



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
For the year 2021-2022

**Format: I**

**1. COLLEGE PROFILE**

1	Name of the College, Email, Website & Phone No.	Jagannath Singh College, Udharbond, Cachar, Assam jagannathsinghcollege@gmail.com <a href="https://jagannathsinghcollege.ac.in">https://jagannathsinghcollege.ac.in</a> 03841-295596
2	Name of the Principal, Email & Mobile No.	Dr. S Somarendro Singhs somarendrosarangthem@gmail.com +91-9435355505
4	Name of the IQAC Co-ordinator, Email & Mobile No.	Dr. Minhaj Uddin Barbhuiya dr.mub@gmail.com +91 – 6002859483
5	Year of Establishment and own land if any	1998, Yes own land
6	Affiliating University	Assam University, Silchar
7	NAAC Grade with cycle	
8	UGC recognition with date	
9	National Institutional Ranking Framework (NIRF) If any	Participating since Nov., 2017
10	Whether Admission is Online/ Offline during 2020-2021 (give details)	Both Offline and Online Admission Process were done, and successfully completed the process.



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
For the year 2021-2022

11	College Working Hours (if 'Shift System' mention details of both shifts and reason for shift system)		1. Office: 9 AM to 5.00 PM 2. Academic Section: 9.00 A.M. to 3.30 PM 3. Library: 10-00 AM to 5.00 PM				
12	No. of Teaching and Non-teaching Posts Sanctioned/Non-sanctioned and Part Time	Regular	15	Filled	13	Vacant	02
		Contract (Regular)	2		02		00
		Guest/ Part time	0		Nil		00
		<b>Total</b>	17		15		02
		Section Officer	N/A	Filled	N/A	Vacant	N/A
		Finance Officer	N/A		N/A		N/A
		Private Secy.	Nil		Nil		Nil
		Library Assistant	01		01		00
		Library Bearer	01		01		00
		<b>Total Sanctioned Post</b>	<b>02</b>		<b>02</b>		<b>00</b>
		UDC (Senior Assistant)	02		01		01
		LDC (Junior Assistant)	01		01		Nil
		Group C	-		-		-
		Lab Attendant/Bearer	Nil		00		00
Any Others (Grade IV)	03	01	02				



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
 For the year 2021-2022

		<b>Total Sanctioned Post</b>	<b>06</b>		<b>03</b>		<b>03</b>
		Librarian	01		01		00
		LDC (Junior Assistant)	01		01		00
		Any Others (Grade IV)	01		01		00
		Sweeper	Nil		00		00
		<b>Total Non-sanctioned</b>	<b>03</b>		<b>03</b>		<b>00</b>
		B.A. 1 <sup>st</sup> & 2 <sup>nd</sup> Semester	274	524			
		B.A. 3 <sup>rd</sup> & 4 <sup>th</sup> Semester	115				
		B.A. 5 <sup>th</sup> & 6 <sup>th</sup> Semester	135				
		<b>Total</b>		<b>524</b>			
13	Students Strength						



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
 For the year 2021-2022

**2. CURRICULAR ASPECTS (100)**

	<b>Item</b>	<b>Status</b>	<b>Weight- age</b>	<b>Score</b>	<b>Remark(s) by Assessor</b>
14	Implementation of Annual Institutional Plan/ College Calendar	<ul style="list-style-type: none"> <li>● The College prepare its Academic Calendar every year in accordance with the Academic Calendar of the affiliating University.</li> <li>● Being Affiliated to Assam University, the college needs to adhere to the Academic Calendar prepared by the University which is uploaded in the college website.</li> <li>● The college prepares its own Academic Calendar in consonance with that of the Assam University and after proper approval shares it among the students and other stakeholders.</li> </ul>	<b>15</b>	15	
15	Whether the above plan is circulated among the students?	Yes- <ul style="list-style-type: none"> <li>● The Academic Calendar is circulated among the students in Prospectus.</li> <li>● The Institutional Academic Calendar is uploaded in college Website.</li> </ul>	<b>10</b>	10	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
**For the year 2021-2022**

