

অধ্যক্ষৰ কাৰ্যালয়
ৰূপহী মহাবিদ্যালয়

ৰূপহী, নগাঁও (অসম), পিন- ৭৮২১২৫

ফোন :- (০৩৬৭২) ২৬৫৬০৩



OFFICE OF THE PRINCIPAL
RUPAHI COLLEGE

Rupahi, Nagaon (Assam) Pin- 782125
Ph. No.- (03672) 265603

Accredited by - NAAC "Grade B" (Cycle 2-2015) with CGPA 2.63

Dr. Bhubanananda Pattanaik (M.A., Ph.D.)
Principal & Secretary
Ph.- 94351 86531

Ref. No.-

Date -

Administrative Audit Report 2019-20

of

Dr. B. K. B. College, Puranigudam

The growth and development of any organization/institution largely depends upon an efficient administrative setup. Therefore, it is very much necessary that the administrative unit remains efficient and effective and up to date. The administrative machinery of Dr. B. K. B. College, Puranigudam is functioning in the following manner.

- | | | |
|--------------------------|---|-----------------|
| 1. Principal: 1 | } | All permanent |
| 2. Vice Principal: 1 | | |
| 3. UDA: 1 | | |
| 4. LDA: 3 | | |
| 5. Grade IV Staff: 1 | | |
| 6. Computer Assistant: 1 | } | All contractual |
| 7. LDA: 1 | | |
| 8. 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.

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Therefore, it has become a very difficult task for the office staff to do all the works timely and effectively.

Major strength of the administration under the leadership of the Principal is accessibility of the Office to all students, teachers and other stakeholders for all kind of matters. In spite of shortage staff the Office has been providing service to the students and other stakeholders at its best special mention be made of their service during the first wave of COVID-19.

Some of the major weaknesses unit of the college may be noted as follows:

1. Shortage of staff.
2. Lack of up-to-date training and orientation.
3. Lower level of ICT use.

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

1. Number of clerical staff should be increased.
2. Number of Grade IV staff should be increased.
3. Post of the contractual employees should be made permanent by the Government.
4. Authority may arrange hands on training and workshop for the existing staff in the college. They may be encouraged to take part in the modern office management programme even outside the College.
5. Adequate infrastructure facility may be created in line with the modern office management system so that ability and willingness to work of the people increases.
6. Use of ICT and advance technology should be prioritized.

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7. Administrative staff should be made accountable to students and teachers so the works are done timely and correctly and no one have to suffer and face harassment.
8. 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.

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.

External Auditor

(Dr. B. N. Pattanaik)

Principal, Rupahi College.

Principal
RUPAHI COLLEGE
Rupahi, Nagaon, Assam