

NONGSTOIN COLLEGE, NONGSTOIN



ACADEMIC & ADMINISTRATIVE AUDIT REPORT

2023-2024



ACADEMIC & ADMINISRATIVE AUDIT REPORT –2024

Date of Audit: 16-12-2024

SECTION - A: Details of the programmes in the Colleges for the Academic Year 2023-24

Sl. No	Name of the Programme	Sanctioned Strength	Actual Strength
A. Bachelors of Arts (Honours)			
1	Economics	150	Data available
2	Education	150	Data available
3	English	150	Data available
4	Geography	150	Data available
5	History	150	Data available
6	Khasi	150	Data available
7	Political Science	150	Data available
8	Sociology	150	Data available
B. Bachelors of Science (Honours)			
9	Bio-Chemistry	120	Data available
10	Botany	120	Data available
11	Chemistry	120	Data available
12	Mathematics	120	Data available
13	Physics	120	Data available
14	Zoology	120	Data available
C. Bachelors of Commerce			
15	Commerce	150	Data available

SECTION – B: (The activities are to be graded on the following scale)

Excellent	Good	Satisfactory	Need Improvement
A	B	C	D

1. Curricular Aspects

Sl. No	Item	Grade	Remarks
1.1	Curricula developed/adopted have relevance to the local/national/regional/international developmental needs with learning objectives including programmes outcomes and course outcomes of all programme offered by the Institution	B	As per NEHU guidelines
1.2	New courses introduced in the academic year		Nil



1.3	Feedback on curriculum and other aspects from stakeholders	B	Report attached
1.4	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	A	As per NEHU guidelines
1.5	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	B	Report attached
1.6	Number of value added courses imparting transferable and life skills offered	D	Nil
2. Teaching-Learning Evaluation			
2.1	Demand Ratio (% of students admitted)	D	
2.2	Number of full-time teachers		41
2.3	Number of students enrolled		1647
2.4	Student - Full time teacher ratio		53.57
2.5	No. of permanent faculty with Ph.D		13
2.6	No of Permanent faculty with NET		18
2.7	No of Permanent faculty with PG		41
2.8	Average teaching experience of full time teachers in years		468
2.9	No of Teachers attended orientation course		10
2.10	No of Teachers attended Refresher course		11
2.11	No of Teachers attended Winter & Summer Workshop relating to Faculty Development programme		4
2.12	No of teachers attended seminars & workshop		14
2.13	No of Teachers Presented papers in Seminars		1
2.14	No of Teachers conducted Seminars, Workshops and Other faculty Development programmes		4
2.15	Total No. of teaching days		172
2.16	Preparation and adherence to Academic Calendar and Teaching plans		Yes, Attached
2.17	Innovative processes adopted in Teaching and Learning	B	Yes
2.18	Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources, MOODLES etc.	C	
2.19	Remedial Classes for slow learners and backlog students		Yes, Mentoring
2.20	Mentoring System	B	Ratio 51/550 = 10.78
2.21	No of Class Rooms with LCD Projector		15
2.22	No of Class Rooms without LCD Projector		27



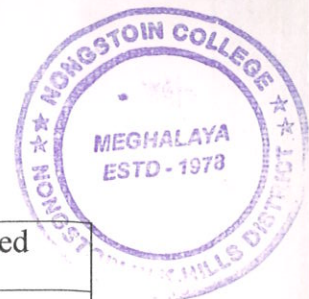
2.23	No of laboratories		6
2.24	No of Computers for Students Purpose		40
2.25	Organisation of Guest Lectures with experts		1
2.26	No. of Students undertaking field projects / internships		18
2.27	Online Student Satisfaction Survey		Report enclosed
3. Research and Innovation			
3.1	The institution has a Research cum seminar Committee		Yes
3.2	The institution provides seed money for Research to its teachers for academic year		No
3.3	Sponsored research Projects and consultancy		Nil
3.4	Research Publications		
3.5	No of Teachers Published Books (International, National/State) during academic year		Nil
3.6	No of Teachers Published in edited Books (International/National/State)		Nil
3.7	No of Teachers Published Articles in Journals (International/National/State)		
3.8	No of teachers supervised in Dissertations and Projects		Nil
3.9	Linkages with institutions/industries for internship, on-the-job training, project work, seminars and workshops, short term certificate and Diplomacourses conducted, sharing of research facilities etc.		Nil
4. Library Facility			
4.1	Total No of Text and Reference Books		18,715
4.2	Total No of Encyclopaedias		934
4.3	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment		NIL
4.4	Does the institution have the following: e - journals, e-Shodh Sindhu, Shodhganga membership, e-books, Databases		YES, Accessing through N-List
4.5	Expenditure for purchase of books and journals during the academic year		Rs 500000/-
4.6	Library is automated using Integrated Library Management System (ILMS)		YES
4.7	No of Computers in the Library		14
4.8	No of Xerox machines in the Library		NIL
4.9	Average usage of library by teachers and students in Academic year		51.4 %
5. Evaluation of Outcomes			



