

Academic & Administrative Audit 2020-2021



23 December 2021

1. Members of the Academic Audit:

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

2. Profile of the College

A	Name and Address of the College	
	<i>Name</i>	K. C. Das Commerce College
	<i>Address</i>	Chatribari P.O. Rehabari Guwahati-781008 Kamrup (M) Assam India Email - kcdcollege@gmail.com Phone – 94357-07157, 0361-2733691, 0361-2733791
	<i>City</i>	Guwahati
	<i>State</i>	Assam
	<i>Website</i>	http://www.kcdcollege.ac.in
B	Communication Address	
	<i>Principal</i>	Dr. Hrishikesh Baruah
	<i>Office Address</i>	K. C. Das Commerce College, Chatribari, P.O. Rehabari Guwahati-781008
	<i>Residence Address</i>	House No. 70, Near ISKON Temple, Ulubari, Guwahati- 781007
	<i>Mobile Phone</i>	9864030992
	<i>Email</i>	hbaruah@hotmail.com ; hb@kcdcollege.ac.in
	<i>IQAC Coordinator</i>	Dr. Runjun Phookun
	<i>Office Address</i>	K. C. Das Commerce College, Chatribari, P.O. Rehabari Guwahati-781008
	<i>Residence Address</i>	House No. 78, T.R.Phookun Road, Bharalumukh, Guwahati-781009
	<i>Office Telephone</i>	94357-07157, 0361-2733691, 0361-2733791
	<i>Mobile Phone</i>	9435196941
	<i>Email</i>	runjunphookun@gmail.com
C	<i>Status of the College</i>	Provincialised
D	Name of the University to which the College is Affiliated	
	<i>Name</i>	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 around 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.

The College established a Research and Development Cell on 25 September 2018. Under this Cell community research based works and ICT development works are carried out.

The College ERP is also customised by the Cell. The Cell is in the process of developing digital library platform. All the softwares have been test run successfully in the College. The ICT RnD Cell desires to make its products marketable and saleable in near future.

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	731		750		05
Management	UG	07	731		750		
Finance	UG	07	731		750		03
Mathematics & Statistics	UG	04	B.Com	688	B.Com	750	01
			B.Sc.	07	B.Sc.	50	
			B.A.	03	B.A.	30	
Economics	UG	04	731		750		01
English	UG	04	700	Total = 731	750	01	
Assamese	UG	02	20			Nil	
Bengali	UG	02	03			Nil	
Hindi	UG	01	08			Nil	
Information Technology	UG	03	731		750		03
BBA	UG	07	60		60		Nil
BCA	UG	03	24		25		03
M.Com	PG	05	60		60		Nil
PGDCA	PG	03	03		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 all the departments are maintaining lesson plan and course diary. The detail lesson plan with course progress record has also been institutionalised as recommended. For effective planning of academic activities, the college prepares an academic calendar specific to the departments following the affiliating University's calendar. Academic year starts with "Deeksharambh" program where students are made aware about the scope of the academic programs. 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. The College follows student centric learning method, for effective curriculum delivery a detail unit wise plan for experiential and participative learning is maintained for enhancing the learning experiences of the students. Apart from conventional classroom teaching, guest lectures, field trips, educational tours, industrial visits, and social awareness programs are conducted. Students are encouraged to participate in extracurricular activities.

The College maintains mentoring system. But documentation of the mentoring system is not adequate. All the departments apart from conducting internal examination as per requirement of the affiliating University, conducts more relevant methods such as class test, online multiple choice questions, home assignments, guest lectures, project work, internship etc. are experimented in the internal assessment. 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. The Community Research and Development Cell of the College in joint collaboration with the institutional NSS Cell conducted a study on 25th to 28th February, 2021 on the prospects of eco-tourism in Ranikhaamaar, Rabha Hasong zone, Kamrup. The Cell has carried out and completed a couple of community research based works in Ranikhammar in Chandubi and Guwahati markets. The ICT RnD Cell developed College's websites, value added education portal and the learning management softwares. All the softwares have been test run successfully in the College. The ICT RnD Cell desires to make its products marketable and saleable in near future.

