ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Darrang College (Autonomous), Tezpur, Assam

Academic Session: 2025–2026
Date of Audit: 01-10-2026
Venue: Darrang College (Autonomous), Tezpur, Assam
Coordinated by: Internal Quality Assurance Cell (IQAC), Darrang College

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1. INTRODUCTION

Darrang College, established in **1945 at Tezpur, Sonitpur, Assam**, is a longstanding institution of higher education serving the educational needs of North Assam and the wider North-Eastern region. The institution offers programmes in Arts, Science and Commerce. It offers currently seven PG courses namely (i) M.Sc. in Botany, (ii) M.Sc. in Chemistry, (iii) M.Sc. in Zoology, (iv) M.A. in Geography, (v) M.Sc. in Geography, (vi) M.A. in Assamese, and (vii) M.Com. with a total seat capacity of 130. 26 UG programmes. It does not offer PhD programme as of now.

Darrang College, is recognized under Section 2 (F) and 12 (B) by the UGC. The College has undergone NAAC assessment in the year 2004, 2011, 2019, 2024 and awarded B++ and B, B+, B++ respectively in those assessments. The institution subsequently received **Autonomous Status** from UGC in May 2025 for five years from 2025–26 to 2029–30.

The Internal Quality Assurance Cell (IQAC) of Darrang College was established on 4th March 2002 and has played an important role in institutional quality enhancement, accreditation-related activities, academic planning, feedback, audits and quality initiatives.

The Academic and Administrative Audit was undertaken with the objective of assessing the effectiveness, efficiency, quality and transparency of the academic and administrative processes of the institution and to identify areas requiring further improvement.

2. OBJECTIVES OF THE AUDIT

The major objectives of the Academic and Administrative Audit were:

1. To assess the effectiveness of the academic and administrative systems of the College.
2. To examine the quality of teaching-learning and evaluation processes.
3. To review curriculum implementation and academic planning.
4. To assess student support, mentoring and progression mechanisms.

5. To examine research, innovation and extension activities.
6. To assess the adequacy and utilization of infrastructure and learning resources.
7. To examine governance, leadership and participative management.
8. To review the functioning of IQAC and other statutory/non-statutory committees.
9. To assess the effectiveness of e-governance and digital systems.
10. To review financial management and internal/external audit mechanisms.
11. To examine documentation and record-management practices.
12. To identify strengths, weaknesses and areas for continuous quality improvement.
13. To recommend measures for strengthening the institution under its newly acquired autonomous status.

3. SCOPE OF THE AUDIT

The audit covered the following broad areas:

Academic Audit

- Curriculum planning and implementation
- Academic calendar
- Departmental planning
- Teaching-learning process
- Student attendance
- Lesson plans
- Continuous Internal Evaluation
- Mentoring
- Remedial teaching
- ICT-enabled teaching
- Student feedback
- Research and innovation
- Extension and outreach
- Certificate/add-on courses
- Student progression and placement
- Academic documentation

Administrative Audit

- Governance and leadership
- Institutional committees
- Human resource management
- Office administration
- Financial management
- E-governance
- Examination administration
- Library administration

- Infrastructure management
- Student support services
- Grievance redressal
- Record management
- Statutory compliance
- Internal and external audits

4. INSTITUTIONAL PROFILE

Particular	Details
Name	Darrang College (Autonomous)
Location	Tezpur, Sonitpur, Assam
Year of Establishment	1945
Nature	Government/Provincialised Institution
UGC Recognition	2(f) and 12(B)
Autonomous Status	Granted by UGC in 2025
Autonomous Period	2025–26 to 2029–30
Streams	Arts, Science and Commerce
PG Programmes	Assamese, Geography, Botany and Zoology
IQAC	Established in 2004
Website	Darrang College official website
Latest AAA available online	2018–2024
Latest SSR	2024

5. ACADEMIC AUDIT

5.1 Curriculum Planning and Implementation

The College has traditionally functioned as an affiliated institution under Gauhati University and has developed systematic mechanisms for curriculum implementation. The SSR reports preparation of an institutional academic calendar, master routine and departmental class routines.

