



Dr. B.K.B. COLLEGE, PURANIGUDAM
(Session : 2017-18 & 2018-19)
Administrative Audit Report

Dtd - 29-10-19

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 becomes efficient effective and up to date. The administrative machinery of Dr. B.K.B. College Puranigudam is constituted with the following composition—

1. Principal- One
2. V.P.- One
3. U.D.A.- One All permanents
4. L.D.A.- Three
5. Grade IV staff- One

6. Computer Assistant- One
7. Grade IV staff- Three All contractual

The entire official work of the college like students' admission, maintenance of attendance register, collection of fees, all examination related works of all the semester, filling up of examination forms and collection of fees, all works related to services of the teachers, employees and library staff, maintenance of all the accounts of all funds, U.G.C. and RUSA grants are to be handled by the small office. Therefore it has become a very difficult task for the office staff to do all the works timely and effectively.

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

1. Shortage of staff
2. Inadequate infrastructure
3. Lack of training and guidance
4. Lower level of technology
5. Over ageing
6. Lower level of ICT use

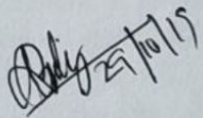
For increasing the efficiency and effectiveness of the administrative machinery, following steps may be taken by the authority-

1. No of clerical staff should be increase to seven
2. No of gr.4 staff should be increase to six
3. Post of the contractual employees should be made permanent
4. Authority may arrange hands on training and workshop for the existing staff in the college. They may be encourage to take part in the modern office management program even outside 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. In case of all future appointment knowledge of computer including Tally Accounting should be made mandatory and only merit should be given priority in case of appointment.
7. Use of ICT and advance technology should be prioritized
8. Administrative staff should be made accountable to students and teachers so that works are done timely and correctly and no one have to suffer and face harassment
9. 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.


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