



NAGAON G.N.D.G. COMMERCE COLLEGE

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

**NAGAON G.N.D.G. COMMERCE COLLEGE
SESSION : 2024-2025**



**Prepared By
Audit Committee**

**03672-255044
ngndgcc@gmail.com
<https://ngndgcccollege.edu.in>**

Introduction:

The National Assessment and Accreditation Council (NAAC) has unfolded several tools and guidelines for improving quality of Higher Education Institutions (HEIs) for different levels. The NAAC expects the Higher Education Institutions to embrace continuous Academic and Administrative Audit (AAA). The present Academic and Administrative Audit (AAA) is a part of the quality assessment program carried out at Nagaon G.N.D.G. Commerce College.

In present day's changing educational landscape, the Academic and Administrative (AAA) serve as a crucial mechanism for ensuring the quality and efficiency of HEIs. The AAA provides a framework for continuous improvement and aligns the college's practices with regulatory standards, institutional goals, mission and vision.

Academic Audit is systematic as well as scientific method of reviewing the quality of academic process in the institution, which is related to the quality assurance and enhancing the quality of academic activities in Higher Education Institutions. This Academic Audit supports colleges in enhancing teaching quality, research output, learning outcomes and overall academic performance. Such audit involves a thorough review of academic progress, faculty qualifications, curriculum design, teaching methodologies, assessment mechanism and students support services etc.

The Administrative Audit on the other hand is defined as a process of evaluating the efficiency and effectiveness of the Administrative procedure. The Audit examiner the efficiency and transparency of administrative operations including governance, financial and human resources management, infrastructure utilization and support services

Through this Academic and Administrative Audit process, the college reaffirms its commitment in achieving educational excellence, operational efficiency and sustained growth, thereby fulfilling its responsibility to students, faculty and community.

2. Objectives:

The primary objectives of the AAA are:

- i) To understand the existing system and assess the strengths and weakness of Academic and Administrative units.
- ii) To suggest methods for improvement of strengths and for overcoming the weakness.
- iii) To evaluate the optimum utilization of financial and other resources.
- iv) To provide actionable recommendations in order to enhance institutional performance and stakeholders satisfaction.
- v) To foster a culture of accountability, innovation and excellence within the institution

3. The Academic and Administrative Audit Committee:

The Academic and Administrative Audit committee for the session **2024-2025** was constituted by the Principal, Nagaon G.N.D.G. Commerce College vide letter no. **NGNDGCC/2025-26/10206-B Dated: 03-06-2025** and **NGNDGCC/2025-26/10206-C Dated: 03-06-2025** respectively.

The members are-

- 1. Prof. Partha Pratim Baruah, HoD, Environmental Science, Gauhati University, Guwahati-14.**
- 2. Dr. Manuj Kr. Nath, Principal, Rupahi College, Nagaon, Assam.**

Methodology:

NAAC has not prescribed any specific methodology or guidelines for conducting AAA, However it is expected that each HEI may evolve its own guidelines and methodology by following leading institutions within and outside the country. Accordingly Nagaon G.N.D.G. Commerce College has developed a methodology where the IQAC of the college provided relevant information about infrastructure, manpower and functioning of the various academic programmes in the college etc. The AAA team interacted with the principal who briefed the team about the Administrative aspects of the college. Moreover AAA team visited all departments, office, Library, computer lab, sports and other facilities and verified all important documents. The team also evaluated the implementation of NEP 2020 courses, add on or certificate courses.

Finally this report has been prepared based on the facts and information made available by the IQAC and academic departments and also the information gathered during on site visit on June-24-06-2025. The entire process of audit was carried out as per following visit schedules.

Date: 24-06-2025.

Visit Schedules

Date & Time	Activity
9:30 A.M.	Arrival of the team and welcome by NCC cadets.
10:00 A.M.	Interaction with Principal.
10:30 A.M.	Interaction with IQAC coordinator and core members of IQAC.
11:30 A.M.	Departmental visit, presentation, Interaction and document verification.
1:00 P.M.	Meeting with students
1:30 P.M.	Lunch
2:00 P.M.	Meeting with Non-teaching staff.
2:15 P.M.	Visit to library, computer lab, sports and other facilities.
2:45 P.M.	Report writing.
4:00 P.M.	Exit meeting and report sharing.

