

Academic and Administrative Audit Report

(Period: 2023 -2025)



SARAIGHAT COLLEGE
Changsari, Kamrup (Rural),
Assam-781101

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Academic and Administrative Audit Report

• Objective

The National Assessment and Accreditation Council (NAAC) has established a comprehensive set of principles, tools, and guidelines aimed at enhancing the academic and administrative quality of higher education institutions. These standards help institutions achieve sustainable growth through systematic, continuous monitoring and evaluation of their performance.

At **Saraighat College**, the Internal Quality Assurance Cell (IQAC), in collaboration with external quality assessment bodies, is committed to fostering an enriching academic environment and promoting excellence in all spheres of institutional functioning. In alignment with NAAC's recommendations, the College conducts the **Academic and Administrative Audit (AAA)** annually to ensure continuous quality enhancement.

The present AAA is undertaken at **Saraighat College** as an essential component of its ongoing quality assurance and development initiatives.

The primary objectives of the AAA are:

- (i) To review the existing academic and administrative systems and assess the strengths and weaknesses of various units.
- (ii) To recommend strategies for strengthening positive practices and addressing identified gaps.
- (iii) To encourage departments to maintain continuous monitoring, quality improvement, and compliance with NAAC guidelines and criteria.

• AAA Committee

The AAA committee was constituted by the Principal, Saraighat College vide notification no. **SC/Committee/AAA/2025/624-A & B**, dated. 28-05-2025. The members are:

- (i) *Professor Ashok Kumar Bora*

Retired Professor and Head, Department of Geography, Gauhati University Member, External Academic and Administrative Audit Team

- (ii) *Dr. Ranjan Kalita*

Principal, Rangapara College (Autonomous)

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• Institutional Information

(A) Basic Information:

- i. **Name of the Institution:** Saraighat College, Changsari,
- ii. **Affiliating University:** Guahati University
- iii. **Address:** Vill & P.O- Changsari, Dist- Kamrup(R), PIN- 781101
- iv. **Institutional Website:** <https://saraighatcollege.ac.in/>
- v. **Year of Establishment:** 1981
- vi. **Status:** Autonomous Affiliated Constituent
- vii. **Academic Level:** UG Only UG & PG Constituent
- viii. **AISHE Code:** C-17152
- ix. **NAAC Accreditation Status:** Grade / Point obtained : A / 3.04 (3rd Cycle)
- x. **UGC Recognition (Sections 2(f)/12(B)):** Under section 2(f): UGC Act 1956 : 24/10/2008, under section 12B: UGC Act 1956:13/04/2009
- xi. **Name of the Principal:** Dr. Mani Sarmah
- xii. **Contact Information:**
 - o Contact Number: 9435310553
 - o Email: manisarmah1971@gmail.com
- xiii. Total Number of Student: 969 (Session 2024-2025)
 - Male: 338
 - Female: 631
 - Transgender: Nil

(B) Introducing the College in Brief

SARAIGHAT COLLEGE is one of the premier Higher Educational Institutions in greater Changsari area of Kamrup (Rural) District, Assam. Situated near the National Highway (NH-31), the college is well connected with other major parts of the region. Since its inception, the college has been working with a missionary zeal to promote higher education amongst the rural population of the area with special emphasis on the socio-economically marginalized sections of the society. In its relentless service, the institution has so far experienced various hazards and challenges but has successfully managed to overcome them.

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Established on 21st July, 1981 with 116 students, 8 teachers and 2 non-teaching staff, Saraighat College is currently providing higher education to nearly 1600 students with strength of 30 permanent faculties and 10 non-teaching staff. The institution was brought under the 'deficit Grant-in-Aid' system and the 'Government Provincialized' status under the Assam State Government on 25th March 1998 and 1st January 2006 respectively. It was placed under the 2(f) Category on 28-10-2008 and 12-B Category on 13-4-2009 by the University Grants Commission (UGC). Accredited B-grade (Cycle-II) by NAAC in 2015, the College offers Higher Secondary course under the Assam Higher Secondary Education Council (AHSEC) and Bachelor of Arts courses (Honours & Regular) across 11 disciplines affiliated to Gauhati University (G.U.). From 2016 onwards, the College has also started a three years Vocational course in Travel and Tourism Management ((B.Voc under G.U.)

