



ADMINISTRATIVE AUDIT REPORT

2024-25



BJB AUTONOMOUS COLLEGE, BHUBANESWAR

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ADMINISTRATIVE AUDIT REPORT 2024-25

Certificate

This is to certify that an Administrative Audit for the 2024–2025 session was conducted at B.J.B. Autonomous College, Bhubaneswar, assessing the efficiency of administrative processes and evaluating policies, strategies, and operations to enhance transparency, accountability, and governance.

PLACE: BHUBANESWAR

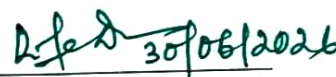
DATE:



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DAS**

Asst. Professor of Chemistry
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Bhubaneswar

MEMBERS



(Principal)
PROF. (DR.) RITA DAS
BJB Autonomous College



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Asst. Professor of History
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ACKNOWLEDGEMENT

I would like to express my sincere thanks to Prof. (Dr.) Rita Das, Principal of B.J.B Autonomous College, for his constant encouragement and guidance in accomplishing the report.

I would also like to thank all the members of IQAC and my team members Dr.Debadutta Das, Assistant Professor of Chemistry; Dr. Nagina Bano, Assistant Professor of Hindi for their cooperation in bringing out this document in its present shape.

I also extend my heartfelt thanks to each and everyone who has been a part of this audit and has helped us to bring out the report successfully.



DR. LAXMIDHAR BHOL
Assistant Professor of History
BJB Autonomous College

FORWARD

I am delighted to submit this Administrative Report, prepared through the collaborative efforts of my colleagues and the institution. This report aims to assess the efficiency and effectiveness of administrative processes by examining existing policies, strategies, and the functioning of various administrative departments. It also provides an overview of the overall management and operational control of the administrative system.

The Administrative Audit serves as a crucial mechanism in helping the institution attain broader recognition. It facilitates enhanced opportunities, ensures the availability of high-quality teaching faculty, strengthens access to research facilities, promotes the organization of workshops and academic programs, and underscores the importance of skill development and the achievement of institutional goals.

I sincerely acknowledge and appreciate the collaborative spirit, effective coordination, and dedicated efforts of the faculty members and the Internal Quality Assurance Cell (IQAC) in the successful preparation of this comprehensive Administrative Audit Report.


30/06/2026

PROF. (DR.) RITA DAS

Principal

BJB Autonomous College

Bhubaneswar

CONTENTS

1. Certificate.....	[A]
2. Acknowledgement	01
3. Foreword	02
4. Preface	04
5. Vision and Mission	05
6. Introduction	06
7. Administrative Audit	07
8. Administration @ BJB Autonomous College	11
9. Department Administrative Audit Report	21
10. Controller of Examination Report	26
11. Administrative Audit Report of Library	30
12. Administrative Audit Report of College Office	32
13. Conclusion	36

PREFACE

BJB Autonomous College was originally established in 1957 as “Science College, Bhubaneswar,” offering Intermediate Science courses. Later that same year, it was renamed in honour of the renowned freedom fighter Buxi Jagabandhu Bidyadhar Bhramarabara Ray Mohapatra.

The college shifted to its present campus in 1960, beginning with a modest strength of just 32 students. It attained autonomous status in 1999 and received ‘A’ grade accreditation from NAAC in both its first and second assessment cycles, with validity extending up to November 2021. In recognition of its academic excellence, the institution was conferred the prestigious title of “College with Potential for Excellence” by UGC during the academic session 2010–11.

Over the years, the college has evolved into a leading centre for higher education, known for its strong emphasis on teaching, research, and extension activities. It has emerged as one of the most preferred institutions among students from Odisha as well as neighbouring states.

The college currently functions across two campuses, with the Administrative and Science Blocks in Campus-I and the New Arts Block in Campus-II. It also houses key facilities such as BJB Higher Secondary School, IGNOU and OSOU study centres, a regional centre and camp office, along with a post office, SBI branch, co-operative store, and a utility centre.

Postgraduate programmes are run in self-financing PPP mode. The college offers co-educational, multidisciplinary courses in Arts, Commerce, and Science, with consistently high cut-off marks across disciplines.

The College is affiliated under Utkal University, Bhubaneswar.

VISION & MISSION

VISION

“Meritum Ethicus”

Merit and ethics embody the principles of beneficence that guide our responsibilities in both personal and institutional spheres. The institution plays a vital role in fostering knowledge as a dynamic and ongoing advancement of human intellect, ultimately contributing to the pursuit of universal well-being and collective happiness.

MISSION

“Learning for Leadership”

Our mission is to deliver quality education by integrating academic, cultural, and physical activities, while nurturing talented youth into responsible and productive citizens capable of contributing effectively to all aspects of development and nation-building.

INTRODUCTION

Students in higher education tend to reflect and apply the knowledge and experiences gained during their college years in their future professional lives. To emerge as capable leaders and responsible citizens of both the present and the future, students must develop independent and critical thinking abilities, uphold social and ethical responsibility, and possess a broad and informed understanding of the world.

College education should effectively equip students for their future careers. As active participants in a collaborative, inclusive, and diverse academic environment, students acquire essential skills that enable them to succeed in a rapidly evolving global landscape and prepare them to take on leadership roles.

