

**Quality Initiatives by IQAC during 2018-19 for promoting quality culture**

<b>Sl. No.</b>	<b>Item/Title of the Quality Initiative by IQAC</b>	<b>Date &amp; Duration</b>	<b>No. of Participants/Beneficiaries</b>
1	Conduct of Regular Meetings by the IQAC	25/04/2018	All stakeholders
		20/09/2018	
		19/03/2019	
2	Feedback collected and analyzed from all stakeholders	2018-19	All stakeholders
3	Internal Administrative Audit conducted	2018-19	All stakeholders

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
RADHAMADHAB COLLEGE, SILCHAR**



Chairman: Dr. Pronoy Ranjan Deb

Coordinator: Dr. Rahul Sarania

Ref. No. RHC/IQAC/NAAC/79/2018/144

Date: 13-04-2018

**NOTICE**

A General Meeting of the IQAC is scheduled to be held on 25-04-2018 (Wednesday) at 12:30 Noon in the Conference Hall to discuss the following agenda:

1. Discussion on Action Plan and activities undertaken during the last session i.e. 2017-18
2. Filling up of Best Practice column in AQAR- 2017-18.
3. Fixation of Future Plan of Action for the session 2018-19.
4. Suggestions and recommendations for improvement of quality through IQAC of the college.
5. Miscellaneous.

All Teaching, Non-teaching and Library Staff are hereby requested to attend the meeting positively without fail.

Countersigned

*13/4/18*

Dr. Pronoy Ranjan Deb  
Chairman, IQAC

**Chairman  
I.Q.A.C  
Radhamadhab College  
Silchar-8**

*[Signature]*

Dr. Rahul Sarania  
Coordinator, IQAC

*[Signature]*  
**Coordinator  
I.Q.A.C  
Radhamadhab College  
Silchar-8**

Dr. Bidhan Barman  
Assistant Coordinator

**ASSISTANT COORDINATOR  
I.Q.A.C.**

*[Signature]*  
**Ch. Manikumar Singha  
Silchar  
Assistant Coordinator**

*[Signature]*  
**ASSISTANT COORDINATOR  
I.Q.A.C.  
Radhamadhab College  
Silchar**

A General Meeting of the IQAC of Radhamadhab College was held on 25<sup>th</sup> April, 2018 in the Conference Hall of the College and was presided over by Dr. Pronoy Ranjan Deb, Principal and Chairperson, IQAC, Radhamadhab College.

### **Resolution No. 1**

The House thoroughly discuss on the Action Plan and Activities performed by various Cells and Departments of the College during the last session 2017-18. After threadbare discussion the House resolved that the activities performed by three cells viz. NSS, Students' Health Care Centre and Committee for Games (any two whichever preferable are to be included in Best Practices) and Sports are to be considered for Best Practices in AQAR 2017-18.

### **Resolution No. 2**

The House unanimously resolved that Future Plan of Actions for the session 2018-19 are to be fixed by the Chairman cum Principal and IQAC Coordinator(s) of the College.

### **Resolution No. 3**

The Coordinator seeks suggestions and recommendations from the House for quality enhancement through IQAC of the college. One of the esteemed members, Dr. Surat Basumatary suggested for the deployment of sufficient teachers in all departments and enhancing of infrastructure facilities for the same. In addition the IQAC Coordinator requested to all teachers and departments to organise National Seminar and apply for Financial Assistance for the same to various funding agencies like UGC, ICSSR, etc.

### **Resolution No. 4**

It was unanimously resolved that the Coordinator of IQAC be the invitee member in each and every cell meeting while conducted.


One of the esteemed members Sri Kanailal Bhattacharjee put a proposal before the House for preparation of Balance Sheet of the college and the House agreed upon it. Th




Principal cum Chairman Dr. Pronoy Ranjan Deb urged for the need of permanent Chartered Accountant for the said purpose. In this regard an esteemed member Dr. Probhat Kumar Sinha stated for deploying Chartered Accountant on contract basis to do the same. The House unanimously resolved that the proposal may be placed to Governing Body if needed.

The meeting ended with thanks to and from the Chair.

