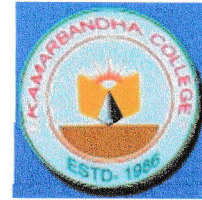




KAMARBANDHA COLLEGE
Academic and Administrative Audit (AAA) Report
Period :2019-20 to 2021-22



(1) Introduction:

Institutions of higher education need to have a dynamic, efficient & visionary administration to fulfil needs & aspiration of its stakeholders. In this regard Academic and administrative audit plays an important role in taking forward an institute in the path of development. Although academic audit seems to be different from administrative audit, in true sense both are interrelated. Academic audit looks in to the quality of academic process practiced by an institution, while the administrative audit is a process of evaluating the efficiency and effectiveness of the administrative procedures. Effectiveness of academic process depends heavily on the quality of administration & efficiency of those in the helm of affairs of the institute. In this context periodic Academic & Administrative Audit enables an institute in knowing its present status for taking necessary initiatives for the future.

The present report is the result of the inspection/examination of the facts and documents with regard to the Academic and Administrative Audit of the college. The committee examines and cross-verifies the record and facts that are prepared by the college as per the terms of reference (ToR) given by the Academic and Administrative Audit committee. After through verification of all the documents & data ,the committee makes following observations & records/endorse few recommendations and suggestions.

(2) About the College:

Kamarbandha College, affiliated to Dibrugarh University, was established in 1986 in a rural location situated to the East of Golaghat Town. The college had to struggle a lot for the period 1986 to 2012 as the Govt of Assam accorded provincialization status to the college in 2013. Presently the college offers Under Graduate Programme in Arts , two Diploma Courses & eight nos add on courses .

Internal Quality Assurance Cell (IQAC) of the college was formed on 20-11 2017.It has been reconstituted as per latest guidelines of NAAC. It is heartening to note that the college is preparing for 1st cycles of NAAC assessment.

The IQAC of the college takes necessary initiatives with regard to all the seven criterion of NAAC assessment & executes programmes in collaboration with important cell/units such as NCC,NSS, Red Ribbon Club, Women Cell etc. The college has also established linkages with some of the reputed institutes of the state.

Three special features of the college:

- A rural college working for the health & hygiene of the surrounding communities.
- Academic programme of the college comprises of judicious combination of general & skill based programmes
- Promotes leadership among students through various activities undertaken by NCC & NSS Units.

(3) Criterion-wise Observations, Comments and Suggestions:

Based on Academic Calendar of the affiliating university, the college prepares its own academic calendar to carry out institutional activities in an effective manner. All academic activities are well planned & properly documented.

Most of teachers take part in examination & evaluation process of the affiliating university.

Choice Based Credit System is in practice in academic programme run by the college.

Besides Diploma in Computer Application , the college also offers eight nos add on courses for enhancing employability of the students.

Necessary arrangements have been made to collect online feedback on the curricular transaction of the college.

It is found that there is enough scope to introduce more programme & courses for providing more academic flexibility to the students. Institutional arrangement may be made for engaging faculty of other professional institutes to run the add on courses more effectively.

The student feedback may be taken at the end of the first semester or in the second part of the academic year so that necessary corrections can be incorporated or suggestions be provided for the overall improvement of teaching quality.

TEACHING-LEARNING AND EVALUATION :

Admission process is completed online & adhering to existing Reservation Policy of the Government.

Measures such as personal care ,guidance ,tutorial class ,interaction with parents are taken for the slow learners & advanced learners are encouraged to write articles, prepare projects, seminar papers ,participate in group discussion & university level competitions.

Teachers use online platform like Google Class Room, WhatsApp etc to make curricular transaction more effective & fruitful. All the teachers of the college have the expertise to use ICT tools in teaching.

The College follows the examination pattern of the affiliating University. The continuous evaluation system is being followed and efforts are being made to make it more students centric. Measures are taken to promote awareness on the examination & evaluation process so that students can be well prepared in advance.

A well managed mentoring system is in practice to improve academic performance & psychological & emotional well being of students.

In last three Academic Session (2019-20 to 2021-22) average pass percentage of the college is found to be 80.18 % . In a rural college it can be considered as a satisfactory result.

Considering present student teacher ratio (8.71:1) it can be suggested that the college needs to take proper initiatives to increase its enrolment so that student teacher ratio improves to 20:1 .

. RESEARCH, INNOVATIONS AND EXTENSION :

Teachers & students of the college engage in field study & in the preparation of research project. It helps in promoting a research culture in the college.

Teachers of the college publish research articles in Peer Reviewed Journals & chapter & books with ISBN .

The college tries to update & enhance knowledge of teachers by organizing seminar /webinar on relevant topics .In the year 2020 the college organized seven nos National Seminar .

Extension and outreach programmes are carried out regularly through units like NCC,NSS ,RRC & in collaboration with different government organizations. NCC & NSS Unit of the college have been awarded for their outstanding performance.

