

Academic audit of Anandaram Dhekial Phookan College

(For the period 2016-19)

Audit Committee Members

1. Dr. Ganga Rani Das (Convenor)
2. Parag Dutta (Member)
3. Dr. Milan Neog (Member)
4. Dr. Nitin Sarma (Member)
5. Sulakshna Brahma (Member)
6. Dr. Chittaranjan Nath (Member)

Audit Frame work and detailed findings

The following audit framework is used in conducting the Academic Audit.

Sl. No.	PARTICULARS	
1.	Has Institution appointed a permanent Principal ?	Yes
2.	Is she/he Ph.D. ?	Yes
3.	Total Non-Teaching Staff	21
4.	Number of professional Programs held for non teaching staff in the last two years :	01
5.	Total Permanent Staff (Teaching)	62 Associate Professor=25 Assistant Professor=37

6.	<p>a. Percentage of teachers with Ph.D as the highest qualification :</p> <p>b. Percentage of teachers with M.Phil as the highest qualification :</p> <p>c. Percentage of teachers with UGC NET or SLET:</p>	<p>Ph.D=33 (53.22%)</p> <p>M.Phil= 18 (29.03%)</p> <p>UGC NET=14 (22.58%)</p> <p>SLET= 07 (11.29%)</p>
7.	Faculties who have attended Refresher/ Oriented/STC/Workshops/Others from 2015.	<p>(2015-16)=45 (72.5%)</p> <p>(2016-17)=12 (19.35%)</p> <p>(2017-18)=38 (61.3%)</p> <p>(2018-19)=47 (75.8%)</p>
8.	How many teachers have published books from 2015?	<p>(2015-16) ISBN= 08, without ISBN= 10</p> <p>(2016-17) ISBN=06, Chapters=03, without ISBN= 12</p> <p>(2017-18) ISBN=10, Chapters=05, without ISBN= 02</p>
9.	Is the perspective and strategic plan prepared and being followed in the Institution ?	Yes
10.	Is there a College web site ?	Yes
11.	Is it update till date?	Yes
12.	<p>Is the College Library automated ?</p> <p>a. Record of Books</p> <p>b. Issue and Return of Books</p>	<p>Yes</p> <p>Both Digital and Manual.</p>
13.	<p>Does the library provide open access facility ?</p> <p>a. To all</p> <p>b. To only teachers</p>	<p>Yes</p> <p>To all</p>
14.	<p>Is there Internet facility in the library ?</p> <p>a. For All</p> <p>b. For Teachers only</p>	<p>Yes</p> <p>For all</p>
15.	Is there an Anti Ragging Cell in the college ?	Yes
	Is there any Welfare scheme ?	Yes

16.	If Yes, List them	a)ADP College Employees Thrift & Credit Co-operative Society Ltd. (Registered under Assam Co-operative Society)
17.	Is there a Women's Development Cell / Anti Sexual Harassment Cell ?	Yes
18.	Is there a functional Alumni Association ? (minimum of 1 meeting per year)	Yes
19.	Do you organize Institution & Stake holders Interaction Cell (ISIC) meet ? (minimum one meeting per year) (Stake holders : Governing Body, Parents, Alumni, Students)	Yes
20.	Participation of Faculties in Capacity Building Workshops (CBCS)	No. of faculties in CBCS (Gauhati University)=03 Annexure I
21.	Number of programmes/courses offered	13 nos. See Annexure II
22.	Percentage of students enrolled & graduated from 2017 onwards.	Annexure III
23.	Contribution of the faculty in Course Design	<5%
24.	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty?	100%
25.	Is Academic Calendar being prepared and implemented ?	Yes
26.	Use of any other Teaching- Learning Tools.	1.Projector 2. LCD 3. Videos 4. Interactive Boards.
27.	Use of ICT in teaching – Learning Evaluation - e-journals - IT enabled classrooms - Online assessment - Online assignment submission - Online feedback on teaching & learning	IT enabled classrooms Online feedback on teaching & learning - e-journals

