

Academic and Administrative Audit

2019-2020

ACADEMIC AND ADMINISTRATIVE AUDIT

Women's College, Tinsukia

(Estd. 1966)

Date: 26/10/21

I, on invitation of the College, conducted the Academic and Administrative Audit (AAA) during 9.00 am to 5.30 pm on 26/10/2021 in the College premises following a template prepared for the purpose as per requirements of seven criteria of NAAC.

The Principal, Dr. Rajib Bordoloi, in his 1 (one) hour long formal presentation highlighted everything about the college (from the past to the present). The Coordinator-IQAC guided me to various Departments in the college and I visited all academic departments. The Heads of all academic Departments presented about their activities in the departments following the 7 (seven) criteria of NAAC. The profile of the individual departments were presented using PPT, they also submitted the duly filled-up format to me in the respective department at the time of visit to the Department and had active interactions with the faculty members on various parameters.

I was glad to observe the on-site progresses the college could make following the NAAC peer team recommendations after the last visit of the NAAC peer team in Sept. 2017 (With CGPA: 2.87) The Coordinator, IQAC presented about the various activities and initiatives of the College during the last several years.

The college offers the following Subjects with Major/Honours in Assamese, Bengali, Economics, Education, English, Hindi, Mathematics, Political Science, Philosophy, Sanskrit, and History and Sociology without Major/Honours. The College has Dept. of Commerce with good number of students.

The enrolment is quite satisfactory. In BA there are 900 seats and B.Com has 150 intake capacity. The total enrolment of students at present (2020-2021) is 959 and it was 945 in the academic session (2019-20). The pass percentage of students has been really very encouraging; in some departments this is more than 80% and in some 100% in major subjects. Good number of students could secure first class and also top positions in University examinations, which is laudable. The students' achievement as well as student progression has been quite satisfactory but still there are enormous scopes to do more.

To meet the challenges of the changing time, the college decided to open up subjects like Sociology as pass course subjects.

It was heartening to note that the college has been offering seven (07) add-on/certificate/vocational courses on the following: MS Office, Tally 9.0, DCA, Internet, FOSS, Electrician, Cutting and knitting, Embroidery and Handicraft and a large number of students (COC 85 +

FOSS 927 = 1012 in the second half of the session 2019 2020) enrolled in these courses during the session 2019-2020.

It was quite interesting to note the positive development in the College even when most of the time in the year 2020 the College was in lockdown (due to government notifications). It has been quite praiseworthy that the college authorities actively supported the District Administration/Assam Government during the COVID-19 pandemic to help the people at large. The college organised awareness camps etc. to help the people during COVID19 pandemic period.

There are total 33 sanctioned/permanent faculty positions, and 30 of them have been filled up. There are 11 ad-hoc basis full time teachers in the college. 13 Faculty members have their PhD Degree already. The college follows academic calendar including conduct of Continuous Internal Assessment (CIE) as per directives of affiliated university. All the faculty members use ICT in their class rooms. All the teachers maintained lesson plan and keep regular course progress records. The departments analysed results of CIE and also take necessary action regarding any grievances to resolve amicably. The mechanism of internal assessment has been transparent. Student-centric teaching and learning methodologies have been used such as experiential learning, participatory learning and problem solving methodologies etc. The students mentoring system has been found to be active. The students feedback was also conducted regularly as per the variables put forwarded by NAAC. The college has been planning for Green Audit to be conducted soon.

A few quality research publications in UGC-CARE listed journals Scopus group Journals during the last five year period, which shows that the faculty members are really willing to contribute through research activities. Some faculty have also undergone quality improvement programmes regularly, which is really encouraging. But the number of Research projects (completed and on-going) is very few and the College authorities should encourage the faculty members to apply for research grants from various Govt/non Govt agencies.

The College library seems to be a centre of learning resources. It has 43,787 number of books, 97,069 (N-LIST) e-books, 22 Journals, 6,004 (N-LIST) e-Journals, 270 CD and Videos, 23 number of magazines and regular news papers etc. The college has a computer centre with 200 number of computers. The Library has been found to be fully automated. The Librarian has been working hard to collect rare resources/records etc. from various places of the NE region. The online resources are also adequate for all subjects. Besides, almost all leading newspapers, journals and periodicals in English and Assamese are made available to the readers.

The continuous efforts of the IQAC have resulted in sensitising the faculty in preparing for the forthcoming NAAC assessment in stipulated time frame (2022), which is very encouraging. The IQAC seems to be proactive to suggest academic/administrative measures regularly to the Principal to discuss regarding quality enhancement, quality sustenance and developing quality culture in the college in view of the NEP 2020.

The students' welfare section with 3 wings (Sports, Culture, and Wellness) have started functioning well. The Gymnasium is also another opportunity and students have started to use this facility. The initiatives and achievements of NSS and NCC have been commendable.

The college has adopted a few villages with great care and love, which is really commendable. A few more number of villages in the nearby area may be adopted specifically to educate and aware the community about current concern regarding gender issue, health & hygiene, environment, superstitious-belief and importance of biodiversity conservation.

The college provides state of the art facilities to the sports of all categories. It has already built up a spacious Indoor Stadium with Gymnasium to facilitate Badminton, Table Tennis etc. It has been a matter of great pleasure that the Principal engaged National and International level referees to guide the students in high standard sport activities (e.g. Fencing). Already the trainees are being successful in bringing laurels to the State by winning several State and national level competitions.