Section – I

General Information:

About the college:

Nagaon Gopinath Dev Goswami Commerce College is a premier institution of Higher Education in commerce in the central Assam region. The college came into existence on 24th September, 1984 in the premises of Shankar Natya Chora under the name of Nagaon Commerce College. Later on the college was named after the cherished memory of late Gopinath Dev Goswami an illustrious son of Nagaon and was shifted to its present site at Panigaon, Nagaon in 1989. Starting with only 139 students in the year of its inception, the college blossomed into a premier institution for commerce education with a sizable number of students in its roll in every year. The college with a dedicated teaching faculty and an efficient administrative staff under the

guidance of the principal makes a sincere attempt to prepare the students for good career in commerce and help them to build up character and personality for becoming a responsible citizen.

The college is situated on the side of NH-37 and within the Municipal area has easy access to all the modern amenities available in the district head quarter town. Away from the din and bustle of the town, the green surroundings and the peaceful atmosphere provides an ideal ambience for the students to pursue their studies and other related activities in the college.

The college was brought under Deficit Grants-in-Aid system in the year 1996. The college came under provincialisation programme of the Assam government in the year 2005. Moreover the college recognized by UGC under section 2 (f) and 12 (B) of the UGC Act 1956 on April, 2006. The college is affiliated to Gauhati University and offers different programmes like B.Com., BBA and M.Com.

The college has an Internal Quality Assurance Cell (IQAC) which was established on **05-04-2005** The college was assigned by NAAC in its third cycle on 20th and 21st August, 2024 and was accredited with “B” grade which was valid for 5 years up to **28-08-2029** The following table gives idea about the college at a glance.

1	Year of Establishment of the College	1984
2	Year of Provincialization of the College	2005
3	Year of reorganization under 2 (f) & 12(B) Section of UGC Act	April, 2006
4	Location of the college	National Highway -37, Near Sani Mandir, Panigaon, Nagaon, Assam, Pin-782003.
5	Academic programme	Academic programme-03 1. B.Com. (Accountancy, Management & Finance) 2. BBA 3. M.Com. (Accountancy, Management & Finance)
6	Number of Add on/certificate courses run by the college	07
7	Number of sanctioned post & number of Faculty members on roll.	Sanctioned post/strength- 24 Number of sanctioned faculty-15
8	Enrollment in the current year 2024-25.	842
9	Accreditation status of the college.	B
10	Accreditation Cycle	3rd Cycle.

Section – II

General Observation pertaining to Academic matters:

A) Curricular Aspects:

Nagaon G.N.D.G. Commerce College is affiliated to Gauhati University and as such the college follows the syllabus and curriculum framed by Gauhati University. At present the college is running B.Com., BBA and M.Com., and a few add on and certificate courses in regular mode. For effective delivery of curriculum most of the departments are maintaining lesson plan. It is also found that the college is preparing its own academic calendar which is in line with the university academic calendar.

B) Teaching Learning Aspects:

Teaching learning process is carried out through conventional chalk and talk method or in person mode. Sometimes students are exposed to learning through outdoor field activities. During and after covid-19 period, the teachers adopted online methods using Google met, ICT enabled systems for teaching and learning purpose. Now the teaching in audio-visual mode is also included in the regular teaching learning process by several departments. There are 3 (three) smart TV and 6 (six) projector which are used as a means of audio visual tool in classroom teaching.

C) Research Innovation and extension:

The college has total sanctioned faculty strength of 15 regular teachers out of which 14 posts are filled up and 1 post lying vacant. Six of the faculty members have completed their Ph.D. and one more faculty members are pursuing Ph.D. in respective research area of his interest. However faculty engagement in publishing research articles and books is not satisfactory and overall research culture in the college needs to be strengthened. The college has conducted a good number of extension and outreach programmes through its NCC, NSS and Red Ribbon Club members. The NCC and NSS units of the college seem be strong and the volunteers are highly motivated. The NCC and NSS are headed by care taker officer (CTO) and programme officer respectively. Generally extension activities of the college are conducted under NCC and NSS banner. These volunteers help in keeping the college campus clean and the Audit team is happy to notice it.