28.	Do you offer remedial classes ?	Yes
29.	Are projects, assignments, field work, seminars etc. part of curriculum?	Yes
30.	Evaluation of Teachers by students	Yes
31.	Resources generated	Herbal garden (Rengbeng, Kathiatoli, Near Kempa Nursery)
32.	Sponsorship of events	UGC, DBT, SERB,DAE-BRNS.
33.	State / National /International level Seminars/Workshops/Conferences organized from 2015	Annexure IV
34.	Number of Faculties engaged in research: Sponsored research projects:	Completed-05 Ongoing- 02 Annexure V
35.	Number of Collaborations and Outreach projects	Annexure VI
36.	Number of active teaching days (Number of working days – Exam days)	180 days
37.	Use of Power Points in Classes >50%Teacher <50%	<50%
38.	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them _____	Seminars, Workshops, Conferences, ICT programmes etc.
39.	Do you conduct study visits, field trips, Exhibitions learning quality enhancement ?	Yes
40.	Are Personality development programmes conducted ?	Annexure VII
41.	Does your College have any Feedback Mechanism (Students, Faculties)	Yes
42.	Does the Institution offer self-financed Programmes ? Yes No If Yes, how many ?	07 Annexure VIII
43.	Whether new programme have been introduced during last five years ? Yes No If Yes, how many ?	02 1. BVoc 2. Commerce department was started in 2017-18 session. It conducts UG programme.
44.	Is the College registered as a study centre for offering distance education programmes for any university ? Yes No	IDOL Yes, it is recognized by the Distance

	If yes, prove the a. Name of the University : b. Is it recognized by the Distance Education Council? Yes No c. Indicate the number of programmes offered :		Education Council. Programmes offered: Diploma, Undergraduate, Post-Graduate
45.	Number of Books in Department Library.		Annexure IX
46.	Year	Number of Books Published by Teachers.	See Annexure X
47.	Year	Achievement by Students from 2015 onwards.	1. Students of ADP College won several prizes in Gauhati university inter college festival. 2. Bikash Chetia of ADP College won Silver Medal in 74 kg and 77 kg weight lifting categories in Gauhati University Inter College Sports Competition held in Rangapara College on 30 Jan 2019 3. The NCC contingent of ADP college got first prize in the Republic Day parade of 2019 organised by Nagaon district administration.
48.	Year	Academic distinction of faculty members.	2018-19 1. Dr Sanjib Kumar Borkakoti was made a PhD Thesis Examiner by Gauhati University 2. Dr Jahirul Islam was made a MPhil Dissertation Examiner by Jawaharlal Nehru University.
49.	Honors & Recognitions received by Teachers		Annexure XI

Annexures for Academic Audit

Annexure I

No. of faculties in CBCS

1. Dr. Bhaskar Saikia, Dept. of Physics
2. Dr. Aparna Bairagi, Dept. of Statistics
3. Dr. Ajit Bharali, Dept. of Assamese

Annexure II

1. Three year degree course in Commerce under Gauhati University.
2. Three year regular and full time BCA Course under Gauhati University.
3. B.Voc in Herbal Processing Technology.
4. M.A. in Assamese under Gauhati University.
5. M.A. in History under Gauhati University.
6. M.Sc. in Herbal Science & Technology under Gauhati University.
7. One year regular and full-time PGDCA under Gauhati University.
8. Diploma Course in Tea Technology & Plantation Management.
9. Diploma Course in Fashion & Dress Designing Technology.
10. Certificate Course in fashion & Dress designing.
11. Diploma Course in Computer Application & Web Designing.
12. Certificate Course in Spoken English.
13. Diploma ,Under-Graduate and Post-Graduate Courses under Institute of Distance & Open Learning (IDOL), Gauhati University.

Annexure III

Ist Class & Pass Numbers (ARTS)

Year of Enrollment	Enrollment numbers	Students appeared in Exam	Year of Passing	No. of students passed	Pass Percentage	% of 1st Class
2014	448	298	2017	264	88.6%	31.06%
2015	462	285	2018	279	97.8%	34.4%

Ist Class & Pass Numbers (SCIENCE)

Year of Enrollment	Enrollment numbers	Students appeared in Exam	Year of Passing	No. of students passed	Pass Percentage	% of 1st Class
2014	200	102	2017	99	97.05%	60.6%
2015	223	102	2018	94	92.15%	71.27%

Causes of Students' drop out:

1. Students are admitted elsewhere.
2. Students are debarred from appearing examination because of low attendance (as per University Rule).
3. Poor financial condition is one of the causes for students' dropout.

