ACADEMIC AND ADMINISTRATIVE AUDIT
Dikhowmukh College, Sibsagar (Estd. 1982)
(Affiliated to Dibrugarh University, NAAC accredited A-Grade University)

Date: 20.03.2021

Academic audit is a scientific and systematic method of reviewing the quality of academic processes in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs. The NAAC expects the colleges to undertake continuous Academic and Administrative Audits (AAA).

Administrative Audit is a process of evaluating the efficiency and effectiveness of the administrative procedures. It includes assessment of policies, strategies & functions of the various administrative units, control of the overall administrative system etc. Academic and Administrative Audit (AAA), are very essential for the excellence in HE. These are interrelated concepts. Thus in order to have a quality oriented academic, there should be a strong administrative background.

As per NAAC, major objectives of AAA:
1. To understand the existing system and assess the strengths and weaknesses of the Depts and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC.

I, on invitation of the College conducted the audit on 20/03/2021 in the College premises following a format prepared for the purpose as per certain requirements of the seven criteria of NAAC. I was accompanied by the IQAC Coordinator during the entire day long process. All the Heads of academic departments of the college submitted the duly filled-up format at the time of our visit to their respective dept and had interaction with the faculty members on various academic as well as developmental issues including preparation for forthcoming NAAC assessment.

We had interaction with the newly appointed Principal, the Coordinator-IQAC, and we visited all the academic departments (07) and also visited the College Library. We closely examined the on-site progress the College could make after the last visit of the NAAC peer team in 2005. We visited the physical facilities available in the college campus, one Boys' Common Room, one Girls' Common room, one Women's Hostel, one play ground and a big fishery pond covering a large area of the campus. Recently, the pond has been developing

into a tortoise conservation centre in the college. The college has a small Canteen for students and staffs.

The college has 20 permanent faculty members and 5 other temporary faculty members. The total number of PhD as on the date is 09 and total number of M Phil is 06. The College has two Minor Research Projects ongoing. All the academic depts. were holding seminars/workshops/other extension activities time to time. The College Library has been trying to maintain a required high standard. The Principal informed us about the proposed plan of renovation of the Library soon.

I had gone through the recommendations carefully made by the NAAC peer team during their last visit. It was observed that the newly appointed college Principal has been working very hard along with the college family and taking all possible measures to fulfil all the conditions as recommended by the peer team.

It was heartening to note that the College has a unique "Village Knowledge Centre" established on 15th March 2019 supported by the Norwegian Govt and MS Swaminathan Research Foundation Chennai with Assam Agriculture University, Jorhat.

Overall, I was happy with the positive developments of the College even when most of the time in the year 2020 the College was in a lockdown (due to government notifications as well as converting a portion of the college premises into institutional quarantine centre). It has been exciting to note that the college authorities actively supported the District Administration/Assam Government during the COVID-19 pandemic to help the people at large.

The regular students-feedback was conducted as per the variables put forwarded by NAAC.

The Principal has been planning for Green Audit/Environmental Audit to be conducted soon.

I have seen a number of research publications (Books/Journals/News Paper articles) in reputed Journals during the last five year period, which shows that the faulty members are really willing to contribute through research activities. Some faculty have also undergone quality improvement programmes regularly (FDP offline/online), which is really encouraging.

It has been observed that all the departments have been trying their level best to make the pass percentage of students better than before so that a good number of students could secure first class in University examinations and progress further in their future career. The students' achievements as well as student progression has been good with large number of

students getting awards/medals etc. at the National level as well as State level various competitions but still there are enormous scopes to do more.

The praiseworthy effort of the Principal as well as the IQAC has resulted in sensitising the faculty/office staffs/students/alumni in preparing for the ensuing NAAC assessment and accreditation shortly, which is very encouraging. But, IQAC should be able to suggest more about academic/administrative measures regularly to the Principal to discuss regarding quality enhancement, quality sustenance and developing quality culture in the college.

The college has already adopted two nearby villages in the locality and initiatives have been taken to support the villages, specifically in academic and awareness regarding vital issues, like gender, environment, water crisis etc. as per its Institutional Social Responsibilities (ISR). A few more number of villages in the nearby area may be adopted specifically to educate/awareness program in the community about current concern regarding gender issue, health & hygiene, environment, superstitious-belief and importance of biodiversity conservation.

The college has an active and duly elected Students' Union Body. The college authorities can engage/motivate large number of students through this dynamic Union Body to maintain cleanliness of the beautiful campus and other extension activities.

The College should have a registered and active Alumni Association with able leaders who are always willing to contribute to the development of the college. It was informed that the Alumni Association has already applied for society registration.

The college should make the NCC/NSS and Scout and Guide more dynamic and prominent.

Even though the faculty with active engorgement from the IQAC prepared the Lesson Plans for each of the courses, these need to be more structured. I pointed out this in the exit meeting along with many other suggestions related to Continuous Internal Evaluation (CIE) and mechanism to deal with the internal evaluation related grievances.

I have 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.

Specific Suggestions:
I take this visit as an opportunity on my part to offer certain suggestions with regards to improvement of the academic and administrative atmosphere of the esteemed college in

the iconic city of Sivsagar, Assam, India. 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 through developing quality culture in the campus.

