



Action Taken Report on Recommendations of the Academic and Administrative Audit (AAA) 2022-23

Recommendation 1: Internship And Experiential Learning: The College may facilitate internship opportunities for its own students as well as students from other institutions in functional units such as the LED Bulb Production, Mushroom Cultivation and Vermi-Compost Units.

Action Taken:

1. The college has offered internship to students of the college in Mushroom and Vermi-compost.
2. The Academic Calendar of the college provides tentative dates on examination schedule, College Week, holidays etc.

Recommendation 2: Strengthening Stakeholder Feedback Mechanisms: The process of stakeholder feedback collection, analysis, follow-up and corrective action may be further strengthened and standardized.

Action Taken: A clear, systematic and well-defined institutional mechanism is developed for systematic collection, analysis, follow-up and corrective action

Recommendation 3: Strengthening Library Resources: Allocation for the library may be enhanced, with particular emphasis on procuring books and learning resources required for newly introduced programmes.

Action Taken: Infrastructure and Learning Resources

The college has very good infrastructure for academic, co-curricular activities, and administrative activities.

Adequate classrooms, seminar halls, and laboratories are available for effective teaching and learning. A good number of classrooms are equipped with ICT facilities with internet and wifi. The college has a well-equipped central library facility with more than 70000 books for both undergraduate and postgraduate courses, 14 journals, 15 magazines, and newspapers.



The central library is automated by SOUL software. The library also facilitates reading rooms, digital sections, and a section for rare books. Along with the central library, each department also maintains a departmental library through contributions from faculty, alumni, and publishers as well. All science departments have good laboratories. There is scope for better maintenance of laboratory facilities and instruments. Apart from this, the college has three galleries, two well-equipped conference halls, and one auditorium.

The college has good infrastructure and facilities for co-curricular activities. Sports facilities include a football ground, basketball court, volleyball court, indoor stadium, other minor sports facilities, and a gymnasium. The college has hostel facilities for both boys and girls students. However, to support large student enrollment, hostel capacity needs to be increased.

There are separate rooms for the examination branch, the general branch, and the accounts branch for effective management of academic and administrative work.

Recommendation 4: Staff Welfare And Incentives: Appropriate measures may be explored to enhance the welfare of teaching and non-teaching staff engaged on a full-time contractual basis. Performance-based incentives may also be considered for long-serving contractual staff.

Action Taken:

1. Darrang College has adopted welfare measures for the teaching and non-teaching staff by adding more washrooms and renovating the existing washrooms.
2. It has installed more water purification system for non-teaching, teaching staff as well as students.
3. Air Conditioners are installed in the Office rooms and Accounts Branch.
4. As the College has dedicated team of teachers in Self- Sustaining Departments and other Departments as well, increments in their salary are made for motivating them towards continued engagement and performance.

Recommendation 5: Capacity Building Of Non-Teaching Staff: Regular in-service training and professional development programmes may be organized for non-teaching staff to enhance administrative efficiency and institutional effectiveness.

Action Taken: The institution has strengthened the capacity of non-teaching staff through:

1. Regular in-service training and orientation programmes on administrative procedures and office practices.
2. ICT and digital skills training for e-office practices, documentation and data management.



3. Participation in workshops, seminars and capacity-building programmes relevant to their duties.
4. Awareness programmes on institutional rules, responsibilities and service delivery.
5. Encouragement for continuous professional development to enhance administrative efficiency and institutional effectiveness.

Recommendation 6: Strengthening Outcome-Based Education: While certain aspects of Outcome-Based Education (OBE) are determined by the affiliating University, the College may proactively develop and strengthen the components that fall within its institutional purview.

Action Taken:

The institution follows the Outcome-Based Education approach within the syllabus prescribed by the affiliating university.

Course Outcomes (COs), Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are aligned with teaching and assessment.

Student performance is reviewed to identify gaps and improve the teaching-learning process.

Recommendation 7: Strengthening Stock Verification: Periodic stock verification may be accorded greater emphasis to ensure effective asset management, accountability and institutional record maintenance.

Action Taken: Strengthening Stock Verification, Accountability and Institutional Record Maintenance: The College has put in place systematic mechanisms for the proper maintenance, verification, and management of institutional assets. All movable and immovable assets of the College are duly recorded, regularly verified, and maintained under the supervision of personnel specifically assigned by the College authority. The concerned staff members are responsible for ensuring the safe custody, proper utilization, and periodic verification of institutional assets, thereby strengthening transparency and accountability in asset management.



With regard to financial accountability, the College maintains its accounts through both conventional record-keeping practices and computerized accounting systems. This dual mechanism facilitates accurate documentation, systematic monitoring, and effective financial management while ensuring transparency in institutional transactions.

The College also places due emphasis on the systematic maintenance of institutional records. To strengthen administrative efficiency and accountability, a biometric attendance system has been installed for recording the attendance of teaching and non-teaching staff. In addition, attendance registers and other relevant records are maintained for staff members, non-teaching personnel, and security guards. These measures ensure accurate documentation of attendance, improve institutional monitoring, and promote greater accountability in the day-to-day functioning of the College.




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