• **Academic programmes:**

- i. B.A.
- ii. B. VOC (TTM)

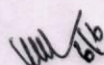
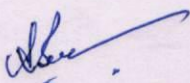
• **List of Academic Departments and Centres**

Humanities and Social Sciences

- (i) Assamese
- (ii) English
- (iii) Economics
- (iv) Education
- (v) History
- (vi) Mathematics
- (vii) Anthropology
- (viii) Persian
- (ix) Geography
- (x) Philosophy
- (xi) Political Science

Vocational

- (i) B.VOC (Travel And Tourism Management)



Science

- (i) Does not arise

Commerce

- (i) Does not arise

Study Centres

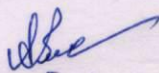
- (i) K. K. Handique State Open University Study Centre
- (ii) GUCDOE(Guahati University Central for Distance and Online Education)

• **Methodology**

Data and information pertaining to the 12 academic departments, study centres, and other relevant units were provided to the AAA Peer Team in the prescribed format by the **IQAC, Saraighat College**, to facilitate the Academic and Administrative Audit for the period **2023-2025**. Additional details regarding infrastructure, human resources, and the functioning of various academic programmes were also furnished by the IQAC. The Principal of the College briefed the team on the salient features of institutional governance and administrative practices.

Each academic department presented its **departmental profile before the AAA Team**. During the visit, the team examined all academic departments, study centres, and the administrative and accounts sections of the College. The IQAC Coordinator submitted the consolidated academic and administrative data in the form of an internal report covering the period **2023–2025**.

The departments highlighted their academic initiatives, research activities, achievements, and supporting documents, followed by constructive interactions between the faculty and the Peer Team members. This report has been prepared on the basis of the information and documentation provided by the IQAC and the academic departments, as well as the observations made during the AAA Team's visit conducted on **06th June, 2025**.



(A) Academic Programmes and Courses offered:

Sl. No.	Parameters	2022-23	2023-24	2024-25
1	No. of Programmes	02	02	02
2	No. of Courses offered	333	333	257
3	No. of Value-added/Certificate courses	0	0	05

(B) Departmental Profile (2024-2025)

Department	Number of full-time teachers	No. of ad-hoc teachers	Student intake In Major	Student intake in PG course
Assamese	3	2	50	
English	3	1	50	
Economics	2	1	50	
Education	2	2	40	
History	3	0	50	
Mathematics	3	0	0	
Anthropology	2	1	0	
Persian	2	1	50	
Geography	2	2	25	
Philosophy	3	1	40	
Political Science	1	2	40	
B.Voc (TTM)	2	0	0	

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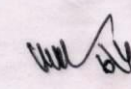
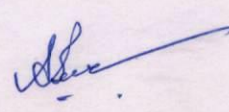
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(C) Teacher Profile:

Sl. No.	Parameters	2022-23	2023-24	2024-25
1	No. of full-time teachers	33	33	24
2	Student-Teacher (full time) Ratio	1015/33	965/33	969/24
3	No. of Teachers with Ph.D.	17	17	13
4	No. of Mentors	33	33	24

(D) Research and Related Activities of Teachers:

Metric	2022-23	2023-24	2024-25
No. of research guides	0	0	0
No. of Ph.D. Students	0	0	0
Number of teachers provided institutional research grant	0	0	0
Number of publications in UGC-CARE listed journals	0	06	08
Number of books and book chapters in edited volumes/books published	0	16	08
Number of departments having research projects	0	0	0
Number of research projects funded by Government and Non-Government agencies	0	0	0
Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development	04	24	04
Number of collaborative activities for research/faculty exchange/ student exchange/ internship/ on-the-job training/ project work	06	01	54
Number of functional MoUs with other institutions of importance	03	01	08



• **Learning Resources and Related Infrastructure**

Sl. No.	Infrastructure and Resources	2022-23	2023-24	2024-25
1	Central Library with KOHA/SOUL software	SOUL software 2.0	SOUL software 2.0	SOUL software 3.0
2	Total Nos. of Class Rooms	29	29	29
3	Total Nos. of Seminar Halls	01	01	01
4	Total Nos. of ICT-enabled Classrooms	04	04	04
5	Total Nos. of Computer laboratories	01	01	01
6	Total Nos. of Computers for Academic purpose	63	63	70
7	Language Laboratory	01	01	01
8	24x7 Internet facility of 100 mbps speed	05	05	05
9	Department Museums	Nil	Nil	Nil

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• **Supporting Infrastructures:**

Sl. No.	Items of Infrastructures	Particulars
1	Students' Common Room	Each for Boys and girls
2	Power Generator and Rooftop Solar Plates	60 KWP
3	DTP set-up and Printing facility	Administrative Office, IQAC office and all Departments.
4	Playground	01 (8010 sq. feet)
5	Indoor Games and Outdoor Games facilities	Available
6	Gymnasium	01
7	Yoga Centre	Nil
8	Auditorium	01 (Seminar Hall)
9	Differently-abled friendly facilities	Ramp/ Toilets/ Wheelchair