The College adopted the **Four-Year Undergraduate Programme (FYUGP)** from 2023, in alignment with the changing higher-education framework and NEP 2020.

Observations

- Academic calendars are prepared and implemented.
- The College publishes a central class routine for all semesters on its website.
- Lesson planning is encouraged.
- Continuous Internal Evaluation is conducted.
- Fieldwork, project work, seminars, assignments and presentations are incorporated into teaching-learning.
- Certificate/add-on courses are offered.
- Feedback from stakeholders is collected.

Recommendation

Following attainment of autonomous status, the College should further strengthen:

1. curriculum design and revision;
2. multidisciplinary and interdisciplinary courses;
3. outcome-based education;
4. locally relevant courses;
5. skill-oriented programmes;
6. internship and experiential learning be conducted in a more meaningful way.

6. TEACHING-LEARNING AND EVALUATION

The institution has adopted several student-centric teaching methods, including seminars, group discussions, presentations, field studies, project work, case studies, ICT-enabled teaching and remedial classes.

The audit observed that the institution has established a reasonably structured teaching-learning mechanism.

Strengths

1. Academic calendar and class routines.
2. Regular classroom teaching.
3. Continuous assessment.
4. ICT-enabled teaching.
5. Student seminars and presentations.
6. Fieldwork and project-based learning.
7. Mentor-mentee system.
8. Remedial classes.
9. Career counselling.
10. Moderate E-learning facilities.

Recommendations

1. Develop measurable **Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs)** for all autonomous programmes.
2. Introduce systematic CO attainment analysis.
3. Maintain department-wise teaching-learning outcome records.
4. Strengthen academic analytics using student performance data.
5. Increase blended and experiential learning.
6. Document innovative teaching practices systematically.

7. RESEARCH, INNOVATION AND DEVELOPMENT

Research constitutes an important component of the College's academic activities. As mentioned in the beginning, there is no Doctoral programme in this autonomous instituted. There is one **externally funded research projects amounting to approximately ₹69 lakh**, seven (07) Ph.D. research guides with sixteen (16) research scholars who are enrolled in other Universities, and 04 institutionally funded minor research projects through Seed Money amounting to ₹4.5 lakh. IQAC reports of 50 Numbers of publications in peer reviewed journal, 52 book chapters, and 21 Scopus/Web of Science publications.

The institution has established:

- Research & Development Cell
- Institutional Innovation Council
- Entrepreneurship Development Cell
- IQAC-supported research initiatives
- Research journal/publication activities

Recommendations

1. Develop a five-year institutional research strategy with a formal research monitoring mechanism.
2. Increase externally funded research.
3. Encourage interdisciplinary research.
4. Develop research clusters/centres.
5. Start consultancy and industry/community-linked research.
6. Strengthen institution level patent and intellectual-property support.
7. Encourage student research under autonomous curriculum structures.

8. EXTENSION AND COMMUNITY ENGAGEMENT

The College has a strong record of extension and outreach activities through NSS, NCC, departments and other institutional units.

The IQAC reports **awards/recognitions** to 03 (students), 01(faculty) and notes adoption of a village for community engagement.

Positive Features

- NSS activities: 23
- NCC activities: 16
- Community outreach: 44 (Departments- 30, NCC-07, NSS-07)
- Awareness programmes: 16
- Environmental activities:13
- Health-related programmes:07
- Village adoption: 01 (Bahbari, Deka Chuburi, Tezpur; Assam)
- Collaboration with external organisations: 24
- Student participation:
    - Blood Donation Camp: 12 cadets from NCC
    - Flood Relief: Approx. 17 students
    - World Environment Day: 29 NCC Cadets
    - Republic Day Observation District Level (at Church Field): 34 NCC Cadets.
    - Republic Day Camp (New Delhi): 02 NCC Cadets.
    - Har Ghar Tiranga March: 26 NCC Cadets.
    - Representing North-eastern Region at All India Thal Sainik Camp (New Delhi): 03 NCC Cadets.
    - State Level Intensified IEC Campaign On HIV/AIDS Awareness: 39 cadets
    - Blood Donation Camp in association with District Administration: 12 Cadets of NCC
    - Swacchata hi Sewa: 20 NCC Cadets, 48 NSS Volunteers
    - International Yoga Day organised by 5 Assam BN NCC in collaboration with Tezpur University: 50 cadets of NCC
    - Cleanliness drive at Darrang College Campus on World Environment Day: 35 Cadets of NCC
    - Safe Conduct around animals and first-aid post dog bite programme: 23 NSS Volunteers.
    - Walk-a-thon on National Sports Day, 2025: 100 students
    - Mass Cleaniness Drive: 30 NSS Volunteers.
    - Anti –Ragging Day and week Observation: 2000 Students.