Annexure IV

State/National/ International level Seminars/ Workshops/ Conferences organized from 2015.

- 1.National Seminar on Recent Advances in Medicinal Plants Research of NE India,2016.
- 2.National Seminar on Recent Advances in Herbal Science & Technology for Drug Discovery,2016.
- 3.National Seminar on Recent Discoveries in Medicinal and Aromatic Plants Research and its Sustainable Development in NE India, Organised by Department of Herbal Science & Technology, Partially funded by DST (SERB), 17-18 August, 2018
- 4.Workshop on Pedagogy for faculty by Dr Anupama Harshal, Organised by Department of Herbal Science & Technology, 29th October, 2018
- 5.Workshop on examinations, Sponsored by RUSA, Organised by IQAC, 15th November, 2018

6. Regional seminar on New Method of Assessment & Accreditation by NAAC, Organised by IQAC, 28th November, 2018
7. National Conference on Materials, Condensed matter, Theoretical Physics, Organised by Department of Physics, in collaboration with BioTech Hub, Partially Funded by BRNS, 20-21 December, 2018
8. Lecture on new paradigm of teaching and learning by Prof J. Kalita, Organised by IQAC and Department of Herbal Science & Technology, 21 January, 2019
9. Lecture on challenges of student life by Prof J. Kalita, 21 January, 2019
10. Lecture on opportunities and research perspectives in herbal technology by Dr Binoy Bordoloi, Organised by IQAC and Department of Herbal Science & Technology, 3rd February, 2019
11. Popular talk on climate change, Organised by Department of Zoology, Catalyzed and Supported by ASTEC, 7th February, 2019
12. National Seminar on Bio-Resources of North East India : advanced approaches in research and conservation strategies for sustainable development, Organised by Department of Zoology, Partially funded by DST (SERB), 7-8 February, 2019
13. Workshop on Leadership Development, organized by IQAC and Department of Economics, on 15th February, 2019
14. Interaction with litterateurs, Sponsored by Sahitya Akademi, Organised by Department of Assamese & English, ADP College, on 18-19 February, 2019
15. National Workshop on Foldscope Twining, Sponsored by DBT, Organised by Department of Herbal Science & Technology, 25 February, 2019
16. Science Day celebration, Sponsored by DBT, Govt of India, 28th February, 2019
17. National seminar on New Quality Paradigm in NAAC Accreditation, Sponsored by NAAC, Organised by IQAC, 1-2 March, 2019
18. Workshop on ICT for students, Organised by IQAC, 7th March, 2019
19. Lecture on Women Rights and Awareness of Sexual Harassment by Mrs Bibha Phukan, Organised by ACTA Women Cell, ADP College & Women Study & Welfare Centre, ADP College & GSCASH, International Women's Day, 8th March, 2019
20. Seminar on Civil Services, Sponsored by Mahatma Gandhi University, Organised by IQAC, 18th March, 2019
21. Workshop on Preparation for Interview, Organised by IQAC and Placement Cell, 20th March, 2019
22. Workshop on office software, Organised by IQAC, 24th April, 2019

23. Workshop on Career Counselling, Organised by IQAC and NERIM, 26th April, 2019
24. Faculty Development Programme on Use of ICT for Classroom Teaching, Organised by IQAC and E&ICT, 29th April -4th May, 2019
25. Commissioning of Start-Up AGRO-HERB, 13th May, 2019
26. Regional Seminar on GU-CBCS, 21st May, 2019
27. Counselling for Bank Career, Organised by IQAC, Career Counselling Cell and Placement Cell, 24th May, 2019
28. Interview for Bank Jobs, Organised by IQAC, Career Counselling Cell and Placement Cell, 28th-29th May, 2019
29. Coaching for TET Examinations, Organised by Career Counselling Cell and IQAC, 3rd June – 28th June, 2019

