

REPORT OF ACADEMIC & ADMINISTRATIVE AUDIT (AAA)
FOR
ANANDARAM DHEKIAL PHOOKAN COLLEGE, NAGAON
Academic Session 2021-2022

PREFACE

Anandaram Dhekial Phookan College, Nagaon invited a two member committee comprising of (i) Dr. N. Pattanayak, Professor, Department of English, Mahapurusha Srimanta Sankardeva Viswavidyalaya, Nagaon and (ii) Dr. Ramesh Nath, Principal, Khagarijan College, Nagaon for Academic and Administrative Audit (AAA) of the college vide letter No. ADPC/0338(A)/2022-23 dated 17.12.2022. The members of the AAA committee visited the college on 20.12.2022 and conducted the detail audit with a view to reviewing and assessing academic and administrative aspects of the college to suggest measures for strengthening all important aspects of the college.

During their visit the team interacted with the Principal, IQAC Team, GB members, teaching & non-teaching staff and other stakeholders on various aspects of the college. They also inspected available facilities and verified all important documents. Entire process of audit was carried out as per following visit schedule:

Visit Schedule of the AAA

Date: 20.12.2022

09.30 AM	Welcome & Briefing by Principal
10.30 AM	Interaction with IQAC Coordinator and Team members
11.30 AM	Visit to selected Departments, Interaction and document verification
01.00 PM	Interaction with Students, Alumni and Parents
02.00 PM	Meeting with Non-Teaching Staff
02.30 PM	Visit to Library, Computer Labs, Canteen, Sports & other facilities
03.15 PM	Meeting of the AAA team and preparation of the AAA report
03.45 PM	Meeting with Principal & IQAC team
04.00 PM	Submission of AAA report and Exit meeting

THE AAA REPORT

The AAA committee critically analysed all the information for the session 2021-22 collected during the visit and prepared this report for consideration of Anandaram Dhekial Phookan College, Nagaon.

ANANDARAM DHEKIAL PHOOKAN COLLEGE: A BRIEF OVERVIEW

The College was established on 7th September, 1959 and is affiliated to Gauhati University. The college is located on the bank of river Kolong in a campus occupying about 8 acres of land in South Haibargaon in Nagaon District of Assam. The infrastructure and the greenery environment of the institute make it an ideal place for the teaching learning process.

The college was accredited by NAAC in 2004 for the first time and awarded B grade (CGPA). In its 2nd accreditation by NAAC in 2015, the college was awarded A grade (CGPA 3.11) and in its 3rd accreditation in 2022, the college was awarded B++ grade (CGPA 2.94). ADP College offers Bachelor of Science (BSc) Honours programme in 8 subjects viz. Physics, Chemistry, Mathematics, Botany, Zoology, Statistics, Geography and Economics, Bachelor of Arts (BA) Honours programme in 14 subjects viz. English, Assamese, Arabic, Sanskrit, Bengali, Hindi, Philosophy, History, Geography, Economics, Statistics, Mathematics, Education and Political Science, Bachelor of Commerce(BCom) and Bachelor of Computer Application(BCA). The college also offers PG courses in Herbal Science and Technology (MSc), Assamese (MA) and History (MA). In addition, the college offers B.Voc. Programme in Herbal Processing Technology and Tea Technology & Plantation Management and Diploma courses on PGDCA and Fashion and Dress Designing Technology.

At present college has 20 Associate Professors and 42 Assistant Professors and 10 contractual faculties. Total nos. of 2704 students are studying in the academic session 2021-22 while 1158 nos. of students have enrolled in the first semester across all programme.

CURRICULAR ASPECT

Twenty one departments of the college (viz. Physics, Chemistry, Mathematics, Botany, Zoology, Statistics, Geography, Economics, English, Assamese, Arabic, Sanskrit, Bengali, Hindi, Philosophy, History, Education, Political Science, Commerce, Computer Science and Herbal Science) take care at the Curricular Aspects of the college. The prominent points pertaining to the Curricular Aspects are presented below:

- The academic calendar (including distribution of the courses among the Faculty members, preparation of the class time tables, answer script evaluations etc.) is prepared by the individual departments in accordance with the Academic Curriculum of the Affiliating University at the beginning of the academic session. This practice is common to all the departments of the college. The academic calendar is approved in the departmental meetings.
- The curriculum of almost all the departments is enriched through students' seminars, field visits and projects.
- During allotment of the courses among the faculty members specialization of each taken into consideration.
- Choice Based Credit System (CBCS) has been implemented by all the departments.
- Cross cutting such as Gender, Human Values, Environment, Sustainability etc. are integrated into the curriculum.
- Feedback from the stakeholders is collected through both online and offline mode.
- Parents-Teachers meeting have been organized.

TEACHING LEARNING AND EVALUATION

The teaching learning and evaluation process of the college is going smooth as per the guidelines of its affiliating university. Some important points to be mentioned in this regard are:

- The admission process of the college is transparent and well administrated.
- Statutory Reservation Policy in respect of admission to various programmes is strictly followed.
- A significant percentage of students belonging to BPL, Rural and Tribal families get admitted in the college.

