.

c. Physical Inspection

Office of the Principal, Accounts Office, Administrative Unit, Library, Sports facilities, Canteen were physically inspected.

7. Summary of Findings

The main findings:

- i. All the units are aware about the need for Administrative policies at a general level.
- ii. College is implementing administrative policies laid down by Govt. of Assam, Gauhati University in particular and UGC in general.
- iii. A few of the practices followed in the institution need to be restructured as per standard to improve their efficiency, fairness and consistency.

8. Detail observations:

After physical verification and interviews the following observations are made

- i. Decentralization and participative management are evident in academic as well as administrative framework in the institution
- ii. The apex body of the college (the Governing Body) has representatives from the State Government, affiliating University, teaching staff, non-teaching staff, guardians and donors.

- iii. IQAC has representatives from the Governing Body, teaching staff, non-teaching staff, alumni, students, industrialists, neighbouring community as well as senior administrative officer.
- iv. Participative management is evident in the College. A number of in-house committees are in-charge of various domains and students are included as members.
- v. Organizational hierarchy includes the GB at the apex, followed by the Principal, Vice Principal, Head of departments, faculty members and support staff.
- vi. The college office is headed by the Senior Assistant, assisted through the UDAs and LDAs, while the library is headed by the Librarian, assisted through the library support staff.
- vii. Office automation is in place in student admissions, accounts, library services, leave process, feedback, certificate.
- viii. Both internal and external audits of the college accounts are conducted annually.
- xiv. The systems and procedures established for maintaining and utilizing physical, academic and support facilities are outlined in the Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities

9. Recommendations


- i. Implementation of a scalable and interoperable automated system to make the administrative unit fully automated.
- ii. Conducting regular training on use of ICT tools for office automation for the office staff.
- iii. Mentoring the office staff by experienced faculty member/ external expert.
- iv. Letter receipt/ dispatch record should be maintained properly.
- v. A detail long-term perspective plan to be made.
- vi. Detail policy for utilization of resources need to be created

- vii. Details of all movable assets to be recorded in the stock book such that the assets are traceable. Movable assets to be marked as per stock book entry.
- viii. Copies of all such documents to be sent to respective entities (as mentioned in the tail "Copy to" portion of the documents); one copy to be invariably stored in the Guard File
- ix. Copies of all documents that are relevant to IQAC usage should be sent to the IQAC Office at the earliest, viz. Exam Time Tables, Result Sheets, UGC docs, Scholarship docs, all notifications issued by the Principal, etc.

10. Declaration

I agree with all the recommendation and observation mentioned in this report.

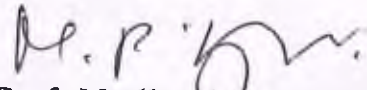
Original signed by



Principal
K.C. Das Commerce College
Chatrabari, Guwahati-8

Dr. Hrishikesh Baruah

Principal,

K.C. Das Commerce College.


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Photographs during the visit