Annexure V

Research Project by Teachers

<i>Year</i>	<i>Name of the Teacher</i>	<i>Topic</i>	<i>Sponsor</i>
2016	Dr. Sabita Devi	Adjustment Pattern of College students with special reference to Provincialised Degree Colleges of Nagaon District in Assam- An Analytical Study	UGC-NERO
2016	Dr. Jayanta Barman	Green Synthesis of Semi conductor quantum dot & magnetic nanoparticle its antimicrobial activity & investigate their properties especially for application in water treatment.	ASTEC
2017	Dr. M.K Hazarika	Efficiency of Ti exchanged K10 clay catalyst.	UGC
2018	Dr. Kishor Kumar Shah	Synthesis & Characterization of MCM 48 Materials	UGC
2018	Dr. Mousmi Saikia	1.Preparation & Evaluation of Herbal	ASTEC

		Lipsticks from <i>Magnolia hodgsonii</i>	Rs. 1,62,000
		2. Microscopic Characterization of Herbal Medicines of North East India	DBT Rs.8,00,000
		3. Enhanced Production of Anticancer flavones- Baicalein, Chrysin & Oroxylin A, from <i>Oroxylum indicum</i> tissue culture & studies on its Chemopreventive activities.	DBT Rs. 75,47,801
2018	Nipon Das	Reflection of Contemporary time & Society in the Short Stories of Dipendranath Badyopadhyay	UGC
2018	Dr. Rajib Kagyung	Scouting Documentation & Dissemination of grassroots innovation & outstanding Herbal Traditional Practices in Nagaon District, Assam	Funded by National Innovation Foundation-India

Annexure VI

Collaboration Details for the Session 2018-19

Collaboration with	Collaboration Purpose	Name & Address of the institute	Date of Collaboration	Activities undertaken
1. College of Education, Nagaon	Teacher's Exchange programme	College of Education, Sankar mission road, Panigaon, Nagaon	29-01-2019	Proposed for next year
2. Mahatma Gandhi University, Meghalaya	Exchange of faculties and students.	Mahatma Gandhi University, Khanapara, Meghalaya – 793101	19-03-2019	Proposed for next year
3. Sahitya Akademi	Symposium	Sahitya Akademi,	24-04-2019	Symposium on recent trends in

		Regional office, Kolkata 700025		Assamese criticism on 18 th & 19 th Feb. 2019
4. State Bank of India, Nagaon	Training programme for students	State Bank of India, Nagaon Branch	14-05-2019	Training programme for Bank examination on 23 rd May, 2019
5. Deptt. of Herbal Science & Technology	DBT Foldscope Twining - for outreach & research activities	Dr. Prateek Shilpakar, Dr. Mayur Shah, Gujarat Vidyapith, Dist- Gandhinagar, Gujrat, Pin- 382320. E-mail- brcgvpsadra@yahoo.com	13-03-2019	Workshop on Foldscope on 25 th Feb, 2019
6. Deptt. of Herbal Science & Technology	DBT Foldscope Twining - for outreach & research activities	Dr. Baby Divya St. Xavier's College For Women, Aluva- 683101, Kerela, India, E-mail- college@stxaviersaluva.com	28-11-2018	Workshop on Foldscope on 25 th Feb, 2019
7. Deptt. of Herbal Science & Technology	DBT Foldscope Twining - for outreach & research activities	Dr. Mamata Bhat Centre for Biodiversity Studies, School of Biosciences and Biochemistry, EGSB University, Raj	23-07-2018	Workshop on Foldscope on 25 th Feb, 2019
8. Deptt. of Herbal Science & Technology	DBT Foldscope Twining - for outreach & research activities	D.D.Khedkar Department of Botany, Shri Shivaji Science College, Shivaji Nagar, Morshi Road, Amravati-444603, Maharashtra, India, E-mail- shivajiscamt@gmail.com	18-07-2018	“Student Exchange programme” at ADP college on 26& 27 th Nov 2018
9. Deptt. of Herbal Science & Technology	DBT Foldscope Twining - for outreach & research activities	Dr. Mrs. Waghmode Shobha A. Maharashtra Education Society's Abasaheb Garware College, Karve Road, Pune- 411004, Maharashtra, E-mail- shobha.waghmode@mesa gc.org	13-09-2018	“Student Exchange programme” at ADP college on 26& 27 th Nov 2018
10. Deptt. of Herbal Science & Technology	DBT Foldscope Twining - for outreach & research activities	Ramachandra, Kotharambath School of Biological Sciences Central University of Kerala, Tejaswini hills, Periya, Kasaragod, Kerela-671316, E-mail- www.cukerela.co.in	02.08.2018	“Student Exchange programme” at ADP college on 26& 27 th Nov 2018
11. Deptt. of Herbal Science & Technology	DBT Foldscope Twining - for outreach & research activities	Dr. Anupma Harshal W. Kishinchand Chellaram College, Mumbai, Maharashtra	18-07-2018	“Student Exchange programme” at ADP college on 26& 27 th Nov 2018
12. Deptt. of Herbal	DBT Foldscope	Dr. Anil Prakash	03-08-2018	Proposed for next year