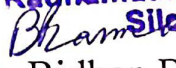
Dr. P. R. Deb  
Chairman, IQAC  
Radhamadhab College  
Silchar  
**Chairman**  
**I.Q.A.C**  
**Radhamadhab College**  
**Silchar-6**

  
27/04/18  
Dr. Rahul Sarania  
Coordinator, IQAC

**Coordinator**  
**I.Q.A.C**  
**Radhamadhab College**  
**Silchar-6**

  
27-4-18  
Ch. Mani Kumar Singha  
Assistant Coordinator, IQAC

**ASSISTANT COORDINATOR**  
**I.Q.A.C.**  
**Radhamadhab College**  
**Silchar**

  
27-04-2018  
Dr. Bidhan Barman  
Assistant Coordinator, IQAC

**ASSISTANT COORDINATOR**  
**I.Q.A.C**  
**Radhamadhab College**  
**Silchar**

8/C

# INTERNAL QUALITY ASSURANCE CELL (IQAC) RADHAMADHAB COLLEGE, SILCHAR



Chairman: Dr. Pronoy Ranjan Deb

Coordinator: Dr. Rahul Sarania

Ref. No. RMC/IQAC/NAAC/79/2018/148

Date: 12-09-2018


## NOTICE

A General Meeting of the IQAC is scheduled to be held on 20-09-2018 (Thursday) at 12:30 Noon in the Conference Hall to discuss the following agenda:


1. To discuss on various issues related to IQAC.
2. Re-structure and modification of some cells and guidelines (if any)
3. Miscellaneous.


All Teaching, Non-teaching and Library Staff are hereby requested to attend the meeting positively without fail.


Countersigned by

  
Dr. Pronoy Ranjan Deb  
Chairman, IQAC

Chairman  
I.Q.A.C  
Radhamadhab College  
Silchar-8

  
Dr. Rahul Sarania  
Coordinator, IQAC

  
Dr. Bidhan Barman  
Assistant Coordinator

  
Ch. Manikumar Singha  
Assistant Coordinator

ASSISTANT COORDINATOR  
I.Q.A.C.  
Radhamadhab College  
Silchar

**Proceedings cum resolutions of the General Meeting held on 20-09-2018 at 12:30 Noon in the Conference Hall.**

A General Meeting of the IQAC of Radhamadhab College was held on 20<sup>th</sup> September, 2018 in the Conference Hall of the College. The following were the agendum of the meeting.

**Agendum:**

1. To discuss on various issues related to IQAC.
2. Restructure and modification of some cells and guidelines (if any).

The meeting was presided over by Dr. Pronoy Ranjan Deb, Principal and Chairman, IQAC, Radhamadhab College. The House after threadbare discussion on various issues resolves the following resolutions:-

**Resolution No. 1**

- a) Resolved that Dr. Surat Basumatary be the convenor of students' Health Care Centre with immediate effect after the resignation of the existing Convenor Dr. Kankana Nath. Further he is empowered for inclusion or exclusion of members into the cell as per his requirement.
- b) Resolved that Mr. Sudarshan Gupta would be the Convenor of Admission Committee after retirement of Dr. Jashobanta Roy (existing Convenor) from the service.
- c) Resolved that Dr. Nabanita Debnath be the Convenor of Womens' Cell.



**Resolution No. 2**

The House resolved that Dr. Jashobanta Roy, Vice Principal of the College be the member of IQAC body in place of earlier Vice Principal Dr. Nani Gopal Debnath

**Resolution No. 3**

Resolved that Exam Cell be made functional with modifications of Power, Functions and Guidelines. For this purpose Notice be served to the members with Guidelines and asked for suggestions and modifications (if any) for fixed approved by the Principal cum Chairman IQAC.

The meeting ended with thanks to and from the Chair.