• **Student Profile: Enrolment, Progression and Performance**

Sl. No.	Parameters	2022-23	2023-24	2024-25
1	Total no. of students enrolled	1015	965	969
2	No. of outgoing students who got placement during the year	11	09	22
3	Number of outgoing students progressing to higher education	28	25	34
4	Students enrolled in the value-added/certificate courses	13	62	123
5	Number of students undertaking field work/projects/internships/student projects	299	274	393
6	Number of students qualifying in national/state/ international-level examinations during the year	03	03	04
7	Programmes and Pass percentage of students: B.A. B.Sc. B.Com.	71.15%	62.95%	82.55%

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- **Programmes conducted through NSS/NCC/Red Cross/YRC etc.**

Sl. No.	Parameters	2022-23	2023-24	2024-25
1	No. of Programmes Conducted	19	28	18
2	No. of Students Involved	1250	1570	925

- **General Observations**

- (i) **Curricular Aspects**

Saraighat College is an affiliated college under Gauhati University and as such, the college follows the CBCS pattern Curriculum for undergraduate courses from 2019-2023 and FYUGP courses from 2023-2024 developed by the Gauhati University. Curriculum revision is carried out periodically through internal mechanism. Inter-department student mobility is achieved through some open value-added and skill-based courses adopted by different academic departments.

The curriculum of **Saraighat College** is aligned with the vision of **NEP 2020**, promoting holistic education, multidisciplinary learning, critical thinking, and skill development. The Choice Based Credit System (CBCS) ensures outcome-based education with clearly defined course and programme outcomes. Curriculum revision is carried out through the **Board of Studies**, incorporating inputs from university guidelines, subject experts, faculty members, alumni, and industry representatives to maintain academic relevance.

Academic flexibility is provided through elective courses, interdisciplinary options, project work, field studies, internships etc. Skill-based and value-added courses such as communication skills, computer literacy, environmental studies, yoga, and ethics are integrated to enhance employability and social responsibility.

Industry linkage is strengthened through guest lectures, industrial visits, internships, and collaboration with local industries and organizations.

A structured feedback mechanism collects responses from all stakeholders i.e. students, alumni, teachers, parent and employers, which are analysed and utilized for continuous curriculum improvement

There are 05 no. of add on/Certificate programs conducted by the departments.

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(ii) Teaching-learning Evaluation Process:

An academic calendar incorporating maximum number of working days is followed in the college. There are 30 full-time teachers (2023-25) and 13 ad-hoc teachers in the departments. The 13 Numbers of teachers having Ph.D. degree represent 43.34 % teachers of the college. Student-teacher ratio stands at 40.3 %.

Teaching-learning process is carried out through conventional in-person mode. Sometimes students are exposed to learning through outdoor field activities. During the Covid-19 period, the teachers adopted online methods using Google Classroom, WhatsApp and other ICT-enabled systems for teaching and learning purpose. Good numbers of books are available in some departmental libraries apart from the rich central library. It is good that all the permanent teachers are taking the responsibility to mentor the students of the college.

Saraighat College follows a structured and outcome-oriented teaching-learning-evaluation process aimed at ensuring academic excellence, inclusivity, and continuous improvement.

Teaching Plans:


At the beginning of each academic session, departments prepare teaching plans in line with the university syllabus and academic calendar. Lesson plans outline course objectives, learning outcomes, unit-wise content distribution, and assessment methods. Faculty members ensure timely syllabus completion while allowing flexibility for revision and enrichment activities.

Use of ICT / E-learning Tools:

The college integrates ICT tools to enhance classroom instruction. LCD projectors, PowerPoint presentations, and audio-visual resources are regularly used. Teachers also utilize online platforms such as Google Classroom, e-mail, and educational websites to share study materials, assignments, and notices, thereby extending learning beyond the classroom.

ICT tools are used to enhance blended mode of learning. The various ICT tools used by the faculties are:-

1. Use of Digital classroom with internet and projector facilities.
2. Digital resources offered by the college library through OPAC, NDLI etc.
3. ICT enabled seminar hall. Use of digital platforms like whatsapp, YouTube, Google meets Google class etc.



Pedagogical Innovations:

Innovative teaching practices such as project-based learning, seminars, group discussions, quizzes, field visits, are encouraged. These methods promote analytical thinking, creativity, and practical understanding of subject matter.

Student-Centric Methodologies:

Saraighat College adopts student-centric approaches by encouraging interactive teaching, peer learning, mentoring, and remedial classes for slow learners. Advanced learners are motivated through academic competitions, presentations, and research-oriented tasks. Academic counselling supports students' personal and academic growth.

Following student centric methods are applied to enhance different types of learning

1. Educational tour- To acquaint the students with the rich history, culture and geography of the state various departments conduct educational tours.
2. Field Survey- Departments like education anthropology and geography undertake field survey as part of their curriculum requirements.
3. Seminar Presentation & Group Discussion- Departments organize in-house departmental seminars and group discussions on various topics.
4. Extension activities- The departments along with various Cells & Committees of the college conduct extension activities both within & beyond campus.
5. The Departments also organize student exchange programme Internship- B.Voc department conducts internship programmes to enhance job skills of students.