5.1	Number of days from the date of last semester-end/year- end examination till the declaration of results		90 days
5.2	Percentage of student complaints/grievances about evaluation against total number appeared in the examinations		NIL
5.3	Pass percentage of outgoing students last year		BA= 90 , BSC=100 , Bcom =95
6. Amenities and Sports Facilities			
6.1	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities		No
6.2	Awards/medals for outstanding performance in sports, Yoga/cultural activities at national/international level		No
6.3	Number of sports, Yoga and cultural activities/competitions organised at the institution level		No
7. Internet Connectivity			
7.1	Institution frequently updates its IT facilities including Wi-Fi		YES, 100 %
7.2.	Student - Computer ratio		1647/14, 1:118
7.3	Available bandwidth of internet connection in the Institution		100 MBS
7.4	Facilities for e-content development such as Mediacentre, recording facility, Lecture Capturing System (LCS)		NIL
8. Student Progression to Higher Education			
8.1	No of students progressed into Higher education		
8.2	No of students benefited by guidance for competitive examinations and career counselling offered by the institution		NIL
8.3	Number of placements of outgoing students		NIL
8.4	Number of Students Qualified in Competitive Examinations		NIL
9. Alumni Engagement			
9.1	The Alumni Association/Chapters		YES
9.2	Alumni contributions		NIL
9.3	Alumni Association / Chapters meetings Conducted		01
10. Social Services and Extension			
10.1	Initiatives taken to engage with and contribute to local community		yes
10.2	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development		Yes in adopted village



10.3	Awards and recognition received for extension activities		District level award received by NSS Volunteers organised by NYK, Nongstoin
10.4	Extension and outreach programs conducted in collaboration Government Organisations, Non-Government Organisations		Yes report available
10.5	Number of students participating in extension activities		Yes report available
10.6	Village adoption		01
10.7	NCC (Awards)		Report available
11. Administrative Procedure			
11.1	Budget allocation, excluding salary for infrastructure augmentation		Reflected in College Budget 2023-24
11.2	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component		Reflected in College Budget 2023-24
11.3	Students benefited by scholarships and free Ships provided by the Government.		Applying through online portal
11.4	Support to differently abled students		One wheel chair procured since only one student is present. Apart from ramps and separate Disable toilet facility exist in the Institute. Lift facility is under construction.
11.5	Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases		Yes
11.6	Presence of an active Student Council & representation of students on academic & administrative bodies/committees		Yes
11.7	Professional development / administrative training programs organized by the Institution for teaching and non-teaching staff		No
12. Governance, Leadership and Management			
12.1	Governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution		YES
12.2	Decentralization and participative management		YES