Dr. P. R. Deb  
Chairman, IQAC  
Radhamadhab College  
Silchar

**Chairman  
I.Q.A.C  
Radhamadhab College  
Silchar-6**




Dr. Rahul Sarania  
Coordinator, IQAC  
**Coordinstor  
I.Q.A.C**

**Radhamadhab College  
Silchar-6**

Ch. Mani Kumar Singha   
Assistant Coordinator, IQAC

**ASSISTANT COORDINATOR  
I.Q.A.C.  
Radhamadhab College  
Silchar**

  
Dr. Bidhan Barman  
Assistant Coordinator, IQAC

**ASSISTANT COORDINATOR  
I.Q.A.C.  
Radhamadhab College  
Silchar**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
RADHAMADHAB COLLEGE, SILCHAR**



Chairman: Dr. Jashobanta Roy

Coordinator: Dr. Rahul Sarania

Ref. No. \_\_\_\_\_

Date: 14-03-2019

**NOTICE**

The fourth meeting of the IQAC will be held on 19-03-2019 2019 at 1 P. M. in the Conference Hall (erstwhile Teachers' Common Room) of the college to discuss the following agendum:

1. To read and confirm the resolutions adopted in the last meeting of IQAC held on 27-11-2017.
2. To approve the resolutions adopted in general meeting held on 20-09-2018.
3. To approve budgets for different cells/departments for the session 2018-19.
4. To inform the body about the recent changes in NAAC assessment.
5. Miscellaneous.

Countersigned by

**Dr. Jashobanta Roy**  
Chairman, IQAC  
Radhamadhab College  
Silchar

**Chairman  
I.Q.A.C  
Radhamadhab College  
Silchar-6**

**Dr. Rahul Sarania**  
Coordinator, IQAC  
Radhamadhab College  
Silchar

**Coordinator  
I.Q.A.C  
Radhamadhab College  
Silchar-6**

Copy to:

1. Dr. Jashobanta Roy (Principal I/C):
2. Dr. Rahul Sarania:
3. Ch. Mani Kumar Singha:
4. Dr. Bidhan Barman:
5. Dr. Nani Gopal Debnath, Vice-Principal:
6. Dr. Probhat Kumar Sinha:
7. Dr. Kankana Nath:
8. Dr. Debashish Roy:
9. Sri Rupam Roy:
10. Smt Sonali Choudhury, Librarian:
11. Dr. Anup Kumar Roy:
12. Sri Kabir Hussain:
13. Sri Pranab Kumar Dey:
14. President, Students' Union:
15. President, Alumni Association:
16. President, Guardian's Committee:
17. Office Copy:

- Chairman**  
**Coordinator, IQAC**  
Asst. Coordinator, IQAC  
Asst. Coordinator, IQAC  
Member from Sr. Admin. Officer  
Member from Teacher  
Member from Teacher  
Member from Teacher  
Member from Teacher  
Member from Sr. Admin. Officer  
Member from Management  
Member from local society  
Member from Sr. Admin. Officer  
Member from students  
Member from Alumni  
Member from stakeholders
- 15/3/19



**Proceedings cum resolutions of the IQAC Meeting held on 19-03-2019 at 1 P. M. in the Conference Hall.**

An IQAC Meeting of the IQAC of Radhamadhab College was held on 19<sup>th</sup> March, 2019 in the Conference Hall of the College. The following were the agendum of the meeting.

**Agendum:**

1. To read and confirm the resolutions adopted in the last meeting of IQAC held on 27-11-2017.
2. To approve the resolutions adopted in general meeting held on 20-09-2018.
3. To approve budgets for different cells/departments for the session 2018-19.
4. To inform the body about the recent changes in NAAC assessment.
5. Miscellaneous.

The meeting was presided over by Dr. Jashobanta Roy, Principal in-charge and Chairman, IQAC, Radhamadhab College. The House after threadbare discussion on various issues resolves the following resolutions:-

**Resolution No. 1**

The House read and confirmed the resolutions adopted in the last meeting of IQAC held on 27-11-2017.

**Resolution No. 2**

The House unanimously approved the resolution adopted in General meeting held on 20-09-2018.

**Resolution No. 3**

Budgets for different cells/departments for the session 2018-19 are approved and allocated.

#### Resolution No. 4

The House discussed thoroughly about the requirements of activities to be performed by various cells/departments such as Workshop/National Seminar and activities related to extension and community development services. After threadbare discussion the House resolved that IQAC Coordinator has to conduct an immediate meeting with all Convenors and HODs to request/pressurize to initiate different activities during the session 2019-20 in view of NAAC assessment requirements.