16	College Activity Register (e.g. 2021-2022)	Maintained (with documentation evidence)	<b>10</b>	10	
17	Academic Flexibility	1. The college implanted Semester/CBCS/Elective optional as per the parent University norm. 2. To enhance Academic Flexibility the college introduces Add-on/ Certificate/ Diploma Courses. The college propose to introduce new programme from the next Academic Session with a view to enhancing Academic Flexibility.	<b>10</b>	10	
18	Add-on courses during the assessment period	1. Certificate Course in Spoken English	<b>15</b>	15	
19	Feedback from students/parents/alumni	<ul style="list-style-type: none"> <li>● Institution obtains regular feedback from the following stakeholders 1) Students 2) Teachers s 3) Alumni</li> <li>● Collected Feedbacks are analyzed and subsequent actions have been taken.</li> <li>● The robust Feedback system ensures that there is no slackness in intensity of quality teaching-learning</li> <li>● The Feedback analysis report and action taken reports are uploaded in the college website.</li> </ul>	<b>10</b>	10	
20	New courses/programmes started during this year	<ul style="list-style-type: none"> <li>● B.A. Honours in Bengali</li> <li>● B.A. Honours in Hindi</li> <li>● B.A. Honours in Manipuri</li> <li>● Certificate Course Spoken English</li> </ul>	<b>10</b>	10	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
 For the year 2021-2022

21	Maintenance of students' attendance record	1. Each and every department used to maintain students' attendance register.	<b>10</b>	10	
22	Faculty log book, lesson plan etc.	Individual Faculty Member maintains Faculty Log Book (Teachers' Diary) and prepares Lesson Plans for each Semester.	<b>10</b>	10	

**3. Teaching, Learning and Evaluation (350)**

	<b>Item</b>	<b>Status (Give details)</b>	<b>Weightage</b>	<b>Score</b>	<b>Remarks by Assessor(s)</b>
23	Are students' enrolments and profiles computerised and well documented?	Yes, a separate clerk is assigned for the important task of maintaining and assigning enrolment numbers and profile of every student within the college.	<b>30</b>	30	
24	Are the college have intra-state and international students?	No	<b>20</b>	00	
25	Teaching diaries/ log book and lesson planning	Yes. The college has been following a very good system of maintaining departmental (Individual Teacher's) log books and lesson plans. The log book and lesson plans are countersigned by the Academic head.	<b>30</b>	20	
26	Tutorial/assignment, student's seminar and project work etc.	The college teaching and learning is supplemented by tutorials, assignment, seminar, etc. in a regular basis.	<b>40</b>	30	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
 For the year 2021-2022

27	Conduct of internal exams/ semester evaluation etc.	Two internal exams are conducted by each department regularly. Based on university guide lines IA marks are calculated and displayed in notice board.	40	40	
28.	Remedial classes/ mentoring	Remedial classes are conducted by department wise in the form of mentoring system. The ratio of mentor to students for academic and other related academic issues are 19.57:1	40	35	
29	Result analysis	The college maintain result analysis for each semester.	40	40	
30	Teachers' evaluation by the students	Teacher evaluation or assessment carried out by IQAC and it is conducted annually. All semester students are given the opportunity of teachers' evaluation through confidential Feedback on a scale of four. It is well documented and can be verified.	30	30	
31	Teachers' profile	Teachers' profile maintained by the college. It is also displayed in the college website department wise.	40	35	
32	Integrated curriculum	Professional ethics, gender, human values, environment and sustainability are the integrated courses following by the college.	40	30	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
For the year 2021-2022

**4. Research, Innovations and Extension Activities (120)**

	<b>Item</b>	<b>Status (Give details)</b>	<b>Weightage</b>	<b>Score</b>	<b>Remarks by Assessor(s)</b>
33	Number of awards and recognition received from govt. and other recognised organization	Nil	<b>10</b>	0	
34	Research publications	During the assessment period faculties has published 2 research papers in UGC Care Listed.	<b>10</b>	5	
35	Book/ book chapters/ popular article in newspaper etc.	During 2021-22 a total number of 6 book/ book chapter/ popular article were published by the faculty.	<b>10</b>	5	
36	Seminar/ conference/ workshop/ webinar/ training courses etc.	Different programs organized by the college during the assessment period.	<b>10</b>	8	
37	Records of MoUs	03 Number of functional MoUs with National and International institutions, universities, industries, corporate houses etc.	<b>10</b>	5	





**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
 For the year 2021-2022

38	Extension activities	<ul style="list-style-type: none"> <li>Extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc.</li> <li>Sensitization Programme on different Social Issues were organised during 2021-22</li> </ul>	10	6	
39	NSS activity	Physically verified the documents of different activities related to NSS	10	10	
40	NCC	N/A	10	-	
41	Other cells/ clubs/activities	Program like Blood donation awareness, Gender issues, other social issues etc. were performed by different Units/ cells	10	8	
43	Sports activities	Could not be organized in 2021-22 due to COVID-19 lockdown	10	0	
44	Collaboration	collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc. (with SC Dey College, Hailakandi and Silchar College, Cachar)	10	10	
45	Capacity building/ skill enhancement program	No =??	10	6	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
For the year 2021-2022