Recommendations

The institution may establish a consolidated **Community Engagement and Extension Impact Report** annually, documenting:

- beneficiaries;
- expenditure;

- student participation;
- outcomes;
- photographs/evidence;
- measurable social impact.

9. INFRASTRUCTURE AND LEARNING RESOURCES

The College possesses substantial physical and academic infrastructure.
The college has approximately **15.07 acres of campus area and 223,701 sq. ft. of built-up area,** along with classrooms, laboratories, ICT rooms, seminar facilities, hostels, sports facilities and other learning resources. Recent developments in the last one year:

- No. of classrooms: increased up to 04 nos.
- ICT enabled class room (last one year): increased from 32 to 35 in last year.
- LMS used/ E-resources developed in last one year: 39nos

Important facilities include:

- Classrooms: **88**
- ICT-enabled classrooms: **35**
- Science laboratories: **30**
- Computer laboratory *need number of active PCs:* **4 labs with active PC 173 nos.**
- Seminar halls: **04**
- Hostels: **02**
- Library: **01**
- Indoor stadium: **01**
- Playground: **01**
- Yoga Centre: **01**
- Performing Arts Centre: **01**
- Botanical Garden: **01**
- Herbarium: 01, Spice museum:01, Bamboo Museum: **01**
- Mushroom cultivation centre: **01**
- Vermicompost unit : **01**
- Entrepreneurship Development Centre: **01**
- Civil Services Study Centre: **01**
- Health-care facilities: **01**

Recommendations

1. Develop a comprehensive infrastructure maintenance schedule.
2. Periodically review accessibility for Divyangjan.
3. Increase smart classrooms.

4. Upgrade laboratory equipment.
5. Increase hostel capacity with improved facilities.
6. Develop additional student common spaces with hygienic restrooms.
7. Strengthen energy-efficient infrastructure.

10. LIBRARY AND INFORMATION SERVICES

The College library is a major academic resource. The library has a large book collection, e-books, e-journals, departmental library resources, book-bank facilities and digital library infrastructure. The library uses **KOHA and RFID technology** and provides accessibility resources for visually impaired users.

Strengths

- No. of book: 73136
- E-resources : 6000+
- Institutional repository:
  DSpace Institutional Repository Digital Software is available in the library.
  Digitalised repository includes:
    i. Darrangian (from 1949-2025) : 47 nos.
    ii. College Publications (newsletters, National Seminar, Nejcr Journal) (from 2014 to 2016) : 26 nos.
    iii. Question Papers (from 2013 to 2026): 371 nos.
    iv. Souvenir: 01 nos.
    v. College Alumni Association (Smritigantha): 01 nos.
    vi. Subjects Rare Book without copyright: 62 nos.
- Accessibility resources:
  Divyangjan corner section in the library for visually impaired individual is available.
  The Divyangjan friendly, barrier free environment includes:
    a) Built environment with ramps for easy access to the library
    b) Braille Books: 22 nos.
    c) Braille Kits: 01 bag
    d) Computer with high quality audible head phone: 01
- Book bank:
    - No. of books: 1407 (Central Library)
    - No. of users:
    - No. of books: 45 (Commerce book Bank)
    - No. of users: 32

Recommendations

1. Increase student orientation programmes on e-resources.

2. Develop subject-wise digital resource guides.
3. Analyse library usage data department-wise and take necessary measures to improve library visits by the students and faculty.
4. Expand institutional repository.
5. Increase awareness of N-LIST, INFLIBNET, NDLI and other scholarly resources.
6. Anti-plagiarism softwares

11. STUDENT SUPPORT AND PROGRESSION

The College has a mentoring system involving faculty mentors. Career guidance, competitive-examination coaching, counselling, grievance redressal and student welfare mechanisms are also reported.