#### Resolution No. 5

The House resolved that Convenors and Coordinators should not sign in any certificates if he/she did not actively participate in different activities in at least two out of five programmes organised by the cell/department.

#### Resolution No. 6

Budget for the session 2019-20 be sought from various cells/departments for various activities in the month of April, 2019.

#### Resolution No. 7

The House resolved that demand be place for Smart Phone and mobile number for NAAC registration through writing by the Coordinator of IQAC to the Principal of the college with immediate effect. However, the Smart Phone will remain in the custody of Principal for the communication of any official purpose including NAAC.

The meeting ended with thanks to and from the Chair.

Dr. Jashobanta Roy  
Chairman, IQAC  
Radhamadhab College  
Silchar

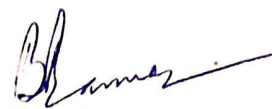
**Chairman**  
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Dr. Bidhan Barman  
Assistant Coordinator, IQAC

**ASSISTANT COORDINATOR**  
**I.Q.A.C.**  
**Radhamadhab College**  
**Silchar**

## REPORT OF STUDENTS' FEEDBACK ON TEACHERS FOR THE YEAR 2018-19

A total of 400 Feedback Forms were supplied to the students (both CBCS and Non-CBCS) for the year 2018-19. The Feedback Forms were supplied to all the students of Arts & Commerce stream. A total of 216 nos. of feedback responses were received from the students. The distributed Feedback Forms consists of 05 parameters on a point scale of 05. Very good and Good parameters were measured in terms of percentage of satisfaction; and Average, Poor and Very poor were measured in terms of percentage of dissatisfaction. A simple percentile statistical study of the Forms received reveals the following information:

### **PART-I**

<b>Sl. No.</b>	<b>Parameters</b>	<b>% of Satisfaction</b>	<b>% of Dissatisfaction</b>
1	Knowledge base of the teacher	97	03
2	Communication skill of the teacher	94	06
3	Sincerity of the teacher	90	10
4	Motivation skill of the teacher	87	13
5	Ability of teacher in and out of the class	93	07

### **Remarks:**

Almost all the students have given high level of satisfaction towards knowledge base of teacher, teachers' communication skill, ability of the teacher in and out of the class and sincerity of the teacher. The remaining parameter i.e. motivation skill of the teacher needs little more improvement as perceived from the students' perspective.



**REPORT ON FEEDBACK RECEIVED FROM STUDENTS ON OVERALL  
EVALUATION OF PROGRAMME AND TEACHING**

A total of 400 Feedback Forms were supplied to the students (both CBCS and Non-CBCS) for the year 2018-19. The Feedback Forms were supplied to all the students of Arts & Commerce stream. A total of 216 nos. of feedback responses were received from the students. The distributed Feedback Forms consist of 20 parameters on a point scale of 2, 3, 4 & 5. 2:3 ratio was followed for evaluating the Feedback Forms. The first 2 parameters reflect percentage of satisfaction and rest 3 parameters reflect the percentage of dissatisfaction. A simple percentile statistical study of the forms reveal the following information:

**PART-II**

Sl. No.	Parameters	% of Satisfaction	% of Dissatisfaction
1	The CBCS/Non-CBCS syllabus	65	35
2	Rating of the course studied	86	14
3	Percentage of syllabus taught in the class	90	10
4	Amount of syllabus taught online	62	38
5	Internal Assessment/Unit test system of the college	81	19
6	Student-teacher relationship in the institution as a whole	75	25
7	Your opinion about the library facilities/material for the course	90	10
8	Availability of necessary books	76	24
9	Requirement of Hostel	33	67
10	Arrangement of guest lecture by the college	84	16
11	Computer facilities of the college	81	19
12	Health Care facilities of the college	83	17
13	Opportunity for personal interaction with teachers	84	16
14	Extra/Co-curricular activities	70	30
15	NSS/NCC activities	37	63
16	Improvement required of the sports facilities of the college	73	27
17	Participation in extra-curricular activities of the Department/College	58	42
18	Response of the Head of the Institution to Students' needs	89	11
19	Services provided by the office staff of the college	83	17
20	Overall experience of studying in this college	79	21

**Remarks:**

From the results, it is evident that all the students were highly satisfied with % of the syllabus taught and library facilities available in the college. Approximately, 80% students were satisfied with the course, Internal Assessment system, Guest Lectures conducted by the college, computer facilities and many other parameters. About 10% of the students suggested improvements in some areas like NSS activities, Extra-curricular activities, Hostel requirement etc. Finally, it may be concluded that most of the students were satisfied with almost 17 parameters of the form supplied to them.