A. IQAC:
1. **The IQAC should be made more active and reorganised as per NAAC (2021 guidelines).**
2. **The IQAC of the College should have a proper ICT-enabled IQAC room with computer facility and duly attached infrastructure facilities to keep all activity records of all academic departments separately in specified cabinets.**
3. **The IQAC should hold its meetings regularly/may be monthly keeping all its notices/proceedings duly signed by all members and with proper notification to all its members.**
4. **The IQAC of the College should have year-wise activity calendar.**
5. **The IQAC should be able to forward its suggestions regularly to the College GB for academic as well as over all development of the college.**
6. **The IQAC should thoroughly examine the last NAAC peer team recommendations given to the college and discuss about the follow-up actions time to time in faculty meetings.**
7. **Workshops on linking Lesson Planning/Program Outcome/Course Outcome/Program specific outcome and on use of ICT may be organised soon by the IQAC with help of Education Dept. for all the faculty members of the college.**
8. **The IQAC should help providing information regarding application for Award/Fellowship/Grants for MRP etc. to all academic dept. regularly.**
9. **The IQAC may also apply for Grants to the NAAC for organising seminar on new procedures of NAAC assessment and accreditation in the college.**
10. **The IQAC should regularly monitor/keep records of students' achievements/awards/sports/NCC/NSS/Scout and Guides/placement of students etc. with the active help of HODs and other faculty members.**
11. **Faculty members may be made aware of the variables of Students Satisfaction Survey (SSS) so that they are motivated towards achieving all with an aim for full satisfaction of the students.**

B. Academic Departments/College Administration:
The following are the certain suggestions with regards to improvement of the academic and administrative atmosphere of the college.

1. Efforts may be initiated on an urgent basis for improvement of the attendance of students in their classes and the students' attendance registers may be dully maintained (or e-Attendance of students may be introduced).

2. The Class room infra-structure (sitting arrangement) and Lab facilities (Education Dept) need renovation and up gradation.

3. The college needs to develop a few ICT-enabled class rooms as soon as possible (at least one in each dept).

4. All the depts. should take immediate measures to open up certificate courses/students internship program at the earliest (at least one certificate course per dept within one month time) to enhance the quality inventiveness of undergraduate students.

5. Use of ICT in teaching to be increased by the faculty members using different digital/multimedia devices. These classes may be shown in the Routine specifically. ICT-enabled Class rooms may use log-books for effective record keeping measures by the faculty members.

6. Regarding identifying the slow learners/advanced learners Induction classes (and evaluation metrics/processes etc.) to be arranged in the beginning of the session/semester to identify the slow learners/advanced 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. may be requested to help all other depts. in this regard. Similarly for advanced learners, a few special programms may be arranged using resource persons from the nearby HEIs.

7. New faculty members must undergo Induction Training for faculty preferably within a year of their appointment. Faculty members may be encouraged to take part in more quality improvement programmes offered by reputed institutions/UGC-HRDC/MHRD online/offline at a regular manner.

8. The service of psychologists may be made available to the students at regular intervals. This can be achieved through an MOU with the nearby professional institution, namely, Jorhat Medical College.

9. 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.

10. In order to create a more conducive research/publication atmosphere in the college, one or two yearly regularly best researcher awards (Cash-Prize) may be instituted.

11. In the College an Innovation and Incubation centre may be established and this centre may actively contribute to the effort in identifying/ encouraging local innovations and to nurture the new ideas of students. The students may be given the opportunity to learn and develop skills in working environment through this centre.

12. The present College website may be made active, more attractive and informative.

13. The college should renovate/redesign/develop the college Canteen with top priority in view of the large number of students attending the college daily.

14. As the demand for hostel seats is increasing over time, the college should develop and modernise the hostel.

15. Towards development of a green campus, planting of more valuable timber trees (Sashi, Sishu, Sal, Segun, Gamari Tita sapa) may be planted at an area of about 5-10 bigha for future resource management (GB may discuss).

16. The college should plan for developing a computer centre (Language lab) facility in the college.

17. The Faculty members may be encouraged to apply for Major research Projects from various funding agencies (both Govt and Non-Govt).

18. The College should apply to Govt/Non-Govt agencies/Local administration etc. to develop the beautiful POND in the campus for resource mobilization in a sustainable way.

19. The college should adopt more number of local villages to prove its Institutional Social Responsibility.

20. A floriculture nursery may be developed in the college campus to offer the students to help them to develop future entrepreneurship skills.

C. College Library:

1. The College should have an active Library Management Committee (LMC)

2. The Library should start library automation soon

3. The Library should organise OP for students (about how to use the College Library as well as Library resources (hard copies, soft copies and OERs)

4. The Library should have effective Locker system and Entry Register should be maintained/check regularly by the LM Committee

5. The Library should increase library resources (books/journals) and more number of computers

6. The Library should arrange for a College Corner with college publications, a corner for New Arrival of books, a place for Rare Resources (manuscripts, rare records/items etc.)

Wishing your College a great academic future

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