



Administrative Audit Report
of
LALIT CHANDRA BHARALI COLLEGE
for the
Session 2020-2021

Date of Audit: 22 December 2021

A. Members of the Administrative Audit team:

- (1) Dr. Dharmendra Nath, Principal, S. B. Deorah College, Guwahati
- (2) Dr. Hrishikesh Baruah, Principal, K. C. Das Commerce College, Guwahati

B. Profile of the College:

Name	Lalit Chandra Bharali College
Address with Email-id and Phone Number	East Gotanagar, Maligaon, Guwahati 781011 E-Mail: lcbcollege.csc@gmail.com Ph. No.: 0361-2950040
Website of the college	www.lcbcollege.co.in
Name of the University under which the college is affiliated	Gauhati University Guwahati
Name of the Principal	Dr. Adison Ali
Name of the IQAC Coordinator	Dr. Jublee Goswami
Status of the College	Provincialised under the Government of Assam

C. Introduction:

L. C. Bharali College, established in 1971, is a premier co-educational higher education institute of the State. The College, affiliated to Gauhati University, has been offering UG Programmes in Arts and Science. It was recognised under 2(f) and 12(B) by the UGC on 3rd June 1994. The college came under Provincialisation Programme of the Assam Government in 2005. During the time period of this audit, the College is found to offer 23 numbers of UG programmes. About 1019 students are pursuing their studies in the College.

It has an Internal Quality Assurance Cell (IQAC) which was established on September 10, 2004. In 2004 the college was assessed by the NAAC and was accredited **B Grade**. The College is gearing up for re-accreditation.

D. Methodology of the Audit:

A questionnaire of 50 questions in tune with in-vogue NAAC SSR/AQAR metrics has been prepared to understand the present-day operational dynamics of the Institution. The questionnaire is shown in Annexure-1.

1. Review of the documentation for the purpose of this audit was done.

2. Interviews were conducted with the Principal, IQAC members, Office staff and faculty members.
3. Physical Inspection of the Office of the Principal, Accounts Office, Administrative Unit, Library, Sports facilities and the Canteen were conducted.

We visited the College on 22 December 2021 for the purpose of conducting the Administrative Audit and our observations and findings are mentioned below:

E. Observations:

1. The College has a healthy practice of preparation of Programme and Course outcomes by the faculties of the College and dissemination of the same among the students, parents and public. Though the IQAC monitors the preparation of the POs and Cos, the Administration should also be more proactive. These 'Diksharambh' programmes should be highlighted in the academic calendar of the College and website.
2. The collected and analysed feedback on teachers should be handed over only to the Principal for further necessary actions and measures to be adopted. Feedback of students, teachers, principal, employees and employers should be conducted.
3. The College has added good number of computers and other ICT facilities in 2020-21.
4. Though the number of Seminars and Workshops conducted is good, the College should organise more extension activities in the neighbourhood and in its adopted village.
5. Though the College has good number of MoUs with other Institutions and Industries, more efforts are needed for effective functioning of the MoUs/Collaborations so that students / society at large are benefitted out of the same.
6. The College has added few classrooms in the year 2021 and its expenditure of maintenance of infrastructure is also good. The College also has adequate number of classrooms fitted with ICT facilities.
7. The library infrastructure of the College is good and there is scope of making the library fully automated.
8. The College is maintaining a healthy Student Computer ratio and its internet leased line and providing wi-fi to students and teachers are praiseworthy. High speed internet needs to be extended to all.