Classroom Management:

Effective classroom management is maintained through discipline, regular attendance monitoring, and teacher-student interaction. A learner-friendly environment ensures active participation, respect, and inclusivity.

Examination System:

The college follows the examination system prescribed by the affiliating university. Semester-end examinations are conducted with strict adherence to university rules, ensuring fairness and credibility. The examination system is very systematic and transparent and in the admission process the college follows the rules of reservation as well as rules of state government regarding free admission to those students who belongs BPL

Continuous Internal Evaluation (CIE):

CIE is an integral part of assessment and includes class tests, assignments, seminars, attendance, and internal examinations. This system enables continuous monitoring of student progress and timely academic intervention.

Transparency and Grievance Redressal:

Transparency in evaluation is ensured through timely declaration of internal marks and feedback. Students can approach teachers or the Grievance Redressal Cell for resolution of academic or examination-related issues.

Result Analysis:

Departments conduct result analysis after university examinations to evaluate performance trends, identify gaps, and plan remedial measures.

Reforms in Assessment Practices:

Saraighat College emphasizes continuous assessment, application-based evaluation, and learner feedback to improve teaching quality and learning outcomes, aligning assessment practices with academic reforms and quality benchmarks.

(iii) Research and Innovation:

Number of publications in UGC Care listed journals stands at 14 (2023- 25) and but no research grants are received by any teachers. Book chapter publications, workshops and seminars attended, collaborative activities and MoUs with other institutions are not up to the mark in view of the 46.43% Ph.D. holder teachers. The facilities in the form of 02 computer laboratories, 01 language laboratory provide support to the research activities in the college.

(iv) Extension Activities:

The college has conducted a good number of extension and outreach programmes in collaboration with industry, community and Non-governmental organizations through NSS, NCC in the adopted villages, feeder schools etc. The increasing number of programmes conducted by the college over the last three years up to 2023-25 and the increasing number of students involved in the programmes indicate the emphasis laid on the extension activities of the college.

During this period Saraighat College conducted various programs in relation to uplift health and hygiene amongst the rural people located around the institution. Through these programs the Extension Cell of Saraighat College along with NSS and NCC have educated villagers of Halogurichuk and

Katamur under Sila Revenue Village about the need of hygiene in our day to day life. The NSS Cell of Saraighat College have conducted various programme at the adopted village ie.- Free Health Checkup Camp, Plantation Drive, swatchhata hi Seva programme, Cleanliness Drive, Rastiya Ekta Divas, World AIDS day, Cloth distribution Programme, World Environment Day, International Yoga Day, Harekrishna Rath Yatra at Uttar Ghy etc. These areas are inhabited by tribal population and most of them are under the BPL category. NCC units also organizes different programs like Independence Day, Swachata Hi Seve Programe, NCC Day Celebration, Republic Day Celebration, Firefighting in association with 21 mountain, Motivational Talk on joining armed forces, international yoga day etc.

(v) **Infrastructure Management:**

The college is still in need of adequate physical infrastructure considering the current student strength. In spite of its compact campus, efforts of the authorities are on to expand the physical infrastructure of the college. Energy demand is, to some extent, fulfilled by solar power installation. Basic minimum facilities like canteen, toilet, student common room, etc. are available in the campus. However, the demand for more physical infrastructure will increase so as to fulfill the needs and requirements of the autonomous college status.

The total build up area is 4242.50 sq. Mtr. The principal's office cum conference room visitor's rest room, college office cum receipt counter and IQAC chamber cum conference room are in the ground floor of the administrative block. The buildup area of the library is 1085 sq. Mtr. And seat capacity of the reading room for students is 65 and for teachers it is 16. There are total 17554 text books and reference books and 8 computers for students use The college has 12 departments, 28 classroom, 3 laboratories, 1 computer center and 1 language lab with total 42 computers for students use and 21 Computers for teaching and non-teaching use. There are 4 digital classrooms and 1 digital seminar hall with 861 sq. Mtr. There are 2 common rooms for boys and girls with separate washrooms. There is 1 Student's union office with computer facility. There is 1 teacher's common room cum mini conference room. There are 7 official chambers for various cells such as NCC, NSS etc.