## REPORT ON FEEDBACK RECEIVED FROM PARENTS 2018-19

Feedback form was supplied to all parents (CBCS & Non-CBCS) for Arts & Commerce for the year 2018-19. A total of 100 nos. of feedback form was supplied to all the parents. A total of 50 nos. of feedback response was received from parents (i.e. 50% responses received). The distributed Feedback Form consists of 16 questions on a point scale of 5. Excellent, Very Good, Good was measured in terms of percentage of satisfaction and poor, very poor were measured in terms of dissatisfaction. A simple percentile statistical study of the forms revealed the following information:

Sl. No.	Aspect of Feedback	Percentage of Satisfaction (%)	Percentage of Dissatisfaction (%)
1	How do you rate the Academic Environment of the College?	100	NIL
2	How do you rate the quality of the teaching offered to your son/daughter/ward by this college?	100	NIL
3	Your opinion about other activities that are conducted in the college.	70	30
4	Your opinion about the various departments and their support to your ward	75	25
5	Your opinion about Computer Lab of the College	90	10
6	Is your ward given enough opportunities as far as career-orientation is concerned?	90	10
7	Teachers' engagement with students	100	NIL
8	Academic development of your ward	95	5
9	How helpful the Self-Financing courses provided by the college	90	10
10	Health Care Facilities	95	5
11	Library Facilities	100	NIL
12	Sports Facilities	95	5
13	Students' involvement in NSS Activities	85	15
14	Are the authorities easily approachable	90	10
15	The over-all atmosphere of the college	100	NIL
16	Will you recommend your known ones/relatives to study in this college?	90	10

### Remarks:

From the percentile statistical analysis of the aspects of feedback form, it is evident that 63% parents were found to be highly satisfactory (100% satisfaction level from all parents). It is also worth mentioning that in some aspects like quality of teaching offered to their children, Teachers' engagement with students, Library facilities and over-all atmosphere of the college, the parents showed 100% level of satisfaction. It has also been observed from the analysis that parents want improvements in some aspects like NSS activities of the college, Self-financing courses offered by the college, Computer Labs and other activities conducted in the college. Finally, it is concluded that there were mixed opinions about all 16 aspects of Feedback Forms supplied to parents, but majority of parents have given positive responses towards these aspects and suggested future improvements in some of the aspects of Feedback Form supplied to them.

## REPORT ON FEEDBACK RECEIVED FROM ALUMNI 2018-19

A total of 100 Feedback Forms was supplied to the alumni for the year 2018-19. A total of 50 nos. of responses were received from the supplied Feedback Forms. The distributed Feedback Form consists of 14 parameters on a point scale of 5. Very Good and Good were measured in terms of percentage of satisfaction and Average, Bad and Very Bad were measured in terms of dissatisfaction. A simple percentile statistical study of the forms revealed the following information:

<b>Sl. No.</b>	<b>Aspect of Feedback</b>	<b>Percentage of Satisfaction (%)</b>	<b>Percentage of Dissatisfaction (%)</b>
1	Present connection with the College	92	8
2	Rating of the courses in relation to current job/occupation	92	8
3	College Infrastructure	96	4
4	Participation of Alumni Association	92	8
5	Canteen Facilities	69	31
6	College Ambience	80	20
7	Library Resources	100	0
8	Skill Oriented Courses	96	4
9	Admission procedure of the College	96	4
10	Development activities organised by the College	96	4
11	Alumni Activities	92	8
12	Office Staff	96	4
13	Cleanliness of the College	39	61
14	Preference for this institution to ward/relatives	100	0

