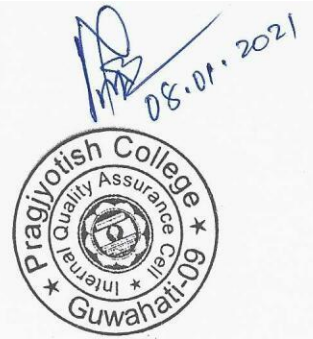


# Administrative Audit

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***Audit Report 2019-20***

**Pragjyotish College  
Santipur, Guwahati - 781009  
Assam (India)**

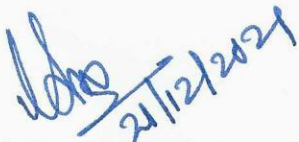


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**Audit Key Steps**

1. Planning
2. Field work
3. Draft report completed and sent for Principal's response
4. Response from the Principal received
5. Final report completed
6. Report presented to the Management

Administrative Auditor



21/12/2021

Utpal Sarma, PhD  
Professor, Dept. of Instrumentation and USIC  
Gauhati University



Manoj Kumar Mahanta, PhD  
Principal, Pragjyotish College

Principal  
Pragjyotish College  
Guwahati-781009

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## **1.0 Executive Summary**

The purpose of the audit was to ensure that the practices followed in the College are in accordance with the Administrative Policy adopted by the institution. The specific objectives of the audit were to evaluate the adequacy of the management control policies as well as the degree to which the Units of the College are in compliance with the applicable regulations, policies and standards.

The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

## **2.0 About the college in brief**

Pragjyotish College was established in September 1954 as an Arts College. The college is situated on the bank of the Bharalu tributary of the mighty Brahmaputra River, with the Nilachal Hills in its background. It is the fourth oldest amongst the twenty odd undergraduate college in the greater Guwahati area, being permanently affiliated to Gauhati University and approved under sections 2 (f) and 12 (B) of the UGC Act, 1956, in the years 1964 and 1989 respectively. It has been catering not only to the higher educational aspirations of the youth of the region but also providing various employment opportunities through a number of self-sustaining courses. It has already been assessed and accredited by NAAC twice during 2003 and 2010, obtaining scores of 73 and 2.61 respectively, and being placed in the B grade in both the cycles. A wide range programmes and courses have been introduced in the college through 30 departments, including different self- sustaining ones.

## **3.0 Methodology of the audit**

This audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.



**Review of the Documentation**

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

**Interviews**

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

**Physical Inspection**

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

**4.0 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.

**5.0 Detail observations:**

After physical verification and interviews the following observations are made

- i. Decentralization and participative management is 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, guardians, retired teachers, industrialists, employers, neighbouring community as well as senior administrative officers of IPS rank
- 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 of as many as 19 in-house committees

- v. Organizational hierarchy includes the GB at the apex, followed by the Principal, Vice Principal, Heads of departments, faculty members and support staff.
- vi. The college office is headed by the Head 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, student support (grievance redressal, online notification), accounts, library services, alumni registration/ feedback.
- viii. Both internal and external audits of the college accounts are conducted annually.
- ix. Pragjyotish College Alumni Association is a registered body. Alumni meetings/ activities organized in several departments during the last five years
- x. A Gymnasium Hub with a designated Instructor, caters to the needs of both institutional as well as neighboring community.
- xi. Budget allocation and utilization is based upon recommendations of concerned committees like purchase committee, finance advisory/ monitoring committee and library advisory committee.
- xii. RFID enabled central library comprises more than 35,000 text books, 24,000 reference books, 42 journals.
- xiii. Library is fully automated by SOUL 2.0 (Version 2.0) and has membership of N-List for e-books and e-journals.
- 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



## **6.0 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.
- v. A structured budget estimate to be prepared by an expert committee and it will be placed in GB for approval.
- vi. Grievances box to be installed near the office and grievances from the stake holders to be analyzed regularly. Necessary action taken report shall be maintained at IQAC.
- vii. A detail long-term perspective plan to be made.
- viii. Detail policy for utilization of resources need to be created
- ix. A policy for maintenance of infrastructure to be in place.
- x. External financial audit to be carried out regularly.
- xi. 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.
- xii. Issue of official notifications/ letters/ memos from one single point
- xiii. Reference numbers to be typed (instead of the present practice of handwritten system)
- xiv. 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
- xv. 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.
- xvi. Supervising Assistant may be replaced by Head Assistant.



## 7.0 Declaration

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

Original signed by

 21/12/2020

Manoj Kumar Mahanta, PhD  
Principal, Pragjyotish College

Principal  
Pragjyotish College  
Guwahati-781009