The IQAC reports that there were**1029 outgoing students, 51 students were placed** and **246 students progressed to higher education** during 2024-25.

Audit Recommendations

The College should establish a centralized **Student Progression and Placement Database** for keeping track of students' movement towards the following

- Progression to higher education;
- Engaged in employment;
- Engaged in entrepreneurship;
- Success in competitive examinations;
- Clearance of professional certifications;

Apart from immediate outgoing students progression the cell may also keep track of alumni progression.

This is particularly important because the SSR itself identified systematic tracking of progression and placement as an institutional weakness.

12. GOVERNANCE AND ADMINISTRATION

The College follows a participative governance structure involving the Governing Body, Academic Council, Principal, Vice-Principal, Heads of Departments, IQAC and various statutory/non-statutory committees.

The IQAC records decentralization and participative management through committees and cells.

The College website also provides dedicated sections for the Governing Body, Organogram, Academic Council, Examination Cell and Board of Studies, which are particularly relevant under the autonomous framework.

Recommendations

With autonomous status, the College should further strengthen:

1. Finance Committee.
2. Examination Committee.
3. Autonomous examination regulations.
4. Institutional policy framework.
5. Periodic review of committee performance.

13. E-GOVERNANCE

The College has implemented e-governance in several important areas including:

- admission;
- administration;
- examination;
- scholarship;
- finance/accounts;
- student services;
- learning management.

The IQAC specifically identifies e-governance as an institutional strength.

Recommendations

A comprehensive **Integrated College Management System** may be developed to integrate:

Admission → Academic Records → Attendance → Examination → Finance → Library → Scholarship → Student Progression → Alumni

This would improve data integrity, reduce duplication and facilitate data extraction when needed.

14. FINANCIAL ADMINISTRATION

The institution maintains an accounts section and has mechanisms for internal and external financial audit.

The AQAR records that internal financial checking is carried out through multiple levels, while external auditing is undertaken by a Chartered Accountant; audit by the Director of

Local Audit, Government of Assam is also undertaken periodically. To note, there was no audit para for the period concerned.

The College's website provides financial statements for several years, including 2023–24, and records the regular audit of accounts for FY 2024–25.

Recommendations

- Strengthen digital financial management.
- Maintain an updated audit-objection register.
- Link budget allocation with institutional strategic priorities.
- Prepare annual budget-utilization analysis.
- Develop department-wise expenditure monitoring.

15. IQAC AND QUALITY ASSURANCE

The IQAC has been functioning since 2002 and has undertaken various quality initiatives. IQAC takes up activities including feedback, audits, quality initiatives, professional development, research promotion and documentation.

Recommendations

IQAC should increasingly function as a **data-driven quality monitoring unit** rather than primarily a documentation unit.
It may introduce:

1. Annual Quality Dashboard
2. Departmental Quality Index
3. Academic performance indicators
4. Student progression dashboard
5. Research dashboard
6. Placement dashboard
7. Stakeholder feedback analysis
8. Action Taken Report monitoring
9. Quality benchmarking with comparable institutions
10. Conduct of a dedicated workshop on Academic and Administrative Audit

16. DOCUMENTATION AND RECORD MANAGEMENT

Documentation is one of the areas requiring particular attention.

19. The expansion of gymnasium facilities and the active functioning of numerous student clubs contribute significantly to the comprehensive development of the student body.