It has been noticed that the college has an active and duly elected Students' Union Body. The college authorities engage/motivate large number of students through this dynamic Union Body to maintain cleanliness of the campus (three blocks) and for other socio-cultural activities.

The College has a very active Alumni Association with able leaders who are always willing to contribute to the development of the college.

It has been observed that the College authorities under the dynamic leadership of the Principal have been trying to decentralise the administrative measures for effective/transparent and smooth functioning of the College administration by making various committees of stakeholders at different levels.

Apart from their regular activity within the gamut of teaching-learning system, the college and the community want the presence and cooperation of the students in the Community development missions. The college regularly involves students in extension activities like—plantation of trees, awareness and solid waste disposal and pollution control, citizens voting, Child Protection, Unity and Integration mission, Communal harmony mission, sustainable rural development mission, blood donation campaign and what not.

Apart from the regular courses the college organises many healthy programmes and practices which have been adding a feather in the cap of academic life since last decade. Yoga Training and Self Defence Training Centre, **Teachers' welfare funds to cater to the needs of the needy and retiring teachers and** regular Extended Teaching in High School & H.S. School are a few to mention.

Specific Suggestions:

I feel duty bound to offer certain suggestions with regards to improvement of the academic and administrative atmosphere of the college. However, these are not standalone; rather they would be a part of continuous effort of the faculty and administration of the college in their relentless pursuit towards achieving the highest academic standard.

1. The College has 4 smart boards, and a few ICT-enabled class rooms, Conference Hall etc. The college should try to increase the number of ICT-enabled classrooms and at least 3-4 more class rooms with smart board. Use of ICT in teaching to be increased (using different digital/multimedia devices). These classes may be shown in the routine specifically. All ICT-enabled Class rooms may use log-books for effective record keeping measures.
2. Regarding identifying the slow learners, induction classes (and evaluation metrics/processes etc.) to be arranged in the beginning of the session/semester to identify the slow learners. Necessary measures to be taken to support the slow learners through doubt clearing session/one-to-one contact classes etc. May be some more remedial classes arranged in a time mutually convenient for faculty and such struggling students. The Education Dept. of the College may be requested to help all other depts. in this regard.
3. New faculty members must undergo Induction Training for faculty (ITF) preferably within a year of their appointment. Teachers may be encouraged to take part in more quality improvement programmes offered by reputed institutions/UGC-HRDC/MHRD online/offline at a regular manner.
4. Workshops on linking Lesson Outcome/Program outcome/Course outcome/Program specific outcome and on use of ICT may be organised by the IQAC on regular basis.
5. The students be made aware of the variables of Students Satisfaction Survey (SSS) so that they are motivated towards achieving the goal.
6. The service of psychologists/Physicians may be made available to the students at regular intervals. This can be achieved through an MoU with the nearby professional institutions.
7. New method of ICT connectivity among different departments may be thought of, if fund could be generated, and all departments/offices/centres may be connected through a Local Area Network (LAN) which should be eventually linked with a stable and reliable Internet connection.
8. In order to create a more conducive publication atmosphere in the college, two yearly best researcher awards (Cash-Prize) may be instituted.
9. In the College Innovation/Incubation Ecosystem centre may be established to actively contribute to this effort in identifying/ encouraging local innovations and to nurture the new ideas.
10. The present College website may be made more attractive and informative. Further, the Department specific and individual faculty specific sites may be linked to the main page, so that detailed information are available about a Department as well as an individual teacher.

11. The academic depts. should take steps to establish counselling centre for Rly/Banking/APSC/UPSC and other competitive examinations at the State and National level.
12. The students Canteens facilities may further be developed in view of the large number of students attending the college daily.
13. The computer centre/language lab facility should be made accessible to students from all disciplines and records of users should be kept for verification.
14. The Faculty members may be encouraged to apply for Major research Projects from various funding agencies both Govt and Non Govt.
15. College may think of providing voluntary services to selected a few elderly people (+ 80 years) living nearby the college (Post COVID counselling services etc.) in collaboration with nearby Govt. Health Centre.
16. The College may also select about 10 High or HS Schools nearby to make the School students aware of about the importance of various subjects (e.g., History, Geography, Economics etc) they can pursue in their future academic career.
17. The College can make an effective planning for academic adoption of more number of villages, specially helping Girls students for taking skilled based education for their better economic future.
18. The College may organise meetings/workshop/awareness camps etc in nearby villages on issues like drugs abuse etc. on various occasions. All these will reflect about the Social Responsibilities of this great Institution.
19. The recommendations of the NAAC peer team members in their last visit for quality enhancement of the College be addressed time to time by the IQAC and steps should be taken in a step wise manner to fulfil all those conditions if possible.
20. The Academic departments should try to create provisions for short term (7-15 Days) students internship program during vacation period in collaboration with nearby Industries/Tea Gardens/Banks/LICs etc.
21. The Library should be fully automated and modernised. Attempt should be made to collect and preserve some rare and rarest items (Written records/materials etc) in the Library.
22. The Language Departments should try to develop short term courses on language skills together with the provision of a few Foreign Language Courses if possible.
23. The College should increase the amount of **solar energy** components in the college.
24. Students-Parents mentoring system may be started (Dept wise).
25. A few study Centres may be developed in the College:
 - a. Study Centre for India's Act East Policy
 - b. Innovation Incubation Ecosystem (A Idea centre)
 - c. Centre for Eco-restoration in collaboration with nearby HE Institutions
 - d. Centre for developing English Language Proficiency: IELTS/TOFEL etc.
 - e. A Yoga centre

Wishing the College a great future



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