IT Infrastructure

The college updates its infrastructure regularly to meet the current technical requirements of the college. Every department has been provided desktop computers connected with LAN along with scanner printers to carry out their academic needs. The college has 1 computer lab. For the students as well as faculties. The college library also has an internet browsing center for students and faculties. The college has 5 BSNL FTTH connections with Bandwidth of 300 MBPS (each connection) to provide campus internet and Wi-Fi service. To meet the requirements of digital mode of learning, 4 classrooms are being used as digital classroom. The class administrative office has adequate IT infrastructure. The college is

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using digital campus system since 2018. The college has its own software called "Amar College" for college automation. Online feedback system is available.

The college website is designed and developed by SS Technologies and also updated regularly. The library management software SOUL 2.0 LE is updated to SOUL 3.0 LE installed at the library to keep track of the library documents. Online public access catalogue "OPAC" service has been provided to the students where they can search the status and location of documents.

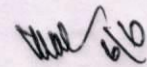
There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The college governing body deliberates and approves the various infrastructural and academic needs of the college. The college has various committees to look after the maintenance, renovation and constructional works related to building construction and maintenance of the college physical infrastructure. The maintenance of classrooms, laboratories, and the campus is a regular exercise. The cleanliness of classrooms, laboratories and the campus is ensured by menial workers appointed locally by the college authority. Toilets are cleaned regularly by an appointed sweeper. The purchased committee makes the purchases when it is required after approval from the principal. The library committee and administration purchase, procure books and other materials as per the recommendation received from the departments of the college. IT facilities are maintained by computer skilled person of the college. In the college campus, there is a good environment for the benefits and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The girls hostel has a warden and **two night chowkidars**. The college has a generator system and solar system for uninterrupted power supply. Electrical works are done by a part timer electrician. The college has also running water system the college has an elaborate academic support mechanism.

The whole campus and class rooms remain under CCTV surveillance.

(vi) Student Progression and Performance:

The pass percentages of the students at different levels are satisfactory. But the number of outgoing students having placement during 2023-25 is not satisfactory. The number of outgoing students progressing to higher education during 2023-25 is satisfactory. It is good that the number of students enrolled in value-added and certificate courses are increasing over the years.

Saraighat College is committed to supporting student progression and overall performance through academic, financial, and career-oriented initiatives.



Scholarships / Financial Aid / Freeship:

The college facilitates various government and institutional scholarships for eligible students, including scholarships for SC/ST/OBC, minority communities, economically weaker sections, and meritorious students. Free ship and fee concessions are provided as per government norms to ensure inclusive access to higher education. The college provided Kamala Kanta Nath memorial award to the students of each departments secured highest marks in the B.A .6th sem final of GU Examination every year. College also gives awards to the students who secured first division in H.S. 2nd year final examination.

Career Counselling and Placement:

Career guidance and counselling services are provided through the Career Counselling and Placement Cell. The cell organizes career awareness programmes, coaching for competitive examinations, interaction with professionals, and workshops on skill development, employability, and entrepreneurship. Students are guided regarding higher education options and career pathways.

Mentoring System:

Saraighat College follows a teacher-mentor system where faculty members mentor assigned students. Mentors provide academic guidance, monitor performance and attendance, and offer personal counselling when required, thereby supporting holistic student development.

Student Progression to Higher Studies:

A significant number of students progress to higher education in universities and institutions within and outside the state. The college encourages students to pursue postgraduate studies, professional courses, and research by providing academic support and counselling.

Student Achievements (Academic/Sports/Cultural):

Students of Saraighat College have demonstrated commendable achievements in academics, sports, and cultural activities. They actively participate and excel in university-level competitions, inter-college sports events, debates, quizzes, cultural festivals, and extension activities, bringing recognition to the institution and contributing to their overall personality development.

Administrative Audit

(i) Governance & Administration

The academic and administrative structure of the college is built according to the organogram depicted in the attached file. This organogram is reflective of the complete structure of the college executive ecosystem which is formulated in accordance with the UGC guided and Government of Assam mandated service rules, policies and administrative procedures for provincialized institutions of Higher Education. The college is an affiliated institution of Gauhati University offering courses at Undergraduate level in Humanities and Social sciences (Arts stream). It also offers Higher Secondary Courses under Assam Higher Secondary Education Council. The GB consists of a President, Principal as Secretary, 2VC nominees, 2 Teachers Representatives, 2 Non-Teaching Office representatives, 2 representatives from the locality and the Librarian of the college. The Principal is the academic and administrative head of the institution and functions according to the guidance of the GB&DHE.

Next to Principal is the IQAC (Internal Quality Assurance Cell) responsible for overall quality assurance and enhancement of the college. Under General Administration, the administrative office is headed by the Principal and assisted by the office staff (Senior Assistant-Junior Assistants Grade IV). Along with it there is a well knitted support services which undertakes various quality improvement and assurance facilities. All the support services are administered with active student-teacher participation. The Students Union is the elected and representative body of the student community which looks into as well as works for the welfare of the students of the college.