The Red Cross Society of the College has taken up a few programmes which also encourages involvement of the students in those activities.

d. Infrastructure

The College has adequate infrastructure facilities for all academic activities. The infrastructure is well maintained. Phase I works of the G+4 multistoried academic block has started. The work is being executed by the PWD, Govt. of Assam.

The library and IT facilities are also adequate. The internet bandwidth is now increased to 50 MBPS as recommended in the previous academic audit.

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:

- a. The College has adequate land and buildings
- b. It provides education to poor and unprivileged students
- c. Dedicated staff and vibrant, culturally talented and disciplined students
- d. Safe and secured environment
- e. Green environment
- f. A well-equipped library with sufficient books and journals.
- g. It has annual appraisal mechanisms for quality up gradation.
- h. Majority of the faculty members have PhD with publications.

Weakness of the institute:

- a. Lack of Industry-institution collaboration.
- b. Weak placement activities.
- c. Research activities on low-key basis.
- d. The feedback of the students must be more robust

Opportunities:

- a. The College has the opportunities for introduction of more industry orientation programmes/courses.
- b. To arrange FDPs /National level/International level conferences.
- c. Scope for interdisciplinary and sponsored projects.
- d. Scope for involvement of digital literacy with community.
- e. It has ample possibilities to undertake innovative and incubation centres for entrepreneurship and development project.
- f. Institute can take initiative for the students interested in sports, extra-curricular and cultural activities for choosing their profession.
- g. It has also the opportunities for extra rural funding research and infrastructural developmental schemes.

Challenges:

- a. Resource Mobilization for augmentation of physical and learning infrastructure for development.
- b. Absence of industries in the area for collaboration.
- c. 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. MoUs may be executed with interested Institutions of higher learning.
- iii. Best practices of individual department for various aspects need to be institutionalised.
- iv. Students should be involved in the extension activities
- v. More productive collaborations need to be established for faculty exchange, students exchange, internship etc.
- vi. Teachers should participate in FDP programmes to enhance teaching quality.



Dr. Hrishikesh Baruah

Principal,

K.C. Das Commerce College



Prof. Madhurjya Prasad Bezbaruah

Gauhati University.



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, and Canteen were physically inspected.

7. Summary of Findings

The main findings:

- a) All the units are aware about the need for Administrative policies at a general level.
- b) College is implementing administrative policies laid down by Govt. of Assam, Gauhati University in particular and UGC in general.
- c) The College has developed its own App and ERP for smooth functioning and all around development.

8. Detail observations:

After physical verification and interviews the following observations are made

- a) Decentralization and participative management are evident in academic as well as administrative framework in the institution
- b) 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.
- c) IQAC has representatives from the Governing Body, teaching staff, non-teaching staff, alumni, students, industrialists, neighbouring community as well as senior administrative officer.

- d) 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.
- e) Organizational hierarchy includes the GB at the apex, followed by the Principal, Vice Principal, Head of departments, faculty members and support staff.
- f) 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.
- g) As recommended the college is heading for full automation. Office automation is in place in student admissions, internal examinations, accounts, library services, leave process, feedback and certificate.
- h) Both internal and external audits of the college accounts are conducted annually.
- i) 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.
- j) As recommended mentoring of the office staff is done by an appointed faculty member and also by an external expert as and when necessary.
- k) Letter receipts/ dispatch records are maintained properly as recommended by external expert
- l) As recommended details of all movable assets are recorded in the stock book such that the assets are traceable. Movable assets are marked as per stock book entry.
- m) Copies of all such documents are sent to respective entities and one copy is stored in the Guard File as recommended.
- n) As recommended copies of all documents that are relevant to IQAC usage are sent to the IQAC Office.
- o) As recommended a detail long term is also prepared.

9. Recommendations

- a) Conducting regular training on use of ICT tools for office automation for the office staff.
- b) Detail policy for utilization of resources need to be created

10. Declaration

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

Original signed by



Dr. Hrishikesh Baruah

Principal,

K.C. Das Commerce College



Prof. Madhurjya Prasad Bezbaruah

Gauhati University.



Prof. Utpal Sarma

Gauhati University