**5. Infrastructure and Learning Resources (100)**

	Item	Status (Give details)	Weightage	Score	Remarks by Assessor(s)
46	Circulation of library books among the students	Total book issued: 921 Daily average: Daily average: 04(Approx)	10	10	
47	Available of last 5 years university question paper	Accessible through college library. (Total No. of Question Papers accessible is 544)	10	10	
48	Library automation (e-resources/ journal)	Total No. of Text Books: 2664 Total No. of Reference Books: 2473 Journals: 57 Magazines: 10 Newspapers:04 CD/DVD: 00	10	8	
49	ICT classroom	Yes	10	10	
50	Availability of internet and wi-fi	Entire campus is enabled with Wi-Fi connectivity.	10	10	
51	Students recreation and amenities	Yes. Available and satisfactory. The entire college campus is under CCTV surveillance for safety & security.	10	10	
52	Computer laboratory (language lab etc.)	Yes.	10	10	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
 For the year 2021-2022

53	Availability of students' centre	Girls Common room.	10	8	
54	Separate toilet for faculty and students	There are inadequate toilets for male and female faculty members and for the students.	10	10	
55	Special facilities for person with disability (PWD)	Ramp for PwD students are available	10	10	

**6. Students' Support and Progression (130)**

	Item	Status (Give details)	Weightage	Score	Remarks by Assessor(s)
56	Record of sports event conducted/ participated	Prior to COVID-19 Annual Sports Events were organised. However, in 2021-22 due to COVID-19 no such events were organised.	10	10	
57	Significant achievement in sports & culture	Yes	20	15	
58	Record of cultural program/ significant event/ day celebration etc.	Independent Day, Republic Day, National Voters' Day, World Consumer Rights Day, World Water Day, World Environment Day, NSS Day, etc. used to celebrate by the college regularly and records are properly maintained.	10	8	
59	Career and Guidance activities	Placements are recorded during the assessment period.	20	18	
60	Higher education	Students got admission in different institutions for higher- vertical & horizontal – studies in 2021-22.	10	10	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
**For the year 2021-2022**

61	Anti-ragging cell and activity	Anti-ragging camping, display posters, banners, etc. are sufficiently displayed by the college. (Convener of the cell: Mrs. Anita Singha, Academic In charge; Contact No. 9401928666)	<b>10</b>	10	
62	Health care facility	Nil	<b>10</b>	0	
63	Canteen/ Cafeteria	One canteen is operated with clean and hygiene environment.	<b>10</b>	8	
64	Drinking Water facility	The college well maintained drinking water facilities	<b>10</b>	10	
65	Physical/ sports instructor etc.	Nil	<b>10</b>	0	
66	Sanitization	During Covid-19 period college maintained well in terms of sanitization.	<b>10</b>	10	

**7. Governance, Leadership and Management (100)**

	<b>Item</b>	<b>Status (Give details)</b>	<b>Weightage</b>	<b>Score</b>	<b>Remarks by Assessor(s)</b>
67	Realization of Institutional vision by the administration	Institutional vision is realized through the departments and various actions taken by different cells/ committees.	<b>10</b>	10	
68	Distribution of work among the teaching and non-teaching staff	It is balanced and staffs are inadequate. All the staff are dedicated and student centric by behaviour and nature.	<b>10</b>	10	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
 For the year 2021-2022

69	Faculty Development Program initiatives	<ul style="list-style-type: none"> <li>● Orientation Program</li> <li>● Faculty Development Programme</li> <li>● Faculty Induction Programme</li> <li>● Others</li> </ul> <p>A total number of 11 faculties are recorded in participating in such programmes for the assessment period.</p>	20	20	
70	Staff Welfare Initiatives	<ul style="list-style-type: none"> <li>● All the teachers are member of Assam College Teacher Association (ACTA)</li> <li>● Non-teaching Welfare also functioning well</li> <li>● The staff welfare taken initiatives includes like                             <ul style="list-style-type: none"> <li>a) visiting of hospitalized and help needy members</li> <li>b) participation in weddings and funerals/condolences For non-teaching staffs</li> </ul> </li> </ul>	10	8	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
**For the year 2021-2022**