Our graduates are expected to:

- Demonstrate a strong conceptual understanding of their chosen discipline
- Approach challenges with curiosity, critical thinking, and creativity
- Apply their knowledge and skills innovatively to address complex real-world problems

BJB Autonomous College aspires to be:

- Recognized as a leader in innovative practices in higher education
- Renowned for integrating evidence-based teaching with a strong emphasis on community building, student partnership, global challenges, and 21st-century skill development
- A preferred institution for leading educators seeking inspiration, collaboration, and academic excellence

ADMINISTRATIVE AUDIT

National Assessment and Accreditation Council (NAAC) is responsible for assessing and ensuring the quality of education in higher education institutions. It evaluates whether colleges provide comprehensive and high-quality learning experiences across various dimensions such as research, projects, internships, teaching, and career opportunities.

As part of this quality assurance process, NAAC requires institutions to undertake an Academic and Administrative Audit (AAA). Through this mechanism, colleges systematically review, assess, and monitor their academic and administrative practices using a structured framework that includes both internal and external evaluations.

The implementation of academic and administrative audits has thus become a crucial component in strengthening higher education institutions. It facilitates the introduction of academic reforms, enables continuous monitoring of institutional progress, and supports overall improvement and accountability within the higher education system.

- **Academic Audit**

An academic audit is a structured and systematic process of evaluating the quality of education within an institution. It is primarily focused on ensuring quality assurance and fostering continuous improvement in the college's educational practices and systems.

- **Administrative Audit**

An administrative audit is a comprehensive evaluation of an institution's administrative systems to determine their efficiency and effectiveness. It

focuses on reviewing and strengthening policies, strategies, operations, and functional practices within the organization.

This process involves a systematic assessment of the procedures followed by various administrative departments, including the effectiveness of governance, coordination, and overall control mechanisms. In essence, it is a structured approach to examining how well administrative processes function, with the aim of enhancing operational efficiency and institutional effectiveness.

❖ **Aim of Administrative Audit:**

The primary objective of the Administrative Audit is to promote a comprehensive review of the institution by both internal and external peers through site visits and systematic self-study of institutional processes. This enables the college to assess its performance against the quality benchmarks established by the National Assessment and Accreditation Council (NAAC). It also provides valuable insights into existing gaps, thereby facilitating continuous improvement in the quality of education and institutional practices. The audit encompasses an evaluation of curricular and co-curricular activities, ensuring the sustained maintenance of high academic standards over time.

Furthermore, the Administrative Audit contributes to enhancing the institution's reputation by promoting global recognition, attracting better opportunities, strengthening faculty quality, and improving access to research facilities, workshops, and academic programs. It emphasizes skill development and goal-oriented learning. Additionally, the audit clarifies faculty roles and responsibilities, reduces unnecessary administrative burdens, and enables teachers to focus more effectively on student learning and overall development.

❖ **Major Objectives of Administrative Audit**

- To examine the existing systems and evaluate the strengths and weaknesses of various departments and administrative units, and to recommend measures for improvement and addressing identified gaps.
- To identify constraints and inefficiencies in the current administrative processes, and to explore opportunities for academic, administrative, and examination-related reforms.
- To assess the effective and optimal utilization of financial as well as other institutional resources.
- To propose strategies for continuous quality enhancement in alignment with the guidelines and evaluation criteria prescribed by the National Assessment and Accreditation Council (NAAC) and other accrediting agencies.



ADMINISTRATION @ BJB
AUTONOMOUS COLLEGE

Data of the Institution:

Name of the Institution: Buxi Jagabandhu Bidyadhar Autonomous College

Name of the Head of the Institution: Prof. G. M. Khan

Designation: Professor of Statistics

Does the institution function from own campus: Yes

Phone No./Alternate Phone No.: 0674-2436971

Mobile No.: 9437106830

Registered Email: bjbcollege123@gmail.com

Alternate Email: bjbcollege123@yahoo.com

Address: At – Lewis Road, Po – BJB Nagar, Khordha City/Town: Bhubaneswar

State/UT: Odisha

Pin Code: 751014

The Principal serves as the chief authority of the institution, overseeing both academic and administrative functions and bearing overall responsibility for the college. The Principal is assisted by the Administrative Bursar, Academic Bursar, Account Bursar, and the Vice-Principal. The Vice-Principal is entrusted with the supervision of administrative affairs and self-financing courses. Each academic department is led by a Head of the Department, who is responsible for its academic and administrative management.

Departments periodically report to the Principal on academic progress, including the completion of syllabi, project work, and student field visits.

The overall governance of the college rests with the State Government. At the institutional level, however, the Principal is responsible for the day-to-day administration of the college and is supported by the Vice-Principal. The three key domains of institutional functioning—Academic, Accounts, and Administration—are overseen by senior faculty members designated as Bursars. Student admissions are managed by a committee chaired by the Principal, while examination-related matters are administered by the Controller of Examinations.

The college follows a transparent and participatory system of governance. Various statutory and non-statutory committees are constituted to oversee different aspects of administration. The composition and functions of the statutory committees are outlined in the table below.

Sl. No.	Name of the Committee	Composition	Role of the Committee
1	Executive Committee	Ten members as per UGC guidelines	Principal body for the management of the college
2	Academic Council	Principal, all Heads of the Departments, and four nominees of the Executive Committee who are eminent scholars in Commerce, Industry, Law, Medicine, Engineering, and a representative of the parent University	It is the apex body for all academic matters. It formulates rules and regulations and decides policies on the execution of academic programmes.