(ii) Office Administration

The Office Administration of Saraighat College functions systematically to ensure efficient academic and administrative support.

Office Procedures and Documentation:

The college office follows well-defined procedures in accordance with government and affiliating university regulations. Admission, examination, finance, personnel, and correspondence-related activities are carried out through standardized processes. Proper documentation is maintained for all official transactions, approvals, and communications to ensure accountability and compliance.

Record Maintenance (Physical/Digital):

Saraighat College maintains records in both physical and digital formats. Student admission registers, attendance records, examination documents, service books, financial accounts, and stock registers are systematically preserved. Gradual digitization of records such as student databases, examination records, and financial documents has enhanced efficiency and data security.

Use of MIS / Automation:

The college has initiated the use of Management Information Systems (MIS) and office automation to streamline administrative functions. Computerized systems are used for admission processes, fee collection, payroll, examination-related data, and report generation, reducing manual workload and errors.

Public Service Delivery Efficiency:

The college office ensures timely and transparent service delivery to students, parents, staff, and other stakeholders. Queries related to admissions, scholarships, certificates, examinations, and grievances are addressed promptly. A student-friendly approach, coupled with improved use of technology, has strengthened efficiency, transparency, and responsiveness in public service delivery at Saraighat College.

(iii) Human Resource Management

The College Administration undertakes certain effective welfare measures for the employees (Teaching and Non-Teaching Staff).

Following are some welfare provisions that are currently in practice and enforces from time to time as per necessity or requirement

a. Different Leaves are sanctioned to permanent teachers –

- (i) Study Leave for Ph.D Research scholar, FIP (Faculty Improvement Programme), FDP (Faculty Development Programme).
- (ii) Maternity Leave for Ladies Staff.
- (iii) Child Care Leave for Ladies
- (iv) Medical Leave for all staff.
- (v) Duty Leave for all teachers in respect of participation in Academic courses, examination works, Government matters.

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b. Different Facilities

- (i) Day Care facilities for all staff
- (ii) Group Insurance and Provident Fund facilities to all permanent staff
- (iii) Sports and Yoga facilities for employees at free of cost
- (iv) Gymnasiums facility for all employees at free of cost
- (v) Emergency First- Aid facility to all employees
- (vi) Provisional Pay Revision to Contractual teachers

c. Other facilities

- (i) Financial Assistance for Medical treatment or for urgent needs.
- (ii) College Canteen facility for teachers by keeping separate arrangement.
- (iii) Provisions of safe drinking water facility.
- (iv) Parking campus for vehicles of employees
- (v) Facility of Air Conditioned Conference Hall
- (vi) Central Library facility to all faculty members for borrowing books
- (vii) Provision of Institutional e-mail IDs to all faculty members and administrative personnel's for Official Communications
- (viii) Provision of teachers Common Room with attached wash room
- (ix) TA/DA for teacher in charge who accompany the students in Excursion or Educational Field Tour

d. Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a regular performance appraisal mechanism at place. With regard to academic performance, the activities and progress of teachers are monitored through API in case of teachers seeking promotion, their academic performance is also recorded through their publications in referred journals, UGC Care List, Scopus, Web of Science, participation and presentations in various state and national and international seminars, workshops. In addition to it, teachers' performance in the classroom is appraised through a feedback mechanism where in feedback forms are provided to the students to record their opinions about the teachers' and the teaching environment through multiple choice questions in both online and offline mode. The students provide their response regarding the presence and punctuality of the teachers in the classroom and the department, their level of course completion, their problem solving capacity etc. A Grievance Redressal Cell is in function for speedy redressal of the grievances of teachers', staff and students. With regard to attendance, the attendance of the teachers as well as of the non-teaching staff is recorded through bio-metric system and maintenance of physical attendance register. Leave grants

of Teaching and Non-Teaching Staff are maintained. The Principal regularly interacts with the office staff and reviews their performance in dispensing their assigned duties. The internal audit also proves to be another method of assessment and appraisal of the financial status and regularity of the institution which brings all the employees of the college under observation and acute scrutinization.

(iv) Financial Management

The college conducts both internal and external audits for financial transparency and optimum accountability. The internal audit is conducted by a Chartered Accountant appointed by the Governing Body of the College. The accountant looks into the various financial transactions conducted by the college regarding physical infrastructure as well as academic support. Documents like vouchers, utilization statements, cash receipts, Ledger and cashbooks are scrutinized. After the completion of the audit, the audit report is placed before the Governing Body of the college for its approval and necessary actions. The external audit is an independent verification of financial transactions of the college conducted by the officials of Directorate of Audit (Local Fund) Govt. of Assam. The college has to apply for the external audit and await its approval by the concerned authority. The auditors of both internal and external audits verifies the transactions of the college under different heads-Admission fees, Examination Fees, Scholarships, Grants and aids received from different sources like UGC, RUSA and other Govt. and Non-Govt. agencies etc. Any objections related to auditing are reviewed in meetings of the Governing Body and necessary actions are taken for their mitigation and redressal.