### Remarks:

Almost all the alumni have given 100% level of satisfaction towards Library resources and preference for their institution to ward/relatives. All the alumni have shown approximately 64% level of satisfaction towards 9 out of 14 parameters. The alumni have given suggestions for improvements for some parameters like cleanliness of the College, College ambience and Canteen facilities, which showed 21% level of dissatisfaction. Another important suggestion was also received from the alumni for introduction of some latest Govt. approved Skill Oriented Courses in the College. Finally, it can be concluded that almost all the alumni have given positive responses towards the Feedback with some good suggestions for the improvement of the institution.



## REPORT ON FEEDBACK RECEIVED FROM TEACHING STAFF 2018-19

Feedback form was supplied to all Teaching staff (both sanctioned and non-sanctioned) for the year 2018-19. A total of 20 feedback form was supplied to the teaching staff. The distributed feedback form consists of 20 questions on a point scale of 4. A simple percentile statistical study of the forms revealed the following information:

<b>Sl. No.</b>	<b>Aspect of Feedback</b>	<b>Percentage of Satisfaction (%)</b>	<b>Percentage of Disatisfaction (%)</b>
1	Current CBCS Syllabus is need based	100	NIL
2	Aims and objectives of the syllabi are well defined and clear to teachers and students	90	10
3	Curriculum having good academic flexibility	85	15
4	The course of studies carries sufficient no. of optional papers	85	15
5	Curriculum has enough scope to increase knowledge	95	5
6	Curriculum has enough scope to enhance employability	90	10
7	The course content fulfill the need of the students	95	5
8	Need of review of the CBCS syllabus	75	25
9	Students are disciplined and respect Teaching & Non-teaching staff	100	NIL
10	Equal opportunities for all Teaching staff is provided by the college	100	NIL
11	Teachers are encouraged to participate in Seminar, Workshops, Orientation-Refresher course	95	5
12	Staff Room, Conference Hall, Toilets, Computer Labs, Classrooms are clean and well maintained	100	NIL
13	Clean drinking water is available	100	NIL
14	Computer facilities are available for ICT based teaching to students	85	15
15	Good library for teachers and students for encouraging academic skill & interest	100	NIL
16	College pays attention to hygienic environment	100	NIL
17	Authorities are approachable & accessible	100	NIL
18	Teachers are encouraged to undertake research activities	95	5
19	There is a mechanism to assess and review the performance enhancement for the teachers	85	15
20	Satisfaction level with the overall activities of the college IQAC	100	NIL

### **Remarks:**

A Simple Percentile Statistical Analysis has been done for all the aspects of Feedback Forms. From the results, it is evident that 45% aspects of the feedback were found to be highly satisfactory (100% satisfaction level from all teachers, i.e. 20 nos.) It was also observed that the rest 55% aspects of the feedback showed average level of satisfaction from teachers (17 out of 20 teachers). Finally, it can be concluded that no major level of dissatisfaction was observed from the entire feedback analysis for the period 2018-19.

## REPORT ON FEEDBACK RECEIVED FROM EMPLOYER 2018-19

Feedback Form was supplied to the Head of the Institution for the year 2018-19. The distributed Feedback Form consists of 02(Two) sections – Feedback of Teaching staff (20 in numbers) and Feedback of Non-teaching staff (11+01{librarian}). The Feedback Form was measured on a point scale of 5. The Feedback Form of Teaching staff consisted of 15 parameters and Non-teaching staff consisted of 13 parameters. A simple percentile statistical study of the forms reveals the following information:

### **SECTION 01: TABLE FOR TEACHING STAFF (20 nos.)**

<b>Sl. No.</b>	<b>Parameters</b>	<b>Percentage of Satisfaction (%)</b>	<b>Percentage of Disatisfaction (%)</b>
1	Technical knowledge and skill level of Teachers	95	5
2	Teachers' responsibility towards students	100	0
3	Teaching-Learning Activities performed by Teachers	100	0
4	Classroom Management and Leadership Qualities	100	0
5	Working as part of a team	100	0
6	Developing practical solutions to work place problems	100	0
7	Creative response to work place challenges	100	0
8	Open to new ideas and learning new techniques	95	5
9	Using technology and workplace equipments	90	10
10	Involvement in social activities	100	0
11	Innovativeness/creativity	95	5
12	Relationship with Seniors/Peers/Subordinators	100	0
13	Ability to take up extra responsibility	100	0
14	Commitment to work beyond schedule, if required	100	0
15	Ability to contribute to the goal of the institution	100	0