The departments regularly keep the Principal informed about academic progress, including the completion of syllabi, project work, and students' field visits.

The overall governance of the college rests with the State Government. At the institutional level, the Principal is responsible for the day-to-day administration of the college and is assisted by the Vice-Principal. The three key functional areas—Academic Affairs, Accounts, and Administration—are supervised by senior faculty members designated as Bursars.

Admissions are conducted by a committee chaired by the Principal, while all examination-related activities are managed by the Controller of Examinations.

The college follows a transparent and participatory governance system. Various statutory and non-statutory committees are constituted to oversee different aspects of institutional functioning. The composition and roles of the statutory committees are outlined in the table below.

Sl. No.	Name of the Committee	Composition	Role of the Committee
1	Executive Committee	Ten members as per UGC guidelines	Principal body for the management of the college
2	Academic Council	Principal, all Heads of the Departments and four nominees of the EC, who are eminent scholars in Commerce, Industry, Law, Medicine, Engineering and representative of the parent University	It is the apex body for all academic matters. It formulates Rules and Regulations and decides the policy on execution of academic programmes.
3	Board of Studies	Faculty members of the concerned subject, two external experts, and one representative of the parent university.	Designing of curriculum and prescribing the syllabus; suggesting names of experts for setting of question papers

			and evaluation.
4	Examination Committee	Principal is the Chairperson and the Controller of Examination is the Secretary. Two external experts and three senior faculty members.	Decision and policy-making body on all aspects of examination, valuation of answer scripts, and publication of results.
5	Finance Committee	Principal is the Chairperson; a senior faculty member is nominated as the Secretary; one expert nominated by EC.	It is an advisory body to the EC in all financial matters. It prepares the budget and oversees the college audited accounts, after which it is placed before the EC.

Table: Statutory Committees along with Composition and Function

In addition to the committees mentioned above, the institution has several non-statutory committees, all chaired by the Principal. These committees provide advisory support to the Principal on specific matters as and when required. The non-statutory committees include:

- Grievances and Appeals Committee
- Development Committee
- Purchase Committee
- Library Committee
- Admission Committee
- Discipline Committee
- Residence Committee
- Planning and Evaluation Committee

MANAGEMENT INFORMATION SYSTEM:

The institution has an operational Management Information System (MIS) in place to ensure efficient access to institutional data and services. It functions through two primary modules: the Students' Academic Management System (SAMS) and E-GRANTHALAYA (Version 3.0). Student admissions

are conducted through SAMS, which is monitored by the Government of Odisha, and it also maintains a comprehensive database of students. In addition, the MIS facilitates the management of information related to scholarships and staff salaries.

The library is managed through an integrated system that provides detailed information on the availability of books, journals, magazines, and periodicals. Both students and faculty members can access the library services through this platform. Using the Library Management System (LIBMS), users can search for books online and check the status of issued or available resources, including access through INFLIBNET. Furthermore, relevant information is regularly uploaded to the Government MIS portal as required.

FEEDBACK SYSTEM:

The institution has established a structured feedback mechanism for both students and parents. The feedback collected is systematically analyzed to identify areas for improvement and to take appropriate corrective measures. Overall, the responses received from various stakeholders indicate a high level of satisfaction.

In addition, the Career Counselling Cell, Ethics Committee, and Grievance Redressal Cell actively gather feedback from students to address their academic and personal concerns. The college also operates a Proctorial System, which conducts regular meetings to ensure effective interaction with students and to provide necessary guidance and support.

PHYSICAL INFRASTRUCTURE:

The Government of Odisha, through the Department of Higher Education, allocates funds to agencies such as the Works Department, General Education Department (GED), and Public Health (PH) Department for the

maintenance of the college's physical infrastructure. Each year, the college submits requisitions to these government agencies, which undertake the execution, repair, renovation, and overall maintenance of infrastructure, including hostels and staff quarters.

In addition, the Government provides direct financial support for the maintenance, expansion, and enhancement of facilities such as the library, laboratories, IT infrastructure (including computers and smart classrooms), and the canteen. The college authorities ensure proper utilization of these funds by following established procedures, including inviting quotations, tenders, or bids, awarding work or supply orders to the lowest eligible bidder within the stipulated timeframe, and submitting utilization certificates to the Government in a timely manner.

The institution is equipped with CCTV surveillance across the campus, along with Wi-Fi and LAN connectivity in individual departments. Facilities such as smart classrooms and virtual classrooms are also available. To support physically challenged students, a lift has been installed within the campus. Administrative approval has already been obtained from the Government of Odisha for the construction of new boys' and girls' hostels. Furthermore, departments conducting practical classes have procured the necessary equipment in accordance with the CBCS syllabus requirements.

ALUMNI:

The Alumni Association of the institution operates under the initiative "Mo College Abhijan," launched by the Government of Odisha. An interactive session between alumni and students was organized on 31-01-2020. On this occasion, Prof. K. P. Padhy, former Principal of Government Women's College, Balangir and a distinguished alumnus of the institution, engaged in an insightful and meaningful interaction with the students.

In accordance with Government guidelines, a college-level committee for Mo College Abhijan has been constituted to strengthen alumni engagement and foster greater interaction with former students. The initiative regularly organizes a variety of activities at the college level aimed at student development and enhancing alumni–institution collaboration.