V. Library and Learning Resources:

The Saraighat College Library is well located in the first floor of the 3 storied building and has been maintain a cool reading environment with well-furnished reading room. Since 2024 the library uses the SOUL software version 3.0 for the automation of the library. The integrated Library Management systems (ILMS) consist such types of modules- Accessioning, Cataloguing, Classification, Circulation, OPAC, Administration. The library has different section like reference, periodical, circulation and reprography service for satisfaction of the users. It avails e-resources from the membership under ONOS programme of INFLIBNET consortia. ONOS offers access to 30+ publishers, provides access to over 13000 E-Journals from major publishers. The "D space" software is also in operation for digitalizing the library holdings such as exam question papers, Institutional repository and others.

LIBRARY COLLECTION:

The Library has more than 17624 text and reference books. It has also different types of journals/ periodicals/ magazines, dictionary, encyclopedia, annual books, guide books, Manuscripts, thesis, dissertations, rare books, newspapers and different types of competitive examination guide books.

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LIBRARY AUTOMATION

For the library automation we use the library management SOUL 3.0 software. Library Automation refers to the use of the computer to automate the typical procedures of libraries such as cataloguing, circulation, administration and OPAC.

The central Library provides LAN connection with all the departments for avail OPAC facilities. As a result all the faculties have known that the books are available or not. The library automation helps the user issue/ return smoothly from the circulation counter.

USAGE STATISTICS

No of Students	No of Teachers	Others	Grand Total
9987	1252	55	11294

LIBRARY SERVICES

The following services are available in our library:

- **Reference Service**
- **Circulation Service**
- **Current Awareness Service**
- **Information Service**
- **E-resource Service**
- **Reprography Service:** Xerox (on demand)
- Book Bank facilities for economically backward students.

LIBRARY OUTREACH

1. **Use of Technology**
2. **Best Reader Award**
3. **Orientation Programme**
4. **Motivational Talk**
5. **Information Display**
6. **Newspaper Display**
7. **Extension Service**
8. **Celebration of Librarian's Day**
9. **Subject Expert**

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Strength, weakness, opportunity & Challenges (SWOC)

Institutional Strength

1. The college has a good locational advantage as it is situated in front of National Highway 31 and just opposite of Changsari Railway Station.
2. Experienced Teaching faculty and Non -Teaching staff with requisite norms of U.G.C. & Assam College Employees (Provincializes on) Act, 2005
3. The fringe villages and most of the feeder schools are well connected to the college with good road condition and transport connectivity.
4. Boy's and Girl's Common room with pure drinking water facility and washrooms.
5. Well-maintained Multi-Gym and Indoor badminton hall
6. Well-maintained Canteen.
7. Active students Union
8. Reasonable Parking space.
9. College Campus under 24X7 CCTV surveillance.
10. Girls Hostel with a Lady Warden.
11. Active NCC and NSS units.
12. Active and govt. registered Alumni Association.
13. Solar panels for alternative energy.
14. Online admission facility
15. K.K. Handique State Open University (KKHSOU) Study Centre offering general and professional courses
16. Online Feedback mechanism for all Stakeholders.
17. Reasonably stocked Library with INFLIBNET E-resource facility for both teachers and students.
18. B.voc(Tourism and Travel Management) offers vocational course.
19. There is a foreign language Department i.e. Dept. Of Persian at Saraighat College.

Institutional Weakness

1. Inadequate number of permanent faculty.
2. Inadequate number of parmanent office staff.
2. Absence of ICT enabled classrooms for individual academic departments.
3. Insufficient Land for Campus expansion.
4. Lack of auditorium, Boys' Hostel, and a playground.
5. Very few seat capacity in the Girls' Hostel.
6. Lack of well-equipped sports facilities.
8. Multidisciplinary/interdisciplinary approach under NEP 2020 cannot be implemented if Commerce & Science Streams are not introduced by the Govt.
9. Scope of self-resource mobilization is limited.
10. Lack of collaboration with industries and commercial enterprises for facilitating Campus Placement.

Institutional Opportunity

1. Scope for introducing Commerce and Science streams.
2. Scope for introducing some more Vocational and Skill- based courses to generate employability.
3. PG programs can be introduced in some departments.
4. Scope for constructing multi-storied RCC building by dismantling the existing Assam type building.
5. Clustering with neighbouring colleges for credit transfer and student-faculty exchange.
6. Sports activities of students can be improved by opening some courses and by appointing coaches.
7. NCC and NSS wings of the college are actively involved in many programs related to nation building and social service. NCC can be offered as an optional course in the UG curriculum.

