



**Morigaon College**  
**Affiliated to Gauhati University**  
NAAC Accredited B Grade Institute with CGPA 2.47

# ADMINISTRATIVE AUDIT 2021-2022



30-June-2022

## **Administrative Audit Report of Morigaon College**

### **1. Members of the Administrative Audit:**

- a. Prof. Prodeep Phukan
- b. Prof. Ratul Mahanta

### **2. Profile of the College:**

Morigaon College, a co-educational institute affiliated to Gauhati University, was established on July 1, 1964. The college offers 04 undergraduate programs in Arts, Science, and Commerce, as well as BCA, 02 postgraduate programs in Geography and Zoology, Vocational courses in Food Processing, Mass Communication, and Journalism, and a PGDC program in Disaster Management. The Department of Chemistry's laboratory is recognized by Gauhati University for its ability to facilitate advanced research works.

Morigaon College is recognized under Section 2 (F) and 12 (B) of UGC and accredited by NAAC in the year 2005, 2010, and 2018, receiving a B grade in all assessments. The college is located on the eastern side of Morigaon town, 70 km away from Dispur, the capital of Assam, with a total campus area of 9.91 acres and a built-up area of 10,607.43 sq.meters. It includes boys' and girls' hostels, principal quarters, an indoor stadium, an auditorium, and a playground.

To support students and ensure smooth conduct of activities, the college has various committees and cells, such as the Anti-ragging committee, Grievance and Redressal Cell, Sexual Harassment Cell, and NCC and NSS units for both boys and girls. The Morigaon College library is enriched with over 40,000 textbooks and reference books, as well as e-journals and e-books.

### **3. Administrative Audit Report**

The institution has adopted a systematic and comprehensive approach in regard to its administrative and management issues:

1. Principles of good governance are evident and they are translated into-
  - ✓ Encouraging institution-wide participation in the formulation of policies.
  - ✓ Timely implementation of policies and monitoring thereof.
  - ✓ Working in an open manner so as to facilitate access to its policies and decisions by the public.
2. Top management leadership is demonstrable through-
  - ✓ Developing and communicating the institution's mission and plan.
  - ✓ Establishing effective links with external stakeholders.
  - ✓ Developing an organizational structure which reduces bureaucratic complexity and improves communication, efficiency and effectiveness.
3. Management of Funds through-
  - ✓ Transparency and accountability.
  - ✓ Ensuring cost effectiveness of programmes.
  - ✓ Effective internal and external auditing.
  - ✓ Proper budgeting and rationalization of funds with justification.
4. Management of Academic activities through-
  - ✓ Ensuring that programmes are relevant.
  - ✓ Ensuring that academic standards are continuously monitored and improved.
  - ✓ Ensuring that teaching-learning and evaluation process are going on properly.
5. Admissions-
  - ✓ Policies regarding admissions are transparent and accessible by the public.
  - ✓ Policy on equal opportunities is implemented.
  - ✓ Special consideration is given to differently able students.
6. Students Union-

- ✓ A body of students union is operational to organize several cultural and sports activities and to represent students in various committees of the college.
- ✓ The student union's voice is given due importance and taken to the management and appropriate action are taken whenever necessary.

7. Students welfare-

- ✓ The matter of student's welfare is taken care of by a member secretary of the student union and is guided by a Teacher-in-Charge deputed by the principal.
- ✓ They are actively supported by the management.
- ✓ There is evidence that students are encouraged to use the services provided.

8. Staff Welfare-

- ✓ There is provision to provide necessary support to the teaching as well as non-teaching staff of the college.

9. Staff Appointments-

- ✓ The institution has well established policies for appointment, appraisal and promotion of staff and these policies are effectively implemented.
- ✓ Duties allocated are well defined and appropriate to qualifications and experiences.

10. Staff Development-

- ✓ Appropriate support and training are given to staff concerned to enable them to overcome weaknesses and to perform more effectively.
- ✓ Opportunities are given to deserving members to further their carrier.
- ✓ Staff development needs are systematically identified in relation to individual aspirations, the curricula and institutional requirements.
- ✓ All staff, teaching and non-teaching, are given the opportunities with necessary support to undertake appropriate facilities in regard to identified needs: induction, consultancy, research, in-service training and other scholarly activities.

#### **4. Recommendations:**

- i. Departmental objectives are to be maintained in one standard format.
- ii. Faculty should use statistical tools based on analysis in their respective subjects.
- iii. A full-fledged health care centre to be established in the college premises.
- iv. A pensioner's portal should be opened for the retired employees of the college.
- v. Canteen service is to be developed. Canteen should provide more variety of hygienic food items in cheap rate.



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