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. There are **12992** books. The library has been operating on SOUL 2.0 software. It is found that computer lab is well equipped with 40 desktop computers in the lab. It is good to see that most departments have a desktops computer. A few departments have laptops also to use by the faculties. The college authority is trying its best to expand the physical infrastructure of the college in spite of having its compact campus. Basic minimum facilities like canteen, toilet for both boys and girls common room for boys and girls, Girls Hostel, indoor stadium etc. are available in the campus. It is found that the college canteen which is constructed under RUSA 2.0 grant has been running very nicely. In order to meet the energy demand to some extent, the college installed roof top solar plate in the campus. There is still demand for more physical infrastructure particularly classrooms after the implementation of NEP-2020.

E) Student Support and Progression:

The college creates a positive ambience for the multi-dimensional development, progression and career augmentation of the young students. Continuous effort is made to provide a well-planned support system for the welfare of the students.

- The institution facilitates student representation and engagement in administrative, co-curricular and extracurricular activities.
- The college also organizes various programs on badminton, handball, acting skills, and other co-curricular activities for the all-round development of the students.
- The college has a vibrant career counseling and placement cell to give special focus on coaching for competitive examination, career counseling, soft skill development, remedial teaching etc.
- Gym and Yoga facilities are provided for the students.
- An effective Grievance Redressal mechanism is in place.
- Most of the students get scholarship and free ships from the government and meritorious students avail scholarships from non-govt. agencies.
- The college has adopted zero tolerance policy for ragging and sexual harassment.
- The College has an autonomous Students Union. The members of the union body are incorporated into various cells and committees of the college.
- Students Union organizes and celebrates local and national important days, birth and death anniversaries of eminent personalities.
- NCC for the students has been started in the college from 2022 and the audit team is happy with the activities of NCC cadets.
- Nagaon G.N.D.G. Commerce College has an active Alumni Association, with its own functioning guidelines.

B) Administrative observation:-

1. The college has maintained a well-designed administrative structure. It has a full-fledged Governing Body represented by the President, Principal, Teaching Staff, Non-Teaching Staff, Parents of students and University nominee, MLA of Local Legislative constituency.
2. The Principal of the college allocates duties after consultation with the Vice-Principal regarding matters of academic and administrative aspects. The college successfully follows all Govt. order received from time to time.
3. The college has different cells, units & committees in order to conduct extra-curricular activities, extension activities, students counseling and Grievance redressal etc.
4. The college has active "Internal Quality Assurance Cell" (IQAC) to monitor and assure internal quality. The IQAC is found to be active and conducted meeting regularly and the minutes are kept for each meeting. The IQAC prepared the academic calendar of the college. Moreover the faculty with active encouragement from the IQAC prepared the lesson plans for each of the course. The IQAC is working towards its defined goals as per guideline of the NAAC and organizes regular activities covering all the stakeholders. The responsibility of the IQAC is handed over to a full time Coordinator and Joint Coordinator who takes the responsibility of uploading data in the annual report prepared for NAAC purpose.
5. The admission process is automated. Previously it is done through college online admission portal. However from the year 2023 onward it has been done through Govt. of Assam Samarth E-Suit portal
6. The accounting system is not yet automated. Cash Books are maintained properly in a traditional way. It is found that college accounts are being regularly audited by internal auditor (CA) and by the Govt. of Assam Local Audit Fund team also from time to time.
7. The college has Grievance redressal cell. All the grievances of the students are tried to resolve by college authority on the time with the help of that cell.

8. It is found that the college has a Student's Union Body which is formed on the basis of free and fair student's union election annually. The last student's union election held on **20-11-2024**.

9. The college has done regularly Green & Environment Audit, Energy Audit Academic and Administrative Audit, Gender Audit etc. for the last several years.