DECENTRALISATION AND PARTICIPATIVE MANAGEMENT:

The College Governing Body delegates the power of taking operational policy decision regarding academic and other related matters to the Principal. Principal along with Vice-principals and three different Bursars formulate common working procedures which are then implemented at the departmental level by the respective Heads of the Departments. Faculty members also remain in charge of various committees/cells/associations to conduct various programs. This year due to pandemic situation the students Bodies could not be formed through College Elections and many programs involving students Bodies could not be undertaken. Examination section operates under one Controller of Examinations and three Deputy controllers. The Examination section prepares the programs for semester and mid-semester examinations, conducts the examinations and publishes the results. During the semester examinations, the principal delegates the power of supervising the examinations by appointing Deputy Superintendents of examinations. Last year, there had been online conduct of final semesters which had been conducted smoothly. Consequently, the results of the online examinations were declared in time.

E-GOVERNANCE:

All planning and developmental activities of the college are carried out through Government agencies. The institution submits proposals for infrastructural development to the Government, which in turn prepares the plan outlay, cost estimates, and allocates the required funds for each project.

In addition, several development initiatives have been successfully implemented with financial assistance received under RUSA and World Bank-supported schemes. Major infrastructural additions include a six-storied New Arts Block, a computer laboratory, smart classrooms, separate toilet facilities for boys and girls, a college canteen, and boys' common rooms.

To ensure accessibility for physically challenged students, lifts have been installed in both the Administrative Block and the Science Block. Furthermore, administrative approval has already been obtained from the Government of Odisha for the construction of new boys' and girls' hostels.

ETHICS COMMITTEE:

The Ethics Committee of the college has taken all necessary measures to uphold a strong moral framework and enhance the institution's reputation during the period under review. It has ensured the consistent practice of ethical standards across all aspects of institutional functioning, including operations, activities, policy formulation, implementation, and follow-up.

To promote ethical awareness among students, the committee has organized regular meetings and interactive sessions with different student groups. Furthermore, the committee remains vigilant regarding instances of non-compliance with ethical norms. Such cases are promptly reported to the Head of the Institution, and appropriate corrective actions are taken to address them effectively.

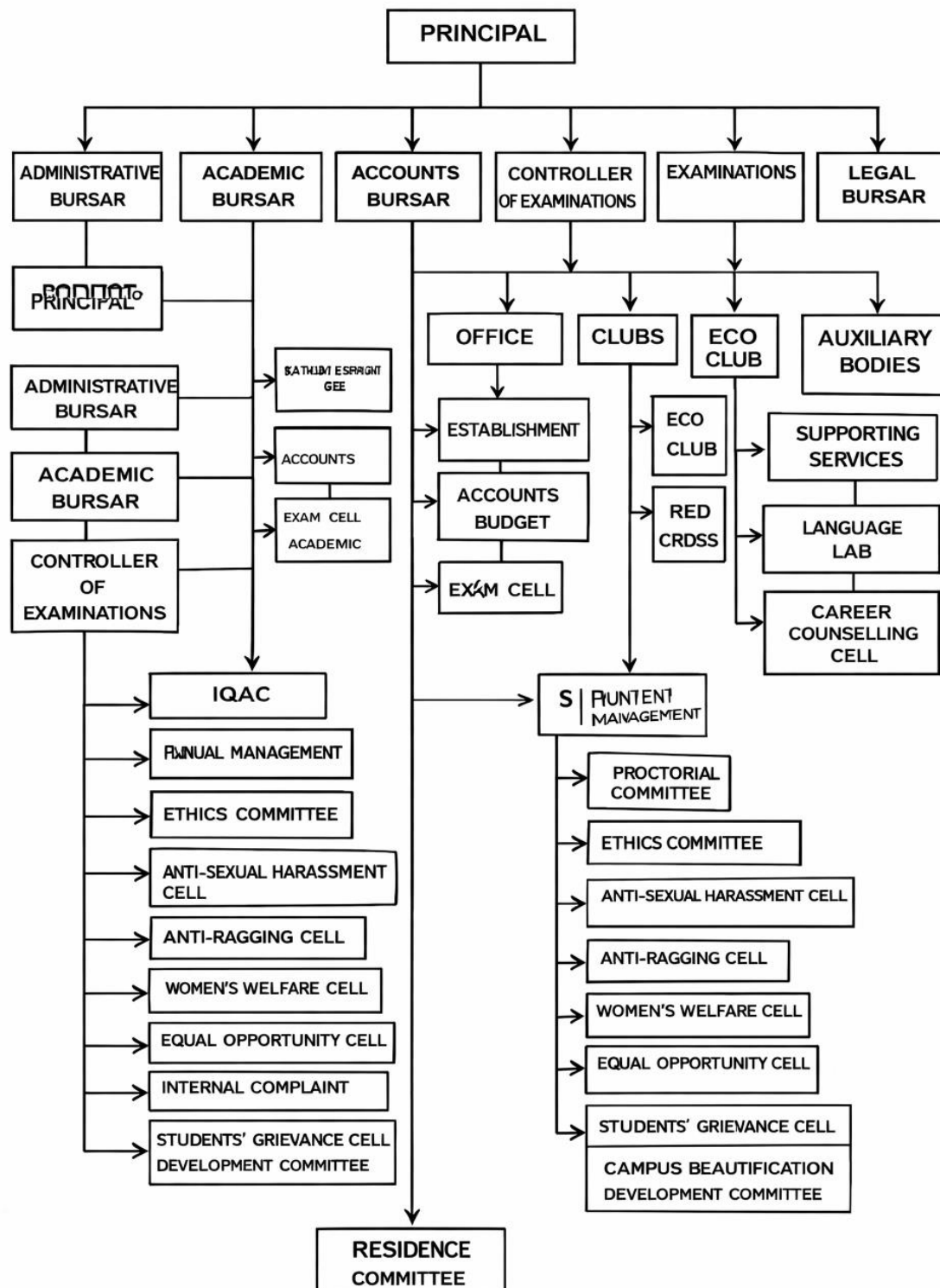
SCHOLARSHIPS AND FINANCIAL SUPPORT:

The college implements several scholarship schemes such as E-Medhabruti, Prerana, National Scholarship, and Post Matric Scholarships to provide financial assistance to deserving and economically disadvantaged students. The financial support from the Government is directly transferred to

the students' bank accounts through an online system, ensuring transparency and efficiency.

In addition to government schemes, the institution also offers financial support through various memorial awards and prizes. These include the Krushnapriya Memorial Prize (Rs. 4000/-), Udayanath Memorial Prize (Rs. 4000/-), Hemanta Kumar Rath Memorial Prize (Rs. 4000/-), and the Raghunath Pani Memorial Award, which has been instituted with a corpus fund of Rs. 50,000/-. From this corpus, 50% of the annual interest is awarded to the topper in Education (Honours). These initiatives further support and encourage meritorious students in their academic pursuits.

ORGANOGRAM



DEPARTMENT ADMINISTRATIVE AUDIT **REPORT**

The college comprises a total of 22 departments, most of which are well-established and staffed with regular faculty members. Feedback is systematically collected from various stakeholders and utilized to bring about continuous improvement in academic and administrative processes.

In addition, a comprehensive Question Bank based on the CBCS pattern has been developed and disseminated among the faculty members and students of all 22 departments to support effective teaching and learning.

CURRICULUM DEVELOPMENT:

Recognizing the vital role of curriculum development in formal education, the curriculum has evolved into a dynamic and continuous process that responds to the changing needs of society. In its broadest sense, curriculum encompasses the entire spectrum of learning experiences of individuals, both within the institution and in the wider social context. It is viewed as a systematic and progressive process through which constructive changes are introduced to academic programmes in higher education.

Global developments, emerging technologies, and shifting professional landscapes significantly influence curriculum design, leading to the incorporation of innovative approaches and contemporary perspectives in research and career-oriented learning. To enhance the quality of student learning, educators continuously adopt modern teaching methodologies such as transformative learning and blended learning.

The syllabi of all programmes are designed to address local, regional, national, and global needs, recognizing that these dimensions are often interconnected. The Choice Based Credit System (CBCS) has been

implemented to provide flexibility and a learner-centric approach. The Board of Studies of each department meets annually to review and revise the syllabus, and the recommendations are subsequently ratified by the Academic Council. Overall, the curriculum is structured to develop students' skills, making them competent, market-ready, and employable.

TEACHING AND LEARNING SKILLS:

Soft skills are imparted to students by faculty members through the Language Laboratory of the college. Subject experts are also invited to interact with students in the Department of THM, enriching their academic exposure. Lesson plans and progress registers are regularly maintained and updated across all departments to ensure effective academic monitoring.

In addition to conventional classroom teaching, ICT-enabled seminars are organized to enhance learning experiences. Continuous efforts are being made to facilitate access to INFLIBNET for both students and faculty members. Furthermore, diverse pedagogical approaches such as collaborative learning, cooperative learning, interactive methods, and simulated teaching techniques are actively adopted to promote student engagement and holistic development.

TEACHER-STUDENT RATIO:

As per the draft policy of the University Grants Commission (UGC), higher education institutions are expected to maintain an optimal teacher–student ratio of 1:30 in Social Sciences, 1:25 in Sciences, and 1:30 in Commerce, Management, and Vocational courses. A lower teacher–student ratio is generally associated with an improved learning environment, greater student engagement, enhanced opportunities for individualized attention, and more effective utilization of institutional resources such as time and infrastructure. Consequently, a balanced ratio is considered essential for achieving better teaching outcomes. However, due to a shortage of faculty

members in the college, the current teacher–student ratio is significantly higher than the recommended norms. For instance, the Department of Commerce has a ratio of 1:192, the Department of History has a ratio of 1:96, and the Department of Sanskrit has a ratio of 1:58. This imbalance poses challenges in delivering personalized and effective instruction.

FACULTY RECRUITMENT:

Faculty and staff are recruited by the government through examinations conducted by OPSC (Odisha Public Service Commission). Guest faculty members are selected by committees formed by the college.

WELFARE SCHEMES:

The college provides various scholarships such as Senior Merit Scholarship, Merit-cum-Poverty Scholarship for SC/ST students, scholarships for children of freedom fighters, National Loan Scholarship, and scholarships for physically challenged students. Schemes like Prerana and Medhabrutti are also available. The Student Aid Fund (SSG) supports financially weak but deserving students.