Linkage established & MoU signed with reputed institutes help in conducting academic programme ,students' & faculty exchange ,extension programme & in availing resources of those institutes.

Teachers with research experience need to be encouraged to apply for projects and look for fund from industry, funding agencies, philanthropists , alumni etc. Lots of work need to be done in the area of research and publication.

Infrastructure & Learning Resources:

The college has infrastructure to carry out teaching ,learning ,co-curricular & extra-curricular activities. It has 14 well equipped classroom & one digital classroom.

The library is run following all the rules & regulation .Presently there are 4227 copies of text books & 775 reference books in library . Regular subscription is made for five nos journals. Library automation has been done with KOHA,version 20.05. Online resources have been made available for the teachers & students through subscription to N-LIST.

Besides 14 nos computers , LCD Projector, CCTV has been installed in the college campus. Indoor & Outdoor sports facilities available in college campus.

However, the IT infrastructure needs to be substantially improved to maintain a better student computer ratio. *The college should show concern for it.*

STUDENT SUPPORT AND PROGRESSION

Free ship is provided to students of low income families under Govt of Assam Fee Waiver Scheme. Similar support is given in providing scholarships under various schemes of Central & State Government. Initiative has also been taken to provide Institutional financial support to student.

The college has a Student Grievances Redressal Cell ,Anti-Ragging Committee & Internal Complaint Committee constituted as per UGC guideline.

The college encourages for student progression –14 nos passed out students opted for further study during last three years.

Alumni Association need to play an active role in over all development of the college.

The college should take initiative to encourage and support students to appear for competitive examinations & participate in games & sports

GOVERNANCE, LEADERSHIP AND MANAGEMENT :

Activities undertaken in tune with its Vision & Mission of the college .The college practices participatory & decentralized management .

The college organizes professional development programme for its teaching & non-teaching staff & facilitates in their participation in FDP s ,STC RCs & in Induction Programmes .

To maintain financial discipline, the college conducts internal audit regularly.

Some of the quality enhancing measures taken by the IQAC include organization of seminar, workshop ,signing MoU ,introduction of add on courses, participation in AISHE,NIRF etc.

INSTITUTIONAL VALUES AND BEST PRACTICES :

The college maintains a gender bias free environment in the campus & ensures equal opportunities to all individuals irrespective of gender, race, caste, colour, creed, language, and religion.

Environmental conscious and sustainability initiatives like awareness programme on use of plastic bags ,cleanliness programme etc have been organized. One of the best practices of the college is ‘Green Initiatives in Campus’

Key areas of institutional distinctiveness are as follows:

- Extension activities in neighbouring communities. .
- Introduction of skill development courses.
- Observation & Celebration of important days.

(4) SWOC Analysis

Institutional Strengths

- A green & clean campus.
- Academic Programme for skill development has been introduced.

- The college has a functional Internal Quality Assurance Cell to motivate & encourage Cell/Units to undertake various activities.
- NSS and NCC wings are involved in leadership development and motivating the students for social work.

Institutional Weaknesses

The college has to overcome the following weaknesses to reach out its vision and mission:

- Unfavourable student teacher ratio due to inadequate enrolment .
- Success of students in competitive exam, games & sports not up to the mark.
- Limited infrastructure.
- In the areas of research & publication the college needs to do a lot.

Institutional Opportunities

- There is a wide scope for collaboration for quality enhancement & sustenance.
- There is scope for greater involvement of alumni in supporting the college financially, morally and in placement activity.
- Engagements of professionals in specific areas on contractual basis may help to achieve the vision.
- There is a greater scope for introduction of new courses undertaking survey of the needs and aspiration of the stakeholders and marketability.
- There is a wider scope of up gradation to a multidisciplinary institute as per provision made in NEP 2020.

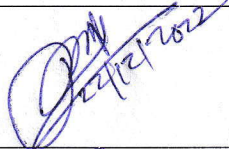
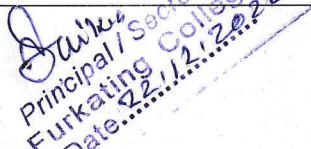
Institutional Challenges

- To attract quality students .
- Paucity of financial resources is the main impediment for the improvement of infrastructural facilities.
- Lack of well prepared strategy & plan for overall development of the college.
- Lack of equal care & focus on important aspects of the college.

Suggestions and Recommendations

- To maintain a cordial relationship with feeder schools & neighbouring communities to increase enrolment.
- To approach corporate bodies & industrial houses for fund for development.
- To constitute a Research & Publication Cell with provision of member or adviser from other institutes.
- To motivate students for participation in games & sports.
- To prepare a Road Map for all round development of the college.

Name & Signature of AAA Committee Members:

01	Dr. Bipul Ch Bhuyan - Chairman Retired Principal, HPB Girls' College ,Golaghat ,Assam	
02	Dr. Apurba Saikia - Member Principal, Furkating College , Golaghat, Assam	 Principal/Secretary Furkating College Date: 22/12/2022