



TYAGBIR HEM BARUAH COLLEGE

KARCHANTOLA, JAMUGURIHAT, SONITPUR, ASSAM

ACADEMIC AND ADMINISTRATIVE AUDIT

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As per the feedback collected from various stakeholders of the college by the IQAC in its National Assessment and Accreditation Council (NAAC)'s prescribed format, interaction with the Governing Body members, Principal, IQAC, Teachers and the Non-teaching staff of the college and on the spot inspection of the infrastructure facilities of the college on _____ we conducted the audit for the period from May 2022 to June 2023. During our visit presentations were made by the Principal, IQAC, and various academic departments (14 in number) on overall activities of the college in the post NAAC Assessment & Accreditation which took place in March, 2022.

The Academic & Administrative Audit (AAA) Committee presents the following report for the year 2022- 2023. The committee expresses its happiness overall on going initiatives taken by the college authority towards academic and infrastructure upliftment of the institution with more emphasis on community participation and development.

The college has 39 faculty members on permanent position across 14 departments in both the streams Science and Arts. Out of these total strength 35 percent are female. The college have now 17 teachers with Ph.D. out of 38 regular posts. The College conducted Library Audit, Green Audit and feedback from teachers, students, alumni etc. The consolidated reports are submitted for the verification of the committee and the same are duly noted.

The Committee has noticed some publications of research papers, book chapters and articles in Elsevier, Scopus, Web of Science, Springer, Sage, Routledge and UGC CARE listed journals during the intervening period, which shows that the inertia is broken and the teachers are really willing to contribute through research activities. The principal of the college is also found to be actively engaged in research with publication of text books, research papers in highly reputed and indexed journals including supervising of PhD students under him in the dept of zoology of affiliating University i.e. Gauhati University. A few teachers also found to be published text books as per CBCS Syllabus and a few regularly contributes article on the current/contemporary issues in periodicals, magazine. The participation of teachers in various faculty have also undergone quality improvement programs like orientation, refresher and short term courses which is encouraging. However, the committee suggests that if teachers can undertake minor and major research as well as consultancy works, it will not expand research activities but also help to mobilize resources for infrastructure development.

The committee notes that the number of students seeking admission in honors courses in some departments has increased manifold compared to previous years. The fact that number of girls outweigh boys manifest the

college's contribution to women empowerment in the rural areas. The Committee is pleased to note that nearly 98 percent of the students availed free admission under the free admission scheme of the state govt.: an initiative of the Govt. of Assam to make higher education accessible to all. With free entry the gross enrolment ratio of students in higher education has improved a lot which the college too realised. Evaluating the pass percentage of the students the committee notes that though the overall pass percentage has increased compared to the previous year, the pass percentage in general courses is not satisfactory. While some departments shows better results, the committee would have loved to note the same across all departments. In this regards the efforts/initiatives of IQAC are highly commendable.

The college has taken a special drive towards promotion of entrepreneurship among students since 2021 in tea cultivation and development of horticulture. Firstly, the college encourages students to work in college's tea garden at different stages and in the processing unit of the organic green tea for which they are paid. The hands-on skills are helping them to explore self-employment opportunities in the sector where the state has the absolute advantage. Secondly the college has started banana and lemon cultivation where each and every plant is owned by a student. The student, then has to take care of the plant in all stages with experts help from the faculty in the dept. of Botany and agricultural extension workers of the govt. agricultural office. This practice is launched and monitored with a view to imbibe spirit among young generation so as to develop interest in cultivation so that they can be gainfully employed and thereby be helped in the modernisation of agriculture where the state has to go along way. The committee has expressed its satisfaction over this and advises the GB to widen the market for it organic green tea products in the coming years. The committee at this point also thanks the principal of the college for his endeavor towards internal mobilization of resources.

Regarding finance, accounting and utilization of various grants including RUSA the committee feels happy to have observed transparency, economy and involvement of all stakeholders in decision making process which is highly decentralised. This in our opinion is definitely going to help in the holistic development of the college.

In the following paragraph a discussion on the feedback from teachers, students and alumni are made and implications are drawn so that they can be considered in the action plan of IQAC in the next year.

The faculty members have positive opinions on the syllabus and think that it is as per the declared learning outcome of the course. They appreciate that the syllabus is as per the need of the students. They also agree that the syllabus has a defined aim and objective and is clear to the students and teachers. More than 72 percent of the staff members agree that the syllabus has good balance between theory and application. The staff members have good opinion that the syllabus has enriched their subject knowledge which proves the fact that the syllabus is updated according to their recent requirement. The majority of the staff feels that the reference materials prescribed in the syllabus are up to date in nature. The staff members also agree that the programmes of studies have sufficient optional papers. They strongly opine that the department facilitates a conducive

Environment for teaching learning process and tests and examinations are conducted well in time with proper coverage of all in the syllabus. The staff members agree that the authority offers freedom to adopt new technique/strategies of teaching and evaluation such as seminar presentation, group discussion and learner participation. The staff members agree that the environment in the college is conducive to teaching and research. The staff members also agree that the administration is teacher friendly and provides adequate and smooth support for project and research facilities. Infrastructural facilities is where a strong room for improvement is required, more than 40% of the staff member strongly think that the present infrastructural facilities are not sufficient. The teachers also respond positively to the question on ICT facilities of the college, more than 80% of them are satisfied with the resources available in the college. The staff members are also satisfied with the support they get from the non-teaching staff and the administration of the college.