PARENT–TEACHER MEETINGS:

Although there is no formal parent-teacher association, several meetings are held with parents. In these meetings, parents suggest ways to improve the college environment, especially student attendance and cleanliness of the campus. They also stress the importance of developing good behaviour and attitude among students. The college collects feedback from parents and works on it regularly.

FEEDBACK SYSTEM:

The college has a feedback system for both students and parents. The feedback is carefully reviewed to make necessary improvements. Overall, the feedback from all stakeholders is very positive. The Career Counselling Cell, along with the Ethics Committee and Grievance Cell, plays an important role in this process. The grievance cells collect feedback from students. In addition, the college has a proctorial system that meets regularly to interact with students. The institution has created feedback forms for both students and parents. Based on the feedback received, necessary improvements have been made in different areas.

Students show a high level of satisfaction with teaching quality, practical and laboratory work, examinations and evaluation, interaction with teachers outside the classroom, guidance and counselling, and departmental seminar libraries. They have a moderate level of satisfaction with co-curricular activities, the central library, campus cleanliness and environment, security arrangements, canteen services, medical facilities, and sports facilities. However, students have a low level of satisfaction with internet facilities. Similarly, parents have a lower level of satisfaction with the central library, security, internet, and canteen services.

STUDENT MENTORING SYSTEM:

The student mentoring system was strengthened through proctorial activities during this period. According to CMS Letter No. 15275/HE dated 31.07.2019, the proctorial committee, chaired by the Principal, decided to conduct five proctorial classes in each semester. Each department forms proctorial groups of 25 students under the guidance of one teacher. For odd semesters, five proctorial classes were conducted, while four classes were held

in even semesters. One class was missed during the COVID-19 pandemic but was later adjusted in the post-pandemic sessions.

During each proctorial meeting, topics such as student attendance, teaching-learning processes, extra-curricular activities, and personal issues (if any) are discussed. Necessary actions are taken based on these discussions. Parents are regularly informed about low attendance, poor academic performance, and other student-related issues. Student attendance has improved significantly due to personal attention, counselling, and regular phone communication with parents. Irregular attendance is mainly caused by problems like accommodation issues, financial difficulties, and health concerns. Some students are also preparing for higher studies such as CA, CS, ICWA, and national-level exams like CLAT and JAM.

CONTROLLER OF EXAMINATION REPORT

The examination section is one of the most critical section in any educational institution. Examination section mainly deals with the appointment of paper setters, examiners, moderators, senior supervisors, preparation and publication of schedule of examination, conduct of examination, assessment of performance of the candidates at the examination and timely declaration of result. The college Examination Section is affiliated to Utkal University. For the purpose of simplification, smooth and easier functioning of the work of Examinations, a team of faculties and other members of the college are fully dedicates towards it.

The Examination Section has 13 officers (including the controller of examination). In addition 02 numbers of Class-II staff, 04 DEOs and 04 nos of Class-IV staffs are also available in the Examination Section. College has 12 subjects in arts, 08 subject in science and 1 in commerce subject in regular mode. Under Self Financing courses there are 05 numbers of UG courses, 06 numbers of PG courses, 04 numbers of integrated PG courses and one B.Ed. course currently running in the college.

The following infrastructure facilities are available in the exam section:-

- Office chamber for the controller of examination.
- space for regular official processes and examination work.
- strong room to store all confidential materials like question papers and the answer booklet and answer books .
- confidential section for storing of question papers and revaluation work .
- computers printers photocopy machine and internet facilities are also available

There is also provision for storage of records in the electronic format for:-

- Marksheets of students in both regular and semi financing courses have been stored in NAD portal from 2012 admission batch onwards.
- The server also stores examination information related to students and other examination data.

To ensure protection and back-up, the following steps have been taken:-

- Premium anti-virus software suite(Quik Heal) has been installed in the desktop and laptops in the section. All the computers are also protected with strong passwords.
- Data within files has been stored in offline format in different physical location like ‘offline’ hard drive and in online server.
- Examination section also store students data in hard copy from the last two/three/five years depending upon the duration of the admission batch.

Grievances addressed by examination section:

Examination section aims to look into the complaints lodged by any students and redresses it as per merit. The students can state their grievance regarding examination matters through online/offline mode. The queries related to form fill up, result correction in marksheets, other certificates issued by the college are handled by the examination section. Students are allowed to apply for re-addition of answer scripts and can take photocopy of their answer scripts by paying necessary processing fees to the college. Normally the grievances are addressed within a day. Nevertheless, the duration depends upon the nature of the grievances.

To maintain transparency in the section the questions are called from experienced bidders outside the district for printing of question paper and the form within L1 position gets the work order. The payment is made by cheque. The whole confidential process is carried out by the Controller of Examination.

The examination process is carried out in the following manner:

- At the time of admission of Regular students one time examination card is generated for their courses through SAMS.
- Examination section first generate the online code sheet and after that coding is done manually. Coding of answer scripts completed on the same day of examination.
- The evaluation work is done in offline mode.
- Result publication is done through online and offline mode .
- Marksheets/ Gradesheets is published in NAD.
- Grievance management is done in both online and offline mode .
- Merit list and other examination statistics is available in the college website.
- Overall expect valuation, Examination process is done in online mode.