21. SUGGESTION FOR AREAS REQUIRING IMPROVEMENT

The following areas deserve priority attention:

Area	Improvement Required
Curriculum	An expanded range of elective courses aligned with student preferences (choice based) should be made available.
CO/PO Attainment	Introduce systematic outcome analysis
ICT augmentation	Certain departments necessitate the expansion and modernization of information and communication technology infrastructure.
Student Progression	Centralized tracking system
Internship/ Placement	Strengthen industry linkage. Identify and engage with such organistions during internship itself
Documentation	Standardized digital record management
Research	Increase external funding and start consultancy
Multidisciplinary collaboration	Initiatives promoting interdisciplinary and cross-functional cooperation among the departments should be undertaken
Hostel	Improve capacity and facilities
Resource mobilization	Need to put more emphasis on Internal Resource Generation (IRG), and diversify funding beyond the Government
E-Governance	Integrate institutional databases
IQAC	Strengthen data-driven quality monitoring
Alumni	Increase structured academic/financial engagement with the already strong network of Alumni
Industry-Academia interface	Industry partnerships require reinforcement and enhancement.
Faculty development	Increased faculty engagement in seminars, workshops, and faculty development programs is imperative.

Area	Improvement Required
Research infrastructure	Infrastructure development tailored to research requirements should be given favorable consideration to support high-quality research endeavors.

Several of these areas correspond with weaknesses and challenges already identified by the College in its 2024 SSR, including limited developmental funding, inadequate hostel capacity, record-keeping, placement/progression tracking, industrial linkage and resource constraints.

22. RECOMMENDATIONS OF THE AUDIT TEAM

Immediate Priorities — Target 0–1 Year

1. Establish a comprehensive autonomous-college academic framework.
2. Develop autonomous examination regulations.
3. Create a centralized student progression database.
4. Standardize departmental documentation.
5. Strengthen IQAC data management.
6. Develop an institutional quality dashboard.
7. Prepare annual departmental academic reports.
8. Strengthen placement and internship tracking.
9. Establish an audit-objection monitoring mechanism.

Medium-Term Priorities — Target 1–3 Years

1. Develop interdisciplinary programmes.
2. Increase externally funded research.
3. Establish stronger industry/research-institution linkages.
4. Expand student internship opportunities.
5. Upgrade laboratories and ICT infrastructure.
6. Improve hostel facilities.
7. Strengthen entrepreneurship and incubation activities.
8. Develop a stronger alumni-industry network.
9. Increase non-governmental resource mobilization.

Long-Term Priorities — Target 3–5 Years

1. Develop the College as a multidisciplinary centre of excellence.
2. Establish recognized research centres/clusters.
3. Increase postgraduate and research programmes where feasible.

4. Develop sustainable financial/resource-mobilization mechanisms.
5. Establish comprehensive digital institutional management.
6. Strengthen employability and entrepreneurship outcomes.
7. Develop measurable institutional benchmarks against leading autonomous colleges.

23. OVERALL AUDIT OBSERVATION

Darrang College has a **well-established academic and administrative foundation**, supported by its long institutional history, qualified human resources, diversified academic programmes, research initiatives, infrastructure, student-support mechanisms and an active IQAC.

The College has also demonstrated institutional commitment towards e-governance, research, extension, environmental sustainability and quality assurance. The acquisition of autonomous status in 2025 represents an important institutional transition and provides an opportunity to further strengthen academic innovation, curriculum development, examination systems, research and stakeholder engagement.

At the same time, the audit identifies **documentation, systematic student progression tracking, placement mechanisms, resource mobilization, industrial linkage, hostel capacity and integrated data management** as areas requiring sustained attention. These are also consistent with improvement areas identified by the institution itself in its 2024 SSR.

24. CONCLUSION

The Academic and Administrative Audit concludes that **Darrang College (Autonomous), Tezpur, Assam possesses a strong institutional base and a functioning quality-assurance framework**. The institution has demonstrated commitment towards academic development, student support, research, extension, infrastructure development and participative governance.

The transition from an affiliated college to an autonomous institution should now be accompanied by a systematic strengthening of **academic governance, curriculum innovation, examination management, outcome-based education, research, industry linkage, documentation and institutional data management.**

The Audit Team recommends that the College prepare a **time-bound Action Taken Report (ATR)** against each recommendation and place the ATR before the IQAC and appropriate statutory bodies for review. Progress should subsequently be monitored on a half-yearly/annual basis as part of the institution's continuous quality-improvement process.

25. SIGNATURES

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