12.3	Perspective/Strategic plan and deployment documents		Properly managed
12.4	Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism		Yes
12.5	Implementation of E-Governance in areas of operation		Office management – No Finance management- Yes Library –Yes
12.6	Effectiveness of various bodies/ cells/ committees is evident through minutes of meetings and implementation of their resolutions		Proactive
12.7	Welfare measures for teaching and non-teaching staff		No Provision so far
12.8	Performance Appraisal System for teaching		Yes
12.9	Institutional strategies for mobilisation of funds and the optimal utilisation of resources		Through RUSA and Doner Scheme
12.10	Teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies		
13. Best Practices of the Institutions			
13.1	Number of gender equity promotion programs organized by the institution		YES
13.2	Power requirement of the Institution met by the renewable energy sources		YES
13.3	Percentage of lighting power requirements met through LED bulbs		YES
13.4	Waste Management steps		Steps are taken
13.5	Rain water harvesting structures and utilization in the campus		Not Yet
13.6	Green Practices		Yes
13.7	Organizes national festivals and birth/death anniversaries of the great Indian personalities	Yes	
14. IQAC			
14.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes		YES
14.2	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms		YES
14.3	Quality initiatives by IQAC for promoting quality culture		YES

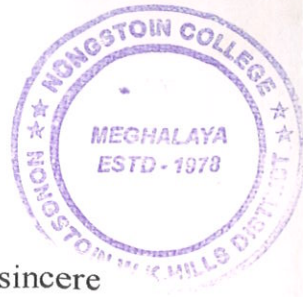
Suggestions for Improvement:

The audit committee is highly satisfied with the inherent strengths of the College and these are mentioned below.

- Forward looking and visionary leadership of the College authority
- Willingness of leadership for all round continuous quality improvement
- Enforcement of discipline in a fair and just manner
- One of the best infrastructural facilities that can be provided by an educational institution
- Dedicated and competent teaching faculty
- Use of updated pedagogy
- Inclusive approach education by extending the educational facilities and services of the College to the comparatively less served areas like Nongstoin.
- Despite shortage of teaching staff in some cases or lack of infrastructural facilities, the quality of teaching fulfils the needs of the students.
- Committed and supportive non-teaching staff.
- Academically above average students abiding by the rules and code of conduct of the College.
- Strong social commitments of the college authorities, students and management.
- The College upholds the missionary zeal and dedication towards fulfilling Mission and Vision through its diverse activities and services.
- In general the overall feeling of satisfaction on the part of stakeholders is a valuable strength of the Institution Opportunities for Improvement. The College can easily raise the bar of its achievement if the following points are taken care of:

General Conclusion

- The teaching and non-teaching staffs are generally happy with their work condition. However, they are heavily burdened with their respective work, despite being paid meagre salary by the management.
- Student discipline is good.
- Stands out as an institution of academic excellence being located in the district headquarter as a multi-disciplinary Institute under the provision of National Education Policy 2020




Gratitude:

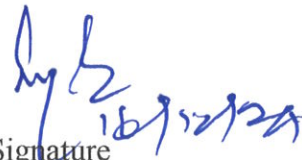
The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to the, IQAC Coordinator, all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended to them during the audit conducted over two days.

Members Present are:


16/12/24

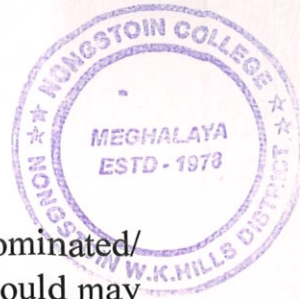
1. Name: Prof. G. Singaiah
Designation: Vice-Chancellor
Birangana Sati Sadhani Rajyik Viswavidyalaya, Golaghat, Assam

2. 
Signature
Name: Prof B.P.Sahu
Dean, School of Education
NEHU, Shillong
Dean,
School of Education
North Eastern Hill University,
Shillong-793022

3. 
Signature
Name: Prof. S. R. Joshi
Dept. of Biotechnology & Bioinformatics
NEHU, Shillong


Prof.S.R.Joshi
Dept.of Biotechnology & Bioinformatics
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Observation Report on Governance System