71	Internal Audit of Finance	The institution conducts internal audits regularly. It is done by the institution in each financial year. After preparation of Cash Book, Ledger of the various fund of the college, the college authority calls local Registered CA for Internal Audit. CA and his Associates check and verify all the documents of various funds. Finally, local Charter Accountant submits his final report to college authority in the form of statement of receipt payment account for each financial year from April to March.	<b>10</b>	10	
72	Resource Mobilization	Financial Statement	<b>10</b>	10	
73	College Governing Body activities	Proceedings/ meeting minutes/ notice etc.	<b>10</b>	10	
74	IQAC activities and maintenance of records	<ul style="list-style-type: none"> <li>● Feedback collection from stakeholders</li> <li>● Activity Register Maintained</li> <li>● Awareness programmes organised</li> <li>● Regular Meetings of IQAC with different stakeholders</li> <li>● Teacher assessment every year</li> <li>● Workshop/ conference/ seminar records</li> <li>● FDP/ induction program for new teachers</li> <li>● Documentation/ records maintenance etc.</li> </ul>	<b>20</b>	18	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
 For the year 2021-2022

**8. Institutional Values and Best Practices (100)**

	<b>Item</b>	<b>Status (Give details)</b>	<b>Weightage</b>	<b>Score</b>	<b>Remarks by Assessor(s)</b>
75	Adopted Village	The College has adopted one village so far. The village adopted is - 1. Dayapur Part II	<b>20</b>	20	
76	Social responsibility initiative	1. Voluntary blood donation 2. Awareness Rally by the institution 3. Observation of World Environment Day  The college performed extremely well in different kind of extension services and so on.	<b>20</b>	20	
77	Best/ Innovative Practices Undertaken by the College	The best practice of the college includes: 1. Best graduate from the college is awarded every year. 2. Blood Donation camp is organized regularly. 3. Green Initiative: Plantation regularly etc.	<b>20</b>	20	
78	Hard copy of AQAR of last academic year.	Not applicable	<b>20</b>	20	



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
For the year 2021-2022

79	Awards/ Achievements	Nil			
			20	0	

**Summary of the Report**

The Academic and Administrative Audit (AAA) was completed after thorough check up of all the records, documents, infrastructure available in the college premises. The summary of the audit is quite satisfactory since the college performed in all parameters effectively. The auditor(s) evaluated the college based on the data supplements and presentation done by the College IQAC co-ordinator.

Based on the evaluation SWOC can be summarised as follows:

**STRENGTH**

- The major strength of the college lies in its experience and highly qualified faculty members. Faculty recruitment done as per UGC norms which is look after by the State Government via Governing Body. Out of a total number of 13 full time teachers, 11 teachers have Doctorate Degree.
- Faculty cooperation and dedication is worthy.
- Student enrolments as well as academic results are quite satisfactory.





**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
For the year 2021-2022

- The library is equipped with good number of books.
- The academic environment is quite positive and caters to the student's interest.
- Presence of a kinetic and visionary Governing Body.

**WEAKNESS**

- Teaching faculties need more focuses on research activities.
- Poor infrastructure
- Lack of fund

**OPPORTUNITIES**

- College offer academic excellence for students to secure their place in competitive world.
- The college provide opportunities for students to acquire skill development and vocational courses.

**CHALLENGES**

- upgradation of the existing construction and smart class rooms.
- To achieve rank in NIRF .
- Construction of separate departmental buildings.
- To inculcate more competitive mindset among students.

**RECOMMENDATIONS OF THE COMMITTEE**



**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
For the year 2021-2022

Based on the overall discussion, review and verifications the AAA Committee has recommended the following points:

- College has potentialities and need to start Honours in all subjects in the college immediately.
- One of the college building needs immediate renovation and the Auditorium hall needs to be built subject to the availability of the fund.
- College needs appropriate measures to reduce the drop outs of enrolled students. Awareness programs among the parents are needed in urgent.
- Numbers of research paper published by the teaching staff are too less. Faculties need to think more in the area of publication in regard to research papers in listed journals.
- Collaborative and collective research work is the need of the hour.

*I have gone through the observations made by the Academic and Administrative Audit Team as mentioned in this report.*

Place: Udharbond

  
**Name and Signature of the Head of the Institution**


Principal

**Jagannath Singh College**

Udharbond, Cachar.



Date: 18/5/23

**Signatures of the Members of Academic and Administrative Audit Team:**

  
18/5/2023

  
18/5/2023

**Jagannath Singh College, Udharbond, Cachar, Assam**  
**Academic and Administrative Audit**  
For the year 2021-2022

Sl. No	Name	Designation	Signature with Date
1.	Dr. H Nani Kumar Singha	Chairperson	 18/05/2023
2.	Dr. Panna Deb	Member	 18/05/2023

Place: Udharbond

Date: 18/5/2023