Different types of Statutory Committees of the Examination section:

- Meeting of Academic Council
- Meeting of Examination Committee
- Meeting of Malpractice Committee

Strength of Examination section:

- Automation of examination for the successful conduct of examination.
- Quick Grievance Redressal Management has been developed.
- Publication of marksheets in NAD portal is done for students and employment agencies for quick and secure access to marksheet anywhere in the world.

Challenges faced by the Examination Section:

- Due to the COVID-19 situation, the academic session was disrupted, resulting in a backlog of examinations over the past two years. Therefore, special attention will be given to conducting these backlog examinations and publishing their results so that the academic session can be regularized.
- For better administration, the Examination Section requires more trained staff and essential facilities such as new computers, printers, and photocopiers.

Milestones achieved in the Examination Section:

- More than 50,000 student records/mark sheets for both regular and self-financing courses have been published on the NAD portal for batches from the 2012 admission year onward.
- Most processes, from form fill-up to result publication, are now conducted online.
- During the COVID-19 pandemic, examinations were successfully conducted in both online and offline modes for the benefit of students.

ADMINISTRATIVE AUDIT REPORT OF **LIBRARY**

Library is the heart of any educational or academic institution because it is the spring of wisdom from where all can quench their thirst of knowledge. All the academic works starts from the vast number of resources kept in the library and it is based on these sources that the walk progresses. So anyone with an ardent desire for knowledge can approaches the library to get it full field. In college the library occupies a prominent position and it is an important and integral part of the teaching program. It is not merely a depository of books but an active workshop instrument in the production of the original thinking.

The aim of college education and college libraries are interrelated. College library extends opportunities for self- education to the deserving and enthusiastic students without any distinction. This library develops a sense of responsibility among the students in their pursuit of knowledge. College library stimulate the students to obtain, evaluate and recognise knowledge and to familiarize themself with the trends of knowledge for further education and learning new disciplines. Total number of books present in our library is 42,513 out of which 244nos of books purchased in the year 2023-24 and 96nos of books purchased in the year 2025-26.

Students are the future of any Nation. To keep the students updated and to generate reading habit among them our library provides 2 English dailies i.e. The Hindus and The Times of India. It also makes available of 2 Odia dailies Samaj and Sambaad. In addition to this Employment News, Economic Political Weekly, Competition Success Review, Yojana, Jhankar, Katha are also available in the library for the betterment of the students. One reading room for students with a capacity of 100 sitting is also available in the library. Along with this one reading room for faculties is also available for the various purposes. Database of files, register and other records of the department are mentioned.

As a part and purpose of inclusive education a Braille Centre has been added inside the library. One blind friendly desktop has been installed and software used in this is Sugama Pustakalaya. Audio books of Commerce, Economics, Education, English, EVS, History, Odia, Political Science, Sociology and books related to entrance and competitive examination are available. E-library corner is also available in this library with 11 numbers of desktop and five numbers of laptop.

ADMINISTRATIVE AUDIT REPORT OF OFFICE

Administrative office is the soul of every successful Institute the college office mainly looks into matters related to admission eligibility students 8 scholarship accounts University and examination ITC it provides clerical support required for maintaining records for interaction with government university parents students teachers and management principle of the coordinator of the work system and office is responsible for planning organising in control in the classical aspect of the organisation including the preparation communication and storage of data to support students teachers and other important operations of the college in marketing monitor the walk process and evaluate the outcome the outcomes of work are intended for that what can be called as the final receiving system that is students teachers and other departments for the more the role of the office is to co-ordinate on the front by using various assignment usually lead or manage a team of secretaries or administrative flux they take care of the assignment of task within the department.

Following are the important functions of the office:

- Human Resources
- Accounting
- Printing
- Records Management
- Forms Management
- Payroll Management
- Facilities Management
- Space Management
- Risk management
- Purchasing

- Grants Administration
- Affirmative Action and Equal Employment Opportunity
- Information Technology and Telecommunication
- Monitoring the management of health and safety in the college office.
- assisting Head of the Departments in identify health and safety needs in their departments
- Responsibility for the day today running of office.

The college is specially designed as per the convenience of the students. The counter for the student is designed in such a manner that connects the students with the concerned clerk for that specific work. Separate counters are made as per the streams such as Commerce, Science and Arts. Due to this specification keeping the records and classification of records related to the students can be made in a better way. Separate tables are available for Head Clerk, Sr Clerk and Accountant. There are separate cabins for Superintendent and other clerks. Cash cabin is made for the safety of the cash in hand and maintenance of cash records.

OFFICE INFRASTRUCTURE:

Provision for computers, printers, scanners and fax and xerox machines are made towards the furniture of the office. Office is fully air- condition to enhance the efficiency of the administration staffs. All such infrastructure and facilities are given for creating and maintaining the efficiency of the staffs and for the convenience of the students. A clean and healthy atmosphere is maintained in the office for increasing the efficiency of the staff members. The office space has been beautifully design by the use of false ceiling and decorative lights.

SL. NO.	INFRASTRUCTURE	NUMBER
1.	Computers	04
2.	Laptops	05

3.	Printer cum Scanners	02
4.	Printer	03
5.	Scanner	01
6.	Photocopy Machine	01
7.	AC	06
8.	Lights	20
9.	Fans	09
10.	Water Purifier	01
11.	Gen set	01

Office staff

The College Office is full of young, efficient and qualified administrative staffs who helps the student in a proactive manner. All the administrative staff are computer literate which facilities efficiency, quicker and better decision making.