## **SECTION 02: TABLE FOR NON-TEACHING STAFF (12 nos.)**

<b>Sl. No.</b>	<b>Parameters</b>	<b>Percentage of Satisfaction (%)</b>	<b>Percentage of Disatisfaction (%)</b>
1	General communication skill of employees	83	17
2	Developing practical solutions to work place problems	83	17
3	Working as part of a team	100	0
4	Creative response to work place challenges	100	0
5	Self-motivated and taking on appropriate level of responsibility	100	0
6	Using technology and workplace equipments	100	0
7	Ability to contribute to the goal of the institution	100	0
8	Technical knowledge/skill of the employee	100	0
9	Ability to manage/Leadership qualities	100	0
10	Innovativeness/creativity	83	17
11	Relationship with Seniors/Peers/Subordinators	100	0
12	Ability to take up extra responsibility	100	0
13	Commitment to work beyond schedule, if required	100	0

### **Remarks:**

From Section 01, it is evident that the employer is fully satisfied (100%) with all the 11 parameters of the Feedback Form. The Employer suggested for some improvement in the areas like Technical Knowledge & Skill level of Teachers, openness to new ideas and learning new techniques, using Technology and Work-place equipment and Innovativeness/Creativity on the part of the teachers for the over-all development of the institution.

From Section 02, it is evident that the employer is fully satisfied (100%) with 10 out of 13 parameters of the Form. For the Non-teaching staff, the employer suggested some improvement in the areas like communication skill of the employees, developing practical solutions to work-place problems and Innovativeness/Creativity.

Finally, it can be concluded that the Employer is fully satisfied with the performance of both Teaching & Non-teaching staff of the college, with some suggestions for further institutional development.



**RADHAMADHAB COLLEGE, SILCHAR**



**INTERNAL  
AUDIT REPORT**

**FINANCIAL YEAR  
2018 - 2019**

REPORTED BY ARINDAM & ASSOCIATES  
CHARTERED ACCOUNTANTS  
N. S. AVENUE, SILCHAR

**INTERNAL AUDIT REPORT OF THE ACCOUNTS OF RADHAMADHAB  
COLLEGE, SILCHAR-6 FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019.  
(FOR THE YEAR 2018-19)**

In pursuance of the letter No.RMC/IAR/49/2018-19/932, Dt.18/10/2019 from the Secretary/Principal, Radhamadhab College, Silchar-6 the undersigned was appointed Internal Auditor to Audit the College Accounts for the Financial Year 2018-19 and accordingly the Internal Audit was taken up on 20/10/2019 by me and the Assigned Audit complete on 31/12/2019.

1. Incumbency The following person was the Secretary/Principal, of the College. Dr.Pronoy Ranjan Deb, during the period from 01-04-2018 to 31-12-2018 & Dr.Jashobanta Roy during the period from 01/01/2019 to 31/03/2019.
2. Closing Balance: Bank accounts of all the Funds are operated by the Secretary / Principal of the college as on 31-03-2019.
- 3) General Fund: - C/Account No. 10390517187 with S.B.I. New Silchar Branch.

a) Cash-At-Bank: -	Rs. 2,28,680.57
b) Cash-In-Hand: -	Rs. 28,880.93
- 4) Assam G. V. Bank:- Operated by the Principal of the College. Account No S/B 2740/10 with Assam Gramin Vikash Bank

a) Cash-at -Bank :-	Rs.19,50,191.00
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- 5) Scholarship Fund: - Operated by the Principal of the College. Account No.10390517154 with S.B.I. New Silchar Branch.