Section – III

SWOC analysis:

Strength:

1. The college has a beautiful green and eco-friendly campus.
2. The Wi-Fi facility is made available in the college campus for both faculties and students.
3. Systematic coordination and intervention of IQAC in academic matters.
4. Academic programmes are envisioned on gender equality and ethical standards.
5. Remedial coaching for slow learners is provided.
6. Diversity in student's enrollment.
7. Presence of sincere, dedicated & committed faculty members.

Weakness:

1. Lack of sufficient permanent faculties.
2. No playground for the college.
3. No language lab to develop the communication skills of learners.
4. No hostel facility for boys to attract students from far off places.

Opportunities:

1. Since the college is located in the urban environment, it has more scope for on the spot training and signing of more number of MoUs with relevant institutions for the greater benefit of the students.
2. By considering the recent technological advancement (Ai, etc.), new programmes of study can be introduced.
3. There is a possibility of introducing a greater number of add-on courses.
4. Special training may be given to NCC cadets to create job opportunities in defence services.
5. A good relationship with adopted village may help the college in undertaking various extension and outreach programme.

Challenges:

1. Poor socio-economic background of students.
2. Lack of communication skills in English.
3. Establishment an industry-institutional interface.
4. Being a constituent college, less autonomy in academic and administrative matters.
5. To upgrade the college into a multidisciplinary campus as per new education policy 2020.

Section – IV

Specific Suggestions/ recommendations:

The audit team feels it duty bound to offer certain suggestions or recommendations for the improvement of the academic and administrative atmosphere of the college.


1. Improvement in college infrastructure to increase the number of classrooms in order to create sufficient accommodation for the students.

2. To improve the ICT facilities in the classroom for using audio-visual tools regularly in the classroom teaching. There should be more ICT enabled classroom.
3. Faculty members to be encouraged to submit proposals for research projects Seminar, Conference, Workshop etc. to various funding agencies. Moreover teachers should be encouraged to participate in the FDP programme in order to enhance teaching quality.
4. There is an urgent need to encourage faculty members to publish Research papers in UGC care listed journals and also to write articles or books with ISBN numbers.
5. All departments may try to organize invited lecturers to provide students a platform to enrich themselves through interaction with learned resource persons in respective field.
6. Interaction with industry, educational institutions to be increased.
7. The entire accounting system is to be automated, robust and reliable ICT system should be used for processing payments and generating all kinds of reports.
8. Students need to be enthused for NET/SLET or other commerce related competitive exams.
9. It is good to see that present college website is attractive and informative. But the site should have specific information about the departments and each faculty. Moreover departmental page should high light the programmes run by the department, including syllabus recommended e-content link etc. Apart from that website should contain some information link like Swayam, MOOCS, Swayam prabha, e-pathsala etc.
10. The college should increase the amount of solar energy components in near future.
11. Steps should be taken to introduce science and art stream in near future.
12. To prepare a database of all passed out students along with their placement record.
13. Steps to be taken to increase frequency of training sessions, workshops on seminars on intellectual property rights, research methodology, entrepreneurship etc.
14. Being Commerce College, there is the need to explore the scope for providing consultancy services to make knowledge applicability visible and earn as well.
15. In view of the well placed Alumni network of the college, Alumni involvement and engagement needs to be focused.
16. More collaborations need to be established for faculty exchange, student exchange, internship etc.


Section – V

Declaration:

This Academic and Administrative Audit report of Nagaon G.N.D.G. Commerce College is prepared after examining all the facts and documents given by the college authority. The audit team expresses satisfaction and gratitude to the college community for their sincere effort in the whole process. The team also suggests the principal, Nagaon G.N.D.G. Commerce College to conduct such exercise in future for the systematic and planned development of the college.


(Dr. Manuj Kr. Nath)
 Principal,
 Rupahi College, Rupahi
 Nagaon, Assam-782125

Principal
RUPAHI COLLEGE
 Rupahi Nagaon Assam


(Prof. Partha Pratim Baruah)
 Professor & HoD,
 Environmental Science, Gauhati University,
 Guwahati-14, Assam

Head
 Dept. of Environmental Science
Gauhati University