9. The College administration is expected to provide more scholarships/free ships to the needy students. The basis of institutional or other scholarships need to be highlighted on the College website.
10. The number of capacity building and skill enhancement programmes conducted by the college in the last year is good but students' participation is expected to be more.
11. The College needs to do more for placement of its outgoing students.
12. The College should promote more students representation in its various administrative, co-curricular and extra-curricular bodies. Photographic evidences along with documentation need to be maintained.
13. For ensuring decentralized and participative management, how the works and responsibilities are distributed from GB/Principal to Hods, IQAC or other bodies of the College is to be explained. Institutional Organogram should be displayed on the College website. List of sub-committees needs to be shared with the IQAC.
14. The Strategic/Perspective plan is effectively deployed. Many works done in the College in the last few years are as per the Perspective plan. Stress is laid on the infrastructural development to facilitate attainment of desired goals. Academic and research oriented goals needs to be highlighted.
15. The College administration should provide whatever little grants possible to the faculties to attend seminars/workshops. Academic leave may be granted to faculty members to foster research culture.
16. Whereas E-Governance is effectively implemented in Students' Admission and Examination matters, there is lot to do for its implementation in Administration and Accounts. Steps like promoting online leave applications, ERP uses would promote green office management.
17. The College has adopted some welfare measures for its staff which is appreciable. Some innovative steps especially for the non-permanent staff of the College would add more value.
18. The College has organised a certificate course in office automation tools for office staff and a One-week workshop for online classes for faculties. For professional development of its staff, the College can organise more such programmes such as a

course of Online Content Creation for its faculties. The College may think of developing and effectively using a Learning Management Software.

19. The College has been conducting both external and internal audit of its accounts regularly.
20. Apart from surplus from its self financing courses, the College also mobilises some funds by renting the premises during holidays and promoting value added courses. The College has also mobilised fund from philanthropists to award its meritorious and needy students. The College will be eligible to receive grants from RUSA once it is re-accredited by NAAC. The College should also apply for NIRF at the earliest.
21. The College has utilised the infrastructure and taken many steps as per in-vogue government regulations towards gender equity of the College. Photographic evidences of the same be kept for record purpose to highlight the same. Visits to Old Age Homes may be considered as an extension activity in this regard.
22. Renewable and green energy installations in the College are appreciable steps taken by the authority. Steps may be taken to utilise the biogas plant outcome in the College canteen. The College has also done energy and environmental audits. Photographic evidences of all the steps taken may be kept for documentation.
23. The College has taken many steps towards sensitising the students on Constitutional obligations, values, rights and duties etc. Dept. Of Political Science is seen to take a leading role in these activities. Other departments should also initiate steps. NCC and NSS Cells may conduct programmes in the neighbourhood.

F. Summary of Findings:

1. The College administration and its different units are aware about the necessity of effective Administrative policies at a general level.
2. The College is implementing administrative policies laid down by Government of Assam, Gauhati University in particular and UGC in general.
3. The infrastructure of the College is quite adequate and once construction of the new building is completed, the College will have more scope of optimizing space utilization. IT infrastructure of the College is also adequate.
4. A few of the practices followed in the institution need to be restructured as per standard and made more visible to improve their efficiency, fairness and consistency.

5. Documentation, decentralised and participative management needs to be highlighted more.

G. Recommendations:

1. Implementation of effective ERP may be considered within a time line to make the administrative unit fully automated.
2. More stress on ICT should be laid. ICT applications need to be developed using in-house intellect and minimal outsourcing. Regular training on use of ICT tools for office automation for the office staff should be conducted.
3. Mentoring of the office staff by experienced faculty member/ external expert should be done.
4. A detail long-term perspective plan to be made with stress on the academic and research goals in the light of the new National Education Policy.
5. Details of all assets to be recorded in the stock book such that they are traceable. Policy for utilization of resources needs to be created.
6. Copies of all documents that are relevant to IQAC usage should be kept in the IQAC Office along with all notifications issued by the Principal.



(Dr. Hrishikesh Baruah)
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Guwahati

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(Dr. Dharmendra Nath)
Principal
S. B. Deorah College
Guwahati

Principal
S.B.DEORAH COLLEGE
Ulubari, Guwahati-781007

Declaration by the Principal:

I agree with all the recommendations and observations mentioned in this report.

Original signed by:



(Dr. Adison Ali)
Principal

Principal & Secretary
L.C.Bharali College
Maligaon, Guwahati-11