a) Cash -At-Bank: -	Rs. 22,929.32
b) Cash-In-Hand: -	Rs. Nil
- 6) Students Union Fund: - Operated by the Principal of the College. Account No. 10390517132 with S.B.I. New Silchar Branch


a) Cash-At-Bank	Rs. 11,39,822.15
b) Cash-In-Hand	Rs. 7,205.00
- 7) Examination Fund: - Operated by the Principal of the College. Account No. 10390517165 with S.B.I. New Silchar Branch

a) Cash-At-Bank	Rs. 6,82,668.22
b) Cash-In-Hand	Rs. 9,446.10
- 8) Library Fund: - Operated by the Principal of the College. Account No. 10390517176 with S.B.I.New Silchar Branch

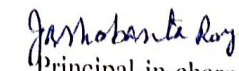
a) Cash-At-Bank	Rs. 2,45,432.00
b) Cash-In-Hand	Rs. 14,157.15
- 9) H.S. Centre fund: - Operated by the Principal of the College as Secretary, Centre Committee. Account No. 10390517201 with S.B.I. New Silchar Branch

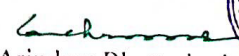
a) Cash-At-Bank	Rs. 1,68,792.65
b) Cash-In-Hand	Rs. NIL
- 10) U.G.C Fund: - Operated by the Principal of the College. Account No. 10390517198 with S.B.I. New Silchar Branch

a) Cash-At-Bank	Rs. 9,20,712.59
b) Cash-In-Hand	Rs. 2,292.00

  
President,  
Governing Body  
Radhamadhab College  
Silchar-788006  
**PRESIDENT**  
Governing Body  
Radhamadhab College  
Silchar-788006

  
Principal  
Radhamadhab College  
Silchar-788006  
Principal  
Radhamadhab College  
Silchar-788006

  
Principal-in-charge  
Radhamadhab College  
Silchar-788006  
Principal i/c  
Radhamadhab College  
Silchar-788006

For Arindam & Associates  
Chartered Accountants  
  
(Arindam Bhattacharjee)  
Proprietor





- 15) Receipt & Payment Statement: - The Receipt & Payment Statements for the year under Audit are enclosed Vide. **Annexure-III**
- 16) Misappropriation/Embezzlement:- No Misappropriation/Embezzlement were found in the year 2018-19 during the course of an audit.
- 17) Cash Book: - Double entry system of Cash Book is maintained. The Bank transactions are exhibited in the Cash Book itself.
- 18) Intertransfer of Fund: - There is no Intertransfer of subsidiary fund during the year under Audit.
- 19) Diversion of Govt. Grants to No such diversion of Govt. Grants fund was observed during the period under audit for other purposes.
- 20) Payment of Vouchers: - All Payment vouchers were certified by the Secretary/Principal, as per provision of the Budget.
- 21) BUDGET: - A budget for the year 2018-19 approved in the Governing body meeting held on 13/04/2018 vide G.B.Resolution No.3.

22) GENERAL REMARKS OF THE MAINTENANCE OF COLLEGE ACCOUNTS: -

The Internal Audit of the college accounts for the financial year 2018-19 was taken up by Arindam & Associates., Chartered Accountants, Silchar.

The Audit was conducted from 20/10/2019 to 31/12/2019.

The College is maintaining daybook for daily receipts under different heads viz. fees, etc. stock book for furniture and equipments, office stationary and building materials.

All Bank accounts have been verified.


Physical verification of Library books and other fixed assets was stated to have been conducted once in a year.

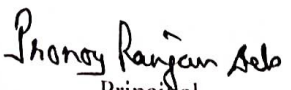
All the Books of Accounts Cash Book, Ledger & Bank Statement etc. thoroughly Verified and found correct.


In short the maintenance of accounts could be said satisfactory.

We have obtained all information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.


In our opinion and to the best of our information and according to the explanations given to us, the Receipt & Payment Accounts of General Fund, Examination Fund, Library Fund, Students Union Fund, U.G.C.Fund, H.S.Centre Fund, Scholarship Fund for the financial year 2018-2019 give a true and fair view in conformity with the accounting principles generally accepted in India.

  
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For Arindam & Associates  
Chartered Accountants

  
(Arindam Bhattacharjee)  
Proprietor

