

Administrative Audit Report
(Session: 2020-21)
Dr. B. K. B. College, Puranigudam.



Administration of a Higher Education Institution (HEI) is nowadays a complex one, because activities of HEI have proliferated in many dimensions. The growth and development of any organization/institution largely depends upon an efficient administrative system. Therefore, it is very essential that the administrative staff should be proficient, effective and up to date. The administrative unit of Dr. B. K. B. College, Puranigudam is constituted with the following composition:

Permanent Staff:

1. Principal: 1
2. Vice Principal: 1
3. UDA: 1
4. LDA: 2
5. Grade IV Staff: 1

Contractual Staff:

1. Computer Assistant: 1
2. LDA: 1
3. Grade IV Staff: 1

The entire official work of the college like students' admission, maintenance of attendance register, collection of fees, all examination related works of all semesters, filling up of examination forms and collection of fees, all works related to services of the teachers, employees and library staff, maintenance of all accounts of all funds, UGC and RUSA grants are to be handled by the small office. Hence, it is a very challenging job for the office staff to do everything in due course of time and with effectiveness.

Major strength of the management under the headship of the Principal of Dr. B. K. B. College is accessibility of the Office to all students, teachers and other stakeholders for all kind of matters. Instead of shortage staff the Office has been providing service to the students and other stakeholders in its best.

A library is considered heart of a Higher Education Institute. In administrative set up of HEI, library is also an important component. The Central Library of Dr. B. K. B. College with

a librarian along with 3 (three) contractual staff functions properly under the authority of Principal. But the library has the scope to be more attractive and spacious for the students.

In cocurricular activities like sports and cultural events students of the College have been performing well. So there is scope of developing infrastructure facilities like indoor stadium and well equipped auditorium. The authority have to take initiative in this regard.

It is appreciable that the Principal has been taking measures for optimum use of College infrastructure and equipments. Inspite of COVID-19 pandemic the Office of the Principal had been functioning well during the pandemic period. Financial audit of the College is being done regularly.

For increasing the efficiency and effectiveness of the administrative machinery, following steps may be taken by the appropriate authority:

1. Number of clerical and Grade IV staff should be increased.
2. Post of the contractual employees should be made permanent by the Government.
3. Adequate infrastructure facility may be created in line with the modern office management system so that ability and willingness of the people to work increases.
4. Use of ICT and advance technology should be prioritized in the context of COVID-19 pandemic.
5. Use of modern office software which looks after everything from students' admission to attendance, salary bill to filling up of examination form may be adopted which will be a very good step towards up gradation of the office.
6. Website of the College should be upgraded for better governance.

It is noteworthy that a good number of suggestions of the previous year have been implemented.

Lastly as the head of the office, Principal of the College will have to play a very active role so that administrative unit can be used for the greater interest of the students, teachers and the society as a whole.



Luna

17.8.21

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