Some of the major observations that emanate from the analysis of the feed backs are like the following:

1. About 75% of the students are also satisfied with the course content, and the learning values they were provided and also realized that what they learn are applicable to real life situation.
2. More than 70% of the students are satisfied with the course coverage and reading materials provided to them they are also very happy with the extent of effort made by the teacher required to complete the course. And about 0.5% of the students rate it unsatisfactory in course content, reading materials and project of the course they studied. Therefore, it is recommended to the authority to take care of the areas to raise the satisfactory level to 100%.
3. It was found that more than 95% of the students are satisfied with the admission procedure of the college.
4. So far as the Fee structure is concerned, 80% of the students rated it very good, majority of the students rated it good and more than 5% of the students consider it satisfactory. 0.5% of the students are not satisfied with the fee structure of the college.
5. It is noticed that about 83% of the students rated the faculty members as good while 10% of them found the faculties satisfactory. Therefore, there is a scope for the faculty members to enhance their overall effectiveness.
6. The infrastructure of the class rooms are rated good by more than 85% of the students and 7% of the students are not satisfied with the class room facilities provided to them. Therefore is recommended to the authority to take initiatives in this regard so that satisfactory level of the students may be raised to the mark of 100%.
7. About 60% of the students are satisfied with that sports and cultural facilities provided to them. Whereas 12% of the students are not really satisfied with the sports facilities and suggested to upgrade certain field in sports related. Such as indoor stadium and cricket net pitch are highly suggested.

8. The authority has looked into the matter and upgraded the canteen facilities which raised the rating of satisfactory from 60% the previous year to 90% in the current year.
9. Support from administrative staff is the area where the institute really need to concern, for it has score only 50% in the satisfactory level rated by the students and 4% of the students are not happy with the support they get from the administrative staff. Therefore it is highly recommended to the administrative staff to be friendly and lend more helping hand to the students.
10. Almost all the students responded the feedback forms are satisfied with their respective departments.
11. About 30% of the students are highly satisfied with the career oriented course provided by the college, 40% are fairly satisfied and the rest are not at all satisfied with the career oriented course provided by the college. Therefore it is highly recommended to improve and more career oriented course should be introduced in the college.
12. About 60% of the students who responds the feedback have pursued Arts course and the rest 40% are pursued B.Sc programme in the college.
13. Only 15.8%, 40% and 4.7% of the respondents have pursued B.Ed, Post Graduate and Ph.D. degree respectively. 39.5% of the respondents have not responds to the questions asked on higher education which may indicate that they are not pursuing further education. Therefore, the authority should focus more on acceleration of the activities of the Career Counseling and Career Guidance Cell so that more students from the college could pursue higher education in respective fields.
14. Only 80% of the respondents are satisfied with the teaching learning/academic inputs and effectiveness. So there is still room for improvement in this field to make the satisfactory level cent percent.
15. More than 80% of the students who responded the feedback form are satisfied with the infrastructure and facilities provided by the college and more the 19% of the respondents are not happy with the currents infrastructure of the college so there is a necessities in the improvement of infrastructure of the college and provide more facilities to the students to raise the satisfactory level of the students.
16. Only a few candidates could qualify competitive examination like NET, SLET, GATE etc. therefore it is very necessary to give proper guidance and encouragement for those students who are interested in academic field and research.
17. A few students from some department only could qualify NET/SLET. It is very important for other departments also to join in the effort, so that we can create a pool of academicians in the locality.

In addition to above observations the committee would like to specifically recommend the following for greater development of the college.

1. The authority/management may grant or arrange some fund to the faculty members to conduct some research works on issues where communities are involved.
2. The IQAC may organize workshop in collaboration with department of education on preparation of lesson plan.

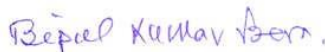
3. Efforts may be initiated in an urgent basis for improvement of the pass percentage. Maybe some more remedial classes/doubt clearing sessions/one-to-one contact counselling arranged in a time mutually convenient for faculty and such struggling students. Moreover, there should be active initiatives for identifying the slow learners in the beginning of the session with adequate evidences.
4. New faculty must undergo Induction Training (ITF) preferably within a year of their appointment. Teachers may be encouraged to take part in more quality improvement programmes offered by reputed institutions.
5. Considering the employability of the students in the present job market unfolded by the liberalisation, privatisation and globalization process the authority may initiate the following:
 - (a) Certificate course on Spoken English (by the English Dept)
 - (b) Certificate or add-on courses on income tax, entrepreneurship etc. by the Dept.of Economics.
6. The College should take initiative to organise training or workshop on preparation for APSC/UPSC/Bank/LIC and other competitive Exams on regular mode. Since this is also recommended by the last NAAC assessment, its time that the college may divert it attention to a greater extent in this regards.
7. The college may institute a Public Lecture series with prominent scholars/learned College Faculty member or by experts outside college community on various public issues/global and local problems (Academic, Socio-cultural, Moral, Ethical, Political, financial etc).
8. Teachers should be encourage to make use of all the ICT-enabled class rooms for benefit of the students.
9. All faculty members may also be encouraged to prepare a few Voice-recorded PPT Lectures in local languages on their course contents based on syllabus and same may be uploaded in the college website for greater help of the community as a ho whole.
10. All the science Depts. should prepare and keep SOP near to all the instruments in their labs for effective use.
11. To improve the rate of higher education pursue by the alumni it is recommendable to introduce post graduate programme in the college.

The committee wishes all the very best to the Students, Faculty, Staff, Administration and all well wishers of the college for all round development of the college.



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