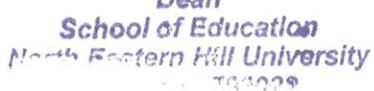


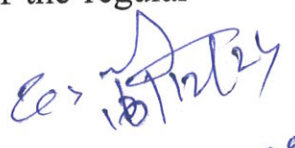
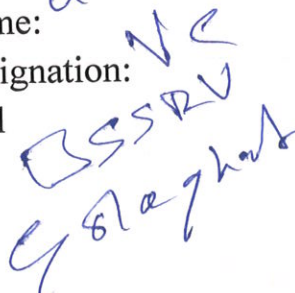
- It was observed that the Present 'Governing Body Members' as nominated/ elected are not in tune with the DHTE Rules. The appropriate body should may be approached to examine the list of members of Governing Body with respect to their qualification and other requirements for after due scrutinization before forwarding it to the DHTE
- It was found that the '**Constitution of Governing Body**' which is in Operation and also registered, is not in conformity with the DHTE Rule 2013. There are some Sub-Rules and Clauses of Bye Laws which need to be incorporated/modified as per the DHTE Rule 2013. This is required to ensure proper-administration as well as appropriation of the funds of the college.
- It was observed that there are no Service Rule in place for the College Post Employees with regard to Maternity Leave, Medical leave, Study Leave and for confirmation of their service.
- It was found that there are absentees of members for the last three consecutive meeting without notice. Therefore, necessary steps should be taken through the CDC and DHTE for replacement of those members as per the rules.
- It was observed that there are various Committees, Clubs, and Cells for decentralized administration of the College. The various Committees, Clubs, Cells need to conduct regular programmes/meetings and to maintain proper records for the NAAC assessment. The Committees must maintain proper record for the same.
- It was observed that there is no honorarium for the Vice-Principal who is undertaking responsibility in the absence of the Principal. Therefore, the Governing Body may fix minimum honorarium for the Vice-Principal who performs the day today activities of the college in the absence of the regular Principal.


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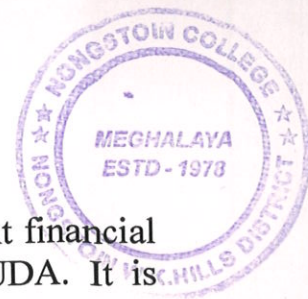
Name: *S.R. Joshi*
Designation: *Professor*
Seal



Signature 16/12/24

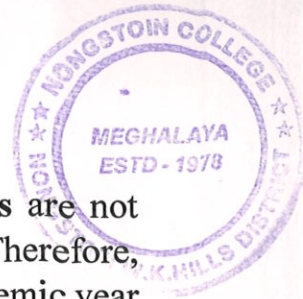
Name: *Prof. B.P. Saha*
Designation: *Dean, School of Education*
Seal



Signature
Name: *A. Singha*
Designation:
Seal


Observation Report on Financial Administration



- The Internal Audit report was found till March, 2023 and the current financial audit report is under process as reported by the Principal and UDA. It is advisable to complete the process as soon as possible.
- It was found that all the sanctioned lecturers are having NPS and Centralized Provident fund under Social Security Scheme.
- No provision of Employee Provident fund was found for College Post Lecturers and Non-Teaching Staff under Social Security Scheme. Immediate necessary measures should be undertaken for them so as to provide social security coverage to them.
- Revision of Salary for College Post lecturers and Non-teaching Staffs are very minimal with No defined pay structure and Scale of Pay. It is pertinent to have a scale of Pay for them as per their posts. They should be covered under the '**Employee Provident Fund**' Act so that they contribute minimum of 8% of basic salary with matching contribution from the employer.
- As far as practicable, The Governing body may create a **Research Fund of Rs 5 Lakhs** for Minor and major Projects to be undertaken by each of the Departments. At the same time, the Department lecturers should make every effort and endeavor to apply for projects as extramural support from various funding agencies (either from central and State government) for grants under minor and major projects etc.
- It was observed that the budgetary allocation of Rs 1 lakh is not enough for conducting **National or State Level Seminars** for all the departments. Therefore, the Governing Body should allocate at **least 5 lakhs** for the same from the next academic year onwards. At the same time, the Department Faculty members should endeavor to apply to various funding agencies for financial support to organize seminars, conferences, workshops etc.
- It was observed that only **11 Computers are functional and 14 Computers are Non-functional in computer lab**. The Ratio of Computer and Students in computer subjects is **1: 110**. The Principal and the Governing Body may take necessary steps to see that all the computers should be functional in nature. Further, the Governing body should explore to generate funds for the **creation of New Computer lab** in order to accommodate all the students in two computer labs.



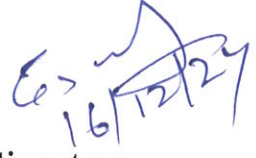
- It was observed that the **Seminar Halls for Honours Departments** are not adequate for conducting four year UG Programme under NEP 2020. Therefore, it is suggested to have additional seminar halls in the forthcoming academic year for smooth functioning of academic affairs.
- There is an urgent need for **up-gradation of Science Labs** under four Year UG Programme. The Present budgetary allocation seems to be inadequate. Therefore, it is suggested to increase the allocation of budget for catering to the needs and requirements of Four Years UG Programme under NEP 2020.
- For conducting Field study, Community Participation and Internship of 600 plus students, it is advisable to have **students support service to ease** travelling expenditure during internships. The same was suggested by NAAC in Cycle 1 and Cycle II. The Governing Body and the Sponsoring body should explore different possible means to generate funds so that this requirement can be fulfilled.
- The college may make a provision for budgetary allocation for **setting up Botanical Garden, and Zoological Park** for facilitating 'Experiential Learning' which is mandatory for Science students under NEHU as well as UGC Guidelines.
- The Present Corpus Fund seems inadequate for three Streams. Therefore, it is suggested to increase the fund to meet at least six months' salary for College Sanctioned Staffs. Corpus fund may be fixed in banks for long term tenures (minimum 5 years and with provision for subsequent renewal). At the same time, if the College is planning for opening of PG Programmes and Integrated B.Ed Courses as suggested by the Principal, additional Corpus fund may be needed to fulfill the ordinance rule for NEHU Affiliation.


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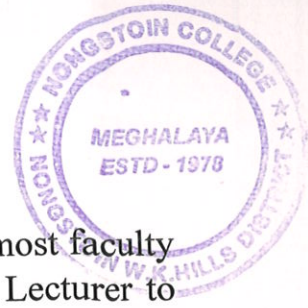
Name: *S.R. Dashi*
Designation: *Professor*
Seal *Prof. S.R. Dashi*
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Signature *16/12/24*

Name: *Prof. B.P. Sahu*
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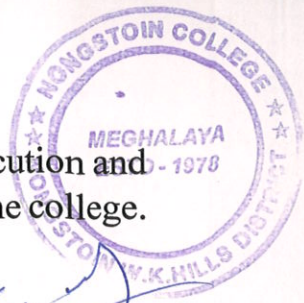

Signature *16/12/24*
Name: *G. Singamal*
Designation: *VC*
Seal *BSP RO*
G. Singamal

Observation Report On IQAC Cell



- The Governing Body and the Principal should appoint the Senior most faculty not below the rank of Associate Professor or the Selection Grade Lecturer to appoint IQAC Coordinator as per the NAAC Guide lines which will also provide necessary experience needed in IQAC.
- It was observed that in the last two years, the IQAC Cell has not conducted any seminar or workshop or FDPs relating to quality enhancement or quality monitoring. Therefore, it is suggested that in coming two years, appropriate measures for conducting quality related seminars, workshops and FDPS should be organised for the strengthening of IQAC Cell.
- It was noticed that the IQAC cell is conducting Student Feed Back system once in a year. It is suggested that feedback from the students to be obtained after completion of every semester. Similarly, Parents feedback, feedback for Teaching and Non-Teaching staff, and Alumni's to be conducted once in a year.
- The IQAC Cell should initiate to have a Pro-active Alumni Association for the better development of the College.
- It was observed that the IQAC Cell submitted the last two year AQAR Report to NAAC.
- The IQAC Cell should conduct regular meetings for the overall quality improvement in all the Parameters as outlined by the NAAC for better gradation and assurance.
- The IQAC coordinator is advised to maintain proper Guard File with the meeting notices, members present and resolutions adopted duly read and confirmed in the proceeding meetings.
- The IQAC office/cell need reorganization to have different criteria and the information submitted under each metric as SSR to be maintained in separate files and display racks/almirahs.

- The IQAC committee should meet regularly to take stock of work execution and proposing events to be conducted by the stakeholders/departments of the college.



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Signature 16/12/24

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Name: *S.R. Joshi*
Designation: *Professor*

Name: *Prof. B. P. Saha*
Designation: *Dean, School of Education*

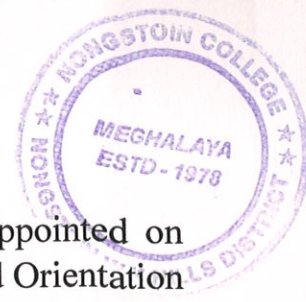
Name: *A. Sengupta*
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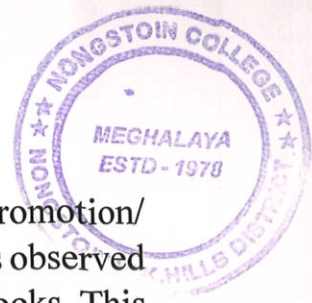
Seal
Dean
School of Education
North Eastern Hill University
Shillong - 793022

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BSSRV
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Observation Report on Academic Departments



- A. It was found from the departmental reports that the teachers appointed on sanctioned posts have not completed their mandatory Refresher and Orientation courses as per UGC Guidelines and DHTE rules before confirmation of their service. The following are the list of departments with such teachers:
- Geography, Economics, Sociology, History Department– All Lecturers have not completed either Refresher or Orientation Course.
 - Political Science Department: Dr Trilochan Dash has completed both the orientation and the refresher course. Other Lecturers have completed Refresher Course only.
 - Khasi Department: Shri W. Syiemlieh and Smt. R. Khardewsaw has completed both the orientation and the refresher course. Other Lecturers have not completed either Refresher or Orientation Course.
 - Education Department: Dr K. Lyngkhoi, and M Lyngdoh has completed both the orientation and the refresher course. Other lecturers have not completed either Refresher or Orientation Course.
 - English Department: Smt. K. Nongksheh, Smt. R. Syiemlieh, and Smt. A.L. Lyngdoh have completed only Refresher course but not orientation course. Other Lecturers have not completed either Refresher or Orientation Course.
- B. It was also observed that the Lecturers in Science and Commerce streams (College Sanctioned Posts) have not completed either Refresher or Orientation Course which is mandatory for UGC and NAAC requirements under NEP 2020.
- C. It was observed that the Departments are maintaining Teacher's Diary, Student attendance sheets, Internal Test Records, Mentor-Mentee Records and Student Progress reports. However, no records are maintained for Students' Placement.
- D. Seminars, Workshops, Lectures, Field study, and Internship are conducted by few departments only. It is advisable for all the departments to conduct the same regularly so that the NAAC PEER Team could assess the grades of different Departments.
- E. Pass Percentages as University Results of all Departments have been improving over the years but First class holders and percentage of Position holders are very minimal. This needs to be improved through appropriate intervention.
- F. With regard to Minor Research or Major Research Projects, only one faculty member Dr. H. Kharbani has received the project in last Academic Year.






- G. Research Publications in Journals or Books are mandatory for their promotion/ improving grade point under NAAC assessment for Third Cycle. It was observed that the faculty members are not publishing articles in Journals or in books. This is a serious concern and the faculty are advised to put serious efforts into this aspect.

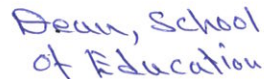
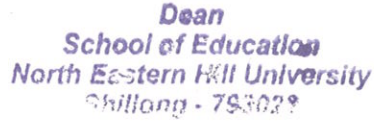
- H. **The College should appoint minimum Five Lecturers for every Social Science, Science and Humanity Departments taking into consideration the minimum requirement for every Department. Faculty strength should be maintained according to the enrollment and work load of the teachers. For the Literature Departments like Khasi and English, Seven lecturers are required else it may create problem for permanent affiliation of the Departments under Four Year UG Programme under NEP 2020.**


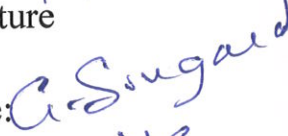

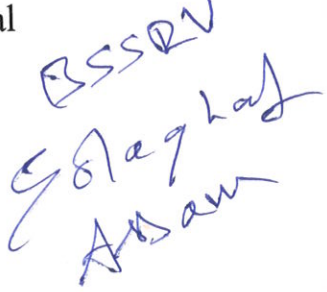

- I. Installation of **SMART BOARD** for big halls for catering to the needs of 100 plus students attending the class. **At least Five Big Halls are required for this.** It was found that the honors seminar hall is having projector and some new seminar halls is under process for installation of projectors procured under RUSA 2.0. It should be installed immediately.


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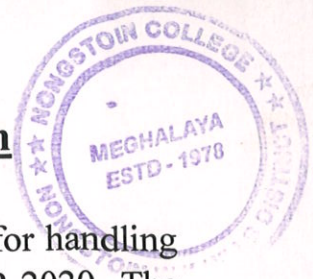
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Signature 16/12/24

Name: Prof. B.P. Sahu
Designation: 
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Signature 16/12/24
Name: 
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Observation Report on Library Administration



- The College should urgently appoint full time Assistant Librarian for handling Library automation as per Four Year UG Programme under NEP 2020. The Present Assistant Librarian post is temporary in nature.
- The College should provide minimum **10 computers** in the initial stage with internet facility for students and also for the needs of minor project work. Subsequently it should increase according to the needs and demands of the students. For this there should have a budgetary allocation from the current financial year.
- It was observed that there is less number of books and journals in the library as per the intake of the students. There should be substantial increase of allocation of Budget of additional 5 lakhs from the present allocated budget, to meet the student requirement for Assignments, and Project Work,
- There should be Ramp facility for physically challenged students.

Signature

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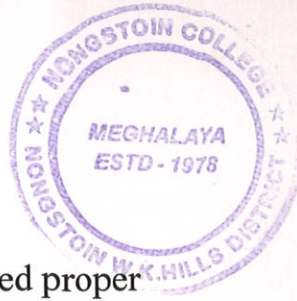
Name: *A. Singeech*

Designation: *NR*

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BSSORV
Golag Lot

Observation Report on Office Administration



- It was observed that the newly recruited office staff including UDA need proper training from Education Department for the maintenance of Office and Financial records.
- As per the NAAC and NEP 2020, installation of Office Automation software is essential for better Office Management.


Signature

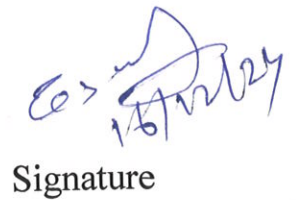
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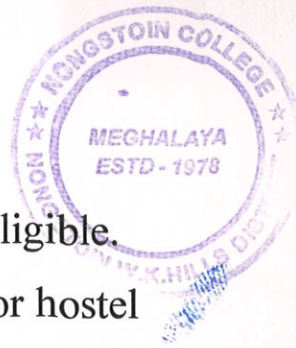
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One report on hostels and canteens required

There are separate hostels for boys and girls by the inmates are negligible.

The college should make the hostel attractive for students to opt for hostel accommodation.

The seating capacity of the canteen need enhancement for accommodating larger number of students at one go to meet the rush hours requirements.

NCC and NSS Units

The college is advised to create NCC rooms for Boys and Girls separately
One room to be allotted for NSS office.

Common Rooms

The present common rooms are converted into class rooms and the college must make provision for creating separate common rooms for Boys and Girls

Documents Checked and Verified:

1. Governing Body Constitution
2. List of Governing Body members of Last three terms
3. DHTE Rule 2013
4. Proceeding of Governing Body Meetings
5. Salary Register of Sanctioned posts and College Staffs
6. Audit Report
7. Local Audit report
8. NPS register
9. CPF register
10. AQAR Report
11. AISHE Report
12. IQAC Minutes
13. Self –Appraisal Report of Staff
14. Student Feedback Report of Last Two Years
15. Last Academic and Audit Report



- 16. Last Green and Energy Audit Report
- 17. Departmental Reports
- 18. Committees. Cells and Clubs reports if available

Sites visited:

- 1. Library
- 2. Science labs
- 3. Computer labs
- 4. Office
- 5. Finance office
- 6. Hostels
- 7. Canteen
- 8. NCC Unit
- 9. Conference Hall
- 10. IQAC office
- 11. Class rooms

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IQAC
Co-ordinator
Nongstoin College