The post wise details of the administrative staff sir given below: -

SL. NO.	DESIGNATION	Nos
1.	SECTION OFFICER	01
2.	ACCOUNTANT	01
3.	SENIOR ASSISTANT	03
4.	JUNIOR ASSISTANT	03
5.	PEON	05

The office consist of a Head Clerk and an ‘Establishment Section’. All the records are documented and registered through Diary register, Dak register, database of files and registers, CL registers, service books of employees etc. which are mentioned and updated regularly. Adequate number of staffs are also available to carry out date to day activities of the office. Sanction of yearly increments, timely pay fixation and provisional pension of retired employees are done by the office staff periodically.

The office also consist of the Account Section which deals with the Cash book, Bill registers and other accounts related documents. This documents are

also maintained on a daily basis. Apart from this the salary bill is also prepared on time for each month. Quarterly Income Tax deduction is done by the authority automatically.

There is also an academic section which is a part of the college Office Section. The Academic Section issues certificates like TC, CLC, character certificate, Migration Certificate etc. which are dealt smoothly and timely. The Academic Section verifies all online downloaded scholarship forms. All the collections from students are done via online mode periodically.

For effective management of the non-teaching staffs, it is necessary to make the proper division of work avail greater efficiency and accuracy in administrative work.

CONCLUSION AND RECOMMENDATION

The institutions mission has always been towards providing quality education through academic cultural and physical activities and towards preparing talented youth as responsible and useful citizen for effective participation in all areas of development and in order to achieve those missions the institutes institution has provided best for in most of the areas like:

Curriculum Development:

Choice best credit system CBCS has been implemented since 2015 the syllabus is finalize why convincing the board of studies meeting at regular intervals and taking guidance from external experts of repute in the subject area. At the same time NEP 2020 has already been adopted by the institution and all the rules regulations are being followed accordingly.

Teaching - Learning Process:

Classes are conducted regularly by adopting innovative approaches like collaborative learning, cooperative learning, simulated learning, brainstorming and group discussion. At the same time every department has a smart classroom which is enabled with different facilities of ICT. This helped the students to learn through with the help different tools of ICT which helps them to develop their skills more efficiently.

Technology usage:

ICT enable seminars are organised for the benefits benefit of the students ICT enable online classes were undertaken students also presented online seminars and online projects are part of the requirement of the degree courses and post-graduation courses. Institution tries it's level best to enable student to use ICT.

Student -Teacher Guidance:

Question banks based on CBCS patterns have been prepared for ready reference. Time to time remedial classes are conducted for the benefit of the students. Proctorial classes, Parent Teachers Meeting (PTM), Mentor - Mantee provisions are organised for better interaction and for the benefits of the students. Through this the student can share any kind of problems he or she is dealing with and the Mentor suggest them better solution or helps them find a solution which is beneficial to the student.

Market Oriented Skill Development among students :

Career counselling program of flagship program of the Government of Odisha has been implemented since 30 June 2018 varieties a program sub inorganised by the career counselling sale by inviting reputed resource persons as the speakers career related talk have motivated more than 400 students activities of extension service departments like NCC NSS yrc rovers and rangers have organized varieties of activities like blood donation tree plantation campus cleaning mass rally ITC which promote values like cooperation socialization environmental protection and preservation in spirit and social work.

Transparent Administration:

The institution strongly believes in transparent administration in every section or field of the college . RTI cell is fully active with PIOs and APIOs who dispatch the RTI in time bound manner. Records and registers are also maintained properly and timely for each and every activity conducted in the college. Grievance Redressal System and Feedback System are also fully active and addressed on time. Funds from OHEPEE and World Bank are also audited and monitored through a Development Purchase Committee. Admission

process of students is also administered and regulated through Sam's portal and related discrepancies are ruled out. Further there is a continuous effort and monitoring by the head of the institution on overall administrative process of the college.

Recommendations from Administrative Audio:

The student teacher ratio as recommended by UGC should be around 25:1 in UG courses which is quite higher in our institution in most of the departments like commerce philosophy Sanskrit Hindi ETC The list the latest student teacher ratio better is teaching and learning process We should look forward to our juicing the issue in our institution regular teaching faculty should also be imparted training related to the various administrative work assigned to them apart from academic academic training which would intern further help in the small thermostat of the college the teaching and learning processes which also include remedial classes proctored classes mentoring facilities etc should also be reflected in the time table that would help in better time management skilled van power is needed to collect and save all the academic crucial and extracurricular data of all the departments and office for the academic session steps must be taken so that the alumni can upload their achievements by themselves by creating an alumni portal for better internation better and clear segregation of official according works along with the reflection in the time table with growing importance and focus on administrative and office work in the higher education institution the facility faculty who have been assigned the works works not only between properly but also given some slot in the time table dedicated for official works apart from teaching and academic activities looking forwards a car conducive environment for female employee and especially for new mothers creates space should also be provided within the institution a health center and a dedicated auditorium for meeting seminar walks

up small conference and other activities who also be considered on priority basis the college has formerly prepared the guidelines status ordinance for administrative ordered so that it becomes an institutionalized practice various group practices are also mentioned in the administrative order report for further documentation such a force like administrative order to put a stool for continuous quality improvement transparency and governance will definitely help the institution become a better place for administrative and quality impact of education.