Science & Technology	Twining - for outreach & research activities	Department of Microbiology, Barkatullah University, Bhopal-462026 (M.P) India.		
13. Deptt. of Herbal Science & Technology	Establishment of Herbal Garden & Research Activities	Divisional Forest Office, Nagaon Division, Govt. of Assam	Jan 2019	Establishment of Herbal Garden since Jan 2019 Plantation of medicinal & Aromatic plants
14. Deptt. of Herbal Science & Technology	For enhancement of Academic & research activities, and training of students & faculties	DBT-AAU Centre, Assam Agriculture University, Jorhat	May 2019	Accommodation of Summer intern of M.Sc. Herbal Science & Technology 2 nd sem students in the month of July 2019
15. Deptt. of Herbal Science & Technology	For collaboration of Major research project	Dr. JP Saikia Department of Molecular Biology and Biotechnology, Tezpur University, Tezpur, Assam.	Feb 2018	Carrying out research works
16. Deptt. of Herbal Science & Technology	For awareness and conservation of RET plants	Borhathuri, NGO, Bharalua Tiniali, Sibsagar,	6 th May 2019	Awareness camp & tree plantation on 5 th June 2019

Annexure VII

Personality Development Programme

1. Workshop on Pedagogy for faculty by Dr Anupama Harshal, Organised by Department of Herbal Science & Technology, 29th October, 2018
2. Lecture on new paradigm of teaching and learning by Prof J. Kalita, Organised by IQAC and Department of Herbal Science & Technology, 21 January, 2019
3. Workshop on Leadership Development, organized by IQAC and Department of Economics, on 15th February, 2019
4. National seminar on New Quality Paradigm in NAAC Accreditation, Sponsored by NAAC, Organised by IQAC, 1-2 March, 2019
5. Seminar on Civil Services, Sponsored by Mahatma Gandhi University, Organised by IQAC, 18th March, 2019
6. Workshop on Preparation for Interview, Organised by IQAC and Placement Cell, 20th March, 2019
7. Interview for Bank Jobs, Organised by IQAC, Career Counselling Cell and Placement Cell, 28th-29th May, 2019.

Annexure VIII

1. B.Voc in Herbal Processing Technology.
2. M.Sc in Herbal Science & Technology.
3. PGDCA
4. Tea Plantation & Plantation Management.
5. Fashion & Dress Designing Technology.
6. Diploma in Computer Application & Web Designing.
7. Course in Spoken English.