- A variation in the intake capacity of the departments was noticed. In recent years, a trend in increase in student demand is noticed.
- It is noticed that the number of students appeared in the final examination from a particular department remain less than that admitted in that department. Socio-economic conditions of the region are considered as the contributing factor for this phenomenon. The college is keen to address this issue urgently through involvement of relevant stakeholders.
- All the faculty members regularly participate in evaluation of examinations as per the Gauhati University guide lines.
- Teachers are well equipped with ICT tools and classes, when need arises, are conducted on online platform.
- There are provisions for tutorial and remedial classes for the slow learners.
- All the departments encourage their students to join co-curricular activities including NCC and NSS.
- Student Satisfaction Survey is conducted through online mood.
- The pass percentage of the students is quite encouraging. In 2021-22, the college has overall 68.86% pass percentage across all programmes.

ASPECT RELATED TO FACULTY, RESEARCH, INNOVATIONS AND EXTENSION

The general status of ADP College in terms of human resources (Faculty), Research, Innovations and Extension appears good. Some of the high points are noted as below.

- Out of 71 sanctioned teaching posts, 62 are now on roll of whom 33 have PhD.
- A total of 27 research publications in Journals, one book with ISBN and total 16 nos of Chapters in books with ISBN are published by the Faculties in this year.
- 13 nos of Faculties have attended Refresher, Orientation, STC, Workshops etc.
- The college has organised 02 Seminars, 01 workshop and an Interactive programme.
- Mr. Jiban Narah, Associate Professor of Department of English received Santosh Kumar Karmakar Award 2021 (A state level award in the field of literature & culture).
- Mousumi Saikia, Department of Herbal Science & Technology has an ongoing research project funded by DBT, Govt of India.
- The college is also active in organising the extension activities covering important areas like Swachhta Abhijan/Cleanliness, Awareness on Yoga, AIDS, Anti-Drugs Campaign etc. Many other events have been arranged by the NCC & NSS units of the College.
- College is also engaged with organization outside the campus. At present there are 07 MOUs in force. 03 (three) MoUs signed during the are that with
 - Lumding College, Lumding, Nagaon
 - Trinity Fructa Private Limited, Mangaldoi
 - Barkola Higher Secondary School, Barkala, Nagaon.

INFRASTRUCTURE AND LEARNING RESOURCES

There are buildings and related infrastructure supporting the teaching learning activities of the college. Some notable highlight of the available infrastructure and learning resources are mentioned as below.

- Major infrastructure facilities available in the college includes 1) Administrative Units (including office of the Principal & IQAC) 2) well delineated Academic Departments, 3) teaching blocks with adequate number of class rooms, 4) 13 no of Digital Classrooms 5) rest room facilities for students separately for boys and girls and for faculties 6) Two numbers of large capacity meeting hall 7) An auditorium 8) An indoor games hall with sports facilities 9) Gymnasium 10) Canteen 11) two numbers of Girls hostel with 120 capacity 12) Library with digital facilities 13) two Computer Labs 14) one RUSA funded Computer Hub, 15) one Language Lab 16) Xerox center 17) Office for NCC and NSS 18) Separate offices for teachers' council & Alumni Association.
- The college has alternative Solar energy facility.
- The college has been using a land of 2 acre in Rengbeng for Herbal Gardening which is 25 kms away from the college.
- Games facilities such as badminton, Table-tennis, caroms are provided to students in Indoor Stadium.
- Uses of the sports facilities are also extended to the outsiders for some sports events like badminton so as the students can play with them for expertise.
- Computers with printers are also available for every department for their departmental use.
- The college keeps provisions for annual maintenance contracts with various vendors for the maintenance of IT infrastructure, physical facilities, electrification and water purification.
- The College library is well equipped with 50005 books, 10 journals, and rare manuscripts facility managed by competent manpower and updated management and supervision system. The central library has infibnet, a well-furnished reading room, browsing facility for students. In addition to the Central library, each department also maintains its department library.

STUDENTS SUPPORT AND PROGRESSION

The College is aware about the importance of additional support and care required for the progression of its students. This is especially important due to the challenging socioeconomic ambience prevalent among majority of the learners families. Effort of the College and its outcomes in this aspect are highlighted as below

- Free ship is provided to more than 50 percentage of the college under Fee Waiver Scheme of Govt of Assam.
- 223 Students avail scholarships such as Ishan Uday, Post Matric Scholarship for ST, SC, OBC and Minority Students in this year.
- Career counseling and guidance programmes are arranged to help students appearing in various competitive exams.
- Campus interview for placement has been conducted by SS Technology, Guwahati in which 01 student got placement.
- Faculty members encourage the students to pursue higher study. As a result of which adequate number of graduated students from all Departments are reported to have enrolled in the Higher Institutions for attaining higher degree.
- The College has Open Learning Facility in distance mode from IDOL.
- The college has well functioned mentoring system for academic and emotional support for each student.

- Faculty members also encourage the students for various competitive examinations. Adequate nos. of students has been found qualifying NET, TET etc.
- The Best Graduates from 03 streams are awarded prize-money by the Retired Teachers' Association of the college.
- A list of 110 students' pursuing higher studies is available for the session 2021-22. College has placement record of 29 no. of students at different places including Government sector, non-Government sectors, Central Government sectors and others in this year.
- A list of 26 students received awards/medals (national-7, State-19) for outstanding performance in sports and cultural activities in 2021-22.
- NCC for both boys and girls and NSS are functioning.
- The alumni of the college are closely associated with the college.

GOVERNANCE, