ACADEMIC AND ADMINISTRATIVE AUDIT

Academic year 2021-2022

West Silchar College

Barjatrapur, Cachar, Assam

Name of the auditors:

- 1. Dr. Baharul Islam Laskar, Principal, M.C.Das College, Sonai
- 2. Hrishikesh Nath, IQAC Co-ordinator, M.C.Das College, Sonai

Members of staff present:

Principal, all HoDs and Faculty Members of West Silchar College

Date of audit: 12/12/2022

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

(2021-2022)

West Silchar College at a glance :

West Silchar College is the one and only higher educational institution in a large area called West Silchar Area. It was established on 1ST January1985 at the composite efforts of a few farsighted education loving people of West Silchar Locality . The College is purely an Arts Degree College located in a completely rural and peaceful area at Barjatrapur about 15 kms. away from Silchar Town of Cachar District. The College is affiliated to Assam University, Silchar. At present, the College offers ten subjects in Pass Course. The College introduces CBCS system from the academic session 2018-2019.

The College is registerd under 2(f) of the UGC Act 1956. It was Provinicialized by the Government of Assam with effect from 1st January 2013.

Vision:

 To make the institution a hub of excellence of higher education for rural students of ethnic domain with a view to empower them to face and overcome the challenges in transforming the lives of the local masses.

Mission:

- To spread quality higher education among the people of rural areas of the greater locality
- To impart higher education to the backward classes such as SC,ST, OBC/MOBC and minority communities of the area.
- To create awareness on all current issues and promote social commitment among its students.
- To create awareness for female education among the marginalized sections of the society.
- To provide a platform for the students in sports and cultural activity.
- To provide skill-based education for employment generation.

Strength, weakness, opportunity and challenge (SWOC)

Institution strengths:

- The institution is under CCTV surveillance.
- · The College provides free Wi-Fi facility for teaching and non-teaching staff.
- · It has a big playground to be used for sport and other activities.
- Sufficient areas of land for future growth and extension.
- · The College has an auditorium (under construction) and a library.
- · The teaching faculty is dedicated and research oriented.
- Good cooperation and harmonious relationship with society.
- The College has sport facilities.
- Good coordination between student and staff.
- · Students from multiethnic domain.
- Partially online admission process.
- The College is ragging-free, tobacco-free, plastic-free and gender friendly campus.

Institution weakness:

- Insufficient funds to fulfill the demand for infrastructural development in comparison to increasing enrolment.
- · Inadequate number of faculty, office and library staff.
- Library and Office are not automated.
- The institution is socially responsible to give admission to students with very poor academic result and they cannot be refused as they belong to locality.
- 100 percent computer literacy is not achieved among staffs.
- · Lack of complete disabled friendly environment.

Opportunity:

- · Introduction of vocational courses and soft skills.
- Promotion of eco-friendly environment by utilizing the unused wetland (pond).
- Sufficient land for infrastructure development.
- · To excel the students as well as local people in game and sports.
- To open science and commerce stream.
- · To develop infrastructure for games and sports.

Challenge:

- Difficult to motivate the student to attend regular classes as most of them belong to poor economic background. They even cannot manage the transport fare to come to College regularly.
- Insufficient funds to meet the required development, accommodation facility and employment of required staff.
- Teaching staff is involved in non-academic duties by the government which hampers the regular classes of the students.

Part-A: Academic Audit

Available human recourse of the College:

Total sanctioned post (teaching & non-teaching)

Faculty: Total sanctioned post: 19

Full time assistant professors: 24

Total Ph. D. holders - 08

Total M. Phil holder -06

Non Teaching Staff: Total sanctioned post -12

Total filled up post -11

Students admitted: Total boys -291

Total girls -410

Present infrastructure of the Institution:

Total land area - 18 Bighas.

Campus area - 14 Bighas

Build up area -1974.18 Sq. Mts.

Total class rooms - 08

Central library - 01

ICT room - 01(under construction)

Auditorium -01 (under construction)

Womens' Hoste-01I(under construction)

Playground -01

Wi-fi/LAN Facility -Available

CCTV surveillance -Available

Computer with ICT facility -03

Computer student ratio-1:100

Boys' common room -01

Girls' common room -01

Staff room -01

IQAC-01

Principal's Room-01

Office Room-03

Store Room-01

Toilets-06

First Aid Medical Facility - Available

Yoga and Meditation Facility - Available

Central Library: Total Books - 2801

Jounals-02

Dailies-02

Library Automation - Not Available

Programme Offered: B.A. Under Assam University

Total Deperment - 10

Academic Achievement:

The Institution has a healthy enrolment of students. A reasonable number of students secure First-Class Grade in University Degree Final Exams. The students' placement and Progression to Higher Education is good. A good number of students are established in different fields.

Research Project and Publication:

The Institution always encourages Research Activities. All the Faculty Members have their publications in different journals, papers and College Magazine. West Wind, the College Magazine is published regularly.

Collaboration, Consultancy and Extension Service:

The College has Signed MoUs with Ramkrishna NagarCollege, Karimganj, S.R. College, Kalain and M.C.Das College, Sonai. Under These MoUs, various activities like exchange of teachers for class/guest lectures, talks, discussions and sharing of views take place. The College also organizes many extension activities like awareness programmes on different current issues in the nearby areas and its adopted villages.

Co-Curricular and Extra-Curricular Activities:

As part of co-curricular activities, the College organizes Annual College Festival for every Academic Year and the students take part in it in large numbers with great enthusiasm. Besides, the students also participate in other co-curricular activities organized at Local, Block, District and University Levels.

Innovation and Best Practices:

The College has initiated some initiatives and best practices:

- 1. Plantation Programmes
- 2. Flood Relief Camp at College.
- 3. Cleanliness Drive.
- Camp for enrolment of students in electoral roll.
- 5. Awareness programmes on different current issues.

Part-B-Administrative Audit

Administrative Set Up-

West Silchar College was established on 1st January in the year1985 and was Provincialized by the Govt. Assam in the year 2014 with effect from 1st January, 2013. The Governing Body of the College is the apex administering authority formed by the Govt. of Assam and Principal i/c of the College is the Member Secretary and DDO of the College. The College abides by the rules and regulations of the UGC, Director of Higher Education, State Government of Assam and its affiliating University. The College has a dynamic IQAC along with various Cells and Committees which are formed as per NAAC and UGC guidelines. All the Cells function their duties sincerely with co-ordination with the IQAC. Besides Students 'Union, Anti Ragging Cell, Women Cell, Anti Sexual Harassment Cell, NSS Unit, Career Counselling and Placement Cell etc. are working for the welfare of the students. There are also Academic Committee, Admission Committee, Examination Committee and Library Committee formed with Principal as Chairman.

Construction Committee of the College supervises the infrastructure development related activities with consultation with the Governing Body.

All financial transactions are made through Bank Accounts of the College and are audited by Chartered Accountant in every financial year. 8 numbers of Accounts are maintained for transactions of funds of the College in Assam Gramin Vikash Bank, Barjatrapur Branch, Cachar.

Institutional Distinctveness:

- The College is the only higher educational institution located in the rural West Silchar area inhabited mainly by socio-economically backward SC,ST,OBC,MOBC and minority community people.
- The College has a healthy enrolment of girl students and it always encourages them for higher education and works for women empowerment in this backward area.
- 3. The ratio of the girl and boy students for the year under audit is 410:291.
- The College College has adopted two numbers of villages from the nearby locality and different activities are conducted there.
- The College has its location at a peaceful, comfortable and silent zone and over all healthy atmosphere quite away from the humdrum of urban air.

Suggestions and recommendation:

- 1. Library enrichment with Automation and sufficient number of books, journals, periodicals and magazines.
- 2. Emphasis should be on the development of ICT enabled class rooms and use of ICT in teaching - learning process
- 3. Faculty members should focus on the publication of research papers in UGC care listed journals and other reputed journals.
- 4. Focus should be made on organizing national and international seminars and conferences.
- 5. Efforts should be made to organize FDP (faculty development programmed) and CBP (capacity building programme)
- 6. To organize training programme on computer literacy for teaching and nonteaching staffs.
- Opening of Add on Certificate course.
- Development of Wi-Fi connectivity for the entire College campus.
- 9. Emphasis should be given on purchasing of more sports materials as well as to organize collaborative activities such as sports, cultural program etc. with other institution.
- 10. Completion of College Auditorium.
- 11. Frequent meeting with alumni and other stakeholders.
- 12. Feedback should be collected from all stakeholders.
- 13. Regular practice of green audit, energy audit and other Academic activities.

P.Q.- Sonalmukh - 788119

IQAC M.C. Das College, Sonai All data presented in the report of the academic and administration audit

of West Silchar College for the session 2021-2022 are verified and found satisfactory.

West Silchar College Principal I/c cum Secretary

Wex: Silchar f ollege ve Bariacrapus, Cacon.

(Hrishikesh Nath) 12/12/2022



DISTRICT LEVEL LABORATORY, CACHAR

Address: Office of the Executive Engineer (P.H.E), Silchar Div. No.- I, Silchar

Email: phe.dll.sill@gmail.com

Test Report No. / Sample ID Issued To

90017 West Silchar College Issue Date :- 01/03/2023

Sample received on dated :- 27/02/2023 Sample Location : West Silchar College Block : Borkhola

Customer Reference No Sample Description

Sample Bottle Properly Sealed

Sample Type Sample collected on dated Sample Collected by Date of Analysis Started

DTW 27/02/2023 Sample Quantity :- 1.5 ltr

Sample Collected by Customer. 27/02/2023

Test Report

Date of Analsis Complete :- 27/02/2023

				IS: 10500:20	12 (Second Revision)	
SI. No.	Parameter	Protocol Used	Results	Desirable limit	Max. Permissible limit (in absence better alternate source)	Unit
1	pH	IS: 3025: Part 11 @ 25 °C	6.64	6.5 - 8.5	No relaxation	pH Units
2	Total Dissolved Solids	IS: 3025: Part 16	158	500	2000	mg/L
3	Turbidity	IS: 3025: Part 10	4.6	1	5	NTU
4	Iron	APHA 3500- Fe	1.54	1	No relaxation	mg/L
5	Nitrale	IS: 3025: Part 34	Not Done	45	No relaxation	mg/L
6	Chloride	IS: 3025: Part 32	26.94	250	1000	mg/L
7	Total Hardness	IS: 3025: Part 21	245.52	200	600	mg/L
8	Total Alkalinity	IS: 3025: Part 23	Not Done	200	600	mg/L
9	Calcium (as Ca)	IS:3025 :Part 40	63.49	75	200	mg/L
10	Magnesium	APHA(23" ed) 3500 Mg B	21.17	30	100	mg/L
11	Fluoride	IS: 3025: Part 60	0.27	1.0	1.5	mg/L
	Sulphate	IS:3025: Part 24	4.82	200	400	mg/L
12	Arsenic	IS 3025: Part 37	0.024	0.01	0.05	mg/L
14	Colour	IS: 3025: Part 4	Not Done	5	15	Hazen
15	Odour	IS: 3025: Part 5	Not Agreeable	Agreeable	Agreeable	
16	Taste	IS: 3025: Part 8	Not Agreeable	Agreeable	Agreeable	

The results given above are related to the sample as received and tested in this laboratory. Reliability The less report carriot be regenerated to produced in whole or in part without written permission of Lat The less report carriot be used for any publicity or any logal purpose. The less samples meant for chemical enalysis will be disposed of after 15 days from the date of iss

Quality Managel D.L.L., Cachar

Assistance Engineer (P.H.E) I/c D.L.L , Cachar

DISTRICT LEVEL LABORATORY, CACHAR

Address: Office of the Executive Engineer (P.H.E), Silchar Div. No.- I

Silchar

Email: phe.dil.sii1@gmail.com Issue Date:- 01/03/2023

Test Report No. / Sample ID

Issued To

West Silchar College

Customer Reference No

Sample Description

Sample received on dated :- 27/02/2023 Sample Location : West Silchar College Block : Borkhola

Sample Bottle Property Sealed

Sample Quantity :- 1.5 ltr

Sample Type Sample collected on dated Sample Collected by Date of Analysis Started

DTW 27/02/2023

Sample Collected by Customer. 27/02/2023

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Test Report

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Quality Manager

D.L.L., Cachar

Assistant Engineer (P.H.E) I/c D.L.L , Cachar

GE GOSWAMI ELECTRONICS

Approved A.S.E.B, APWD Contractor

Deals In:

Email: goswami.office2012@gmail.com

Electronics & Electricals Goods, Sales & Service.

Specialist In: Transformer, Panel Board, Industrial Electrification etc.

Ref No....

Date: 01: 03. 2023.

Sub:-

Megger Testing and checking the following items.

1. 32A,240V main switch for fan & Light points &Computer Testing Results.

P to E = 5 m ohms N to E =5m Ohms Between P to N = 6 m Ohms

Megger Testing the Earthingin found correct.

Testing Result = 2.5 ohms

I found the total Load

1.Fan POINT , 66 nos x60W = 3960W 2. light point , 102 x 20W = 2040W 3. 1hp motor 1 x 750W = 750W 4. COMPUTER 4 X 150 = 600W

TOTAL Load = 7350W

Certified that the installation of the WEST SILCHAR COLLEGE, BARJATRAPUR, CACHAR, PIN: 788110, is saved in term of insulation resistance and other Component of the electrical installation.



FOI GOSWAMI ELECTRONICS

PAYPRIETOR

OFFICE:

College Road, Silchar-788004

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