Annexure IX

Number of Books in Department Library

Year	Department	Total No. of Books	No. of Books issued
2016	Physics	426	50
2017		490	65
2018		510	70
2016	Education	521	81
2017		596	88
2018		639	89
2016	Statistics	112	110
2017		120	116
2018		130	123
2016	Assamese		
2017			
2018		1950	
2016	Chemistry	63	20
2017		65	30
2018		110	31
2016	Hindi	130	37
2017		158	43
2018		210	54
2016	Maths	138	120
2017		144	125
2018		150	132
2016	Arabic		
2017			
2018		150	12

2016	Philosophy	200	17
2017		212	15
2018		235	23
2016	Sanskrit	170	50
2017		190	45
2018		209	60
2016	Economics	529	47
2017			55
2018			60

Annexure X

Books published by Teachers

Year	Department	Name of the Teacher	Title of the Book	Publisher & ISBN
2016	Chemistry			
2017		Dr. Kishor Kr. Shah	Fundamentals of Spectroscopy	EBH Publishers ISBN-9789386302533
2018				
2016	Assamese	Dr. Milan Neog	Nirbasan aru Rajatta(Translate)	Student Stores
2017		1.Dr. Milan Neog	Sankardev Sristi aru Byapti	Krantikal
		2. Jiban Narah	Charita Romantic Prabandha Haladhia Upama	Ak-bak
		3. Jiban Narah		
2018		1.Dr.Ajit Bharali	Natak aru Manchakala	Chandra Prakash 978-81-244-0453-9
		2.Dr.Milan Neog	The Moon & Six Pence(Translate) Dr. Hiren Gohain-Bastavar Chetana aru Swapna(Edited)	Asom Sahitya Sabha Prakalpa
		3. Dr.Milan Neog	Esa Bacharar Nirbasita Asomiya Kabita	Krantikal
		4.Dr. Ajit Bharali	Multilingual Poetry	Krantikal

			Collection	978-93-84679-77-4
		5. Jiban Narah		Sahitya Academy
2016	Physics	Dr. Jayanta Barman	Modern Approach to Electronics	Book Land 81-89872-63-7
2017			Introduction to solid state physics	Book Land 81-89872-11-3
2018		Dr. Lakshmi K Singh & B.P. Koiry	Introduction to computer programming with applications	Ashok Publication 978-93-84095-72-7
2016	Economics	Dr. S.K. Borkakoti	The Redeemer	978-93-86302-81-6
2017		1. Dr. S.K. Borkakoti	Srimanta Sankardevar Kriti aru Darshan	978-93-85934-58-2
		2. Dr. S.K. Borkakoti	Majuli- Resources & Challenges	978-93-86722-42-3
		3. Dr. S.K. Borkakoti	Sankari Sanskriti aru Darshan	978-93-84679-75-0
2018				
2016	Herbal Science & Technology			
2017		Dr. Mousmi Saikia	Recent Advances in Medicinal Plants Resources of NE India	Krantikal ISBN-978-93-84679-63-7
2018				

Annexure XI

Honors & Recognitions received by Teachers

1. Jiban Narah's poem has been included in '100 more great Indian poems', an anthology of poems published in last 3000 years in entire India compiled by Abhay Kumar, 2019.
2. Sjt Sahajananda Ojah, President of GB, ADP College was conferred award by the International Conference of Indo-Thai Friendship Celebrating the Global Indians in Bangkok on 20th January, 2019.
3. Dr Sanjib Kumar Borkakoti's book 'Majuli : Resources and Challenges' (Authorspress, New Delhi) was included among the Important Books published in India in 2018 by several websites like affairscloud.com, aspirantszone.com, linkingsky.com, govjobadda.org, examsguruji.com etc.
4. Arindam Borkakoti was invited as resource person and also to present a paper on 'Influence of folk Literature on the Post Independence Fiction' by Sahitya Akademi at the North East and Western Writers' Meet held in Krishnavarma Kichchh University, Bhuj, Gujrat on 4-5 August, 2018.

Suggestions by the Academic Audit Committee

1. Every department should have atleast one smart room.
2. Vacant post for teachers should be filled up as early as possible.
3. Online assessment & online assignment for the students should be encouraged.

Action taken on the basis of the Academic Audit

1. Teachers have been trained in ICT and encouraged to use online methods for assessment & assignment.
2. The issue of vacant posts for teachers has been taken up with Director of Higher Education.
3. The works proposed for next year will be carried out in 2019-20 session and concerned faculty members have been duly informed.
4. Drop-out issue has been approached by being more careful in admission time so that no student taking admission elsewhere gets admitted here.
5. College will try to get more fund in order to increase the number of digital class-rooms.