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Institutional Challenges

1. Lack of sufficient numbers of permanent teaching faculty in most of the departments pose a challenge in the academic sphere.
2. Being a single-stream college, proper implementation of NEP 2020 guidelines will be a big challenge for the college in days to come.
3. As the physical space of the college is limited, future expansion of the college faces a big challenge. The college authority has already approached the Chief Minister for allocation of Govt. land.
4. Unavailability of playgrounds and auditorium poses challenge in managing curricular activities of the students.
5. As majority students of the college are from BPL category and avail free admission offered by the Government, therefore they cannot afford to register for Self-financing Professional Courses.
6. Managing funds for academic, co-curricular and extension activities is a major challenge as the college has to appoint contractual teaching faculties for most of the departments.

vi) Compliance Status of Previous AAA

• Status of action taken:

Saraighat College compliance with the recommendations of the previous AAA report 2021-22

- a. Construction of several no of digital classroom are going on and expected to inaugurate very soon.
- b. All academic departments prepare lesson plan for effecting delivery of course curriculum.
- c. The internship program, fieldwork and other extension activities are organised with proper notification and all notices are preserved in the guard file for future documentation.
- d. An academic calendar is prepared including fieldwork, seminar, sessional examination, extension activities, observance days etc.
- e. No of vocational and add-on-courses have already been introduced.
- f. Workshop and Training program for office staff were held on a regular basis.
- g. NCC and NSS units of Saraighat College organise different programs in a regular basis in the adopted villages and in the college campus and number of participation of students are satisfactorily increasing.
- h. The college authority convent several meetings with general public and all stakeholders and submitted application to higher authority.
- i. MoU signed with different higher education institutions like USTM, Assam Royal Global University ect.
- j. Saraighat college Alumni Association has been formed and registered under Assam society registration act xxi of 1860.

• Pending issues:

- a. Commencements of science and commerce streams are on process.
- b. Construction of an auditorium of 300 seat capacity is going on.

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• **Improvements noticed:**

- i) Alumni association actively participated and organized various programs on a regular basis.
- ii) After preparation of lesson plan all department are able to complete their syllabus on time.
- iii) Faculty and student exchange program organized by some departments.
- iv) Workshop and Training program for office staff were held on a regular basis as a result they can use ICT effectively and dealing the issues of students in a very short time.
- v) Number of enrolment in NSS and NCC units are increasing significantly.

Final Recommendations of the audit team

1. Adequate nos. of ICT classrooms in the academic departments should be made available.
2. Recruit full time faculty, especially in departments relying on ad-hoc staff to ensure consistency and quality in education.
3. A placement centre in the college should be created to support student progression and placement. The placement cell should preserve the department-wise data regarding placement and progression of students.
4. More vocational and add-on courses should be introduced.
5. The office staffs are found to be less trained on handling official procedures and examination records. The office staff should be trained on regular basis for the improvement of the functioning of the office and also efficient management of examination related activities.
6. The college should encourage more participation of students in extension activities, NCC and NSS camps.
7. The college authority should approach higher authority to introduce science and commerce streams in the college.
8. Collaboration with academic and research organizations, faculty exchange, student exchange and internship programs should be given more impetus by the academic departments. The college authority should encourage these activities and proper official notifications by those against such activities should be made.
9. To lay more emphasis to increase the number of research publication in reputed and highly rated journals.
10. Train the office employees about the Office Management and Office Automation.
11. Resolve the issue related to shortage of manpower in teaching and Non-teaching staff.
12. The seat capacity of girl's hostel should be increased.
13. There is no boys' hostel. The college should put effort into increasing hostel capacities through government grants like RUSA.
14. The college should introduce some income generating short term certificate courses.
15. Seating capacity of the teachers and students of the college library should be increased.

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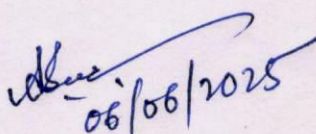
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Conclusion

Saraighat College has demonstrated substantial progress in academic and administrative domains during the AAA (2023-2025). However, it is recommended to:

1. Increase the number of research publication in reputed and highly rated journals.
2. Enhance resource collaboration and MoUs.
3. Increase placement and higher education progression.
4. To go for effective implementation of NEP 2020.

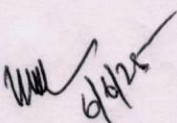
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06/06/2025

I. **Professor Ashok Kumar Bora**

Retired Professor and Head, Department of Geography, Gauhati University
Member, External Academic and Administrative Audit Team

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II. **Dr. Ranjan Kalita**

Principal, Rangapara College (Autonomous)

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III. **Dr. Mani Sarmah**

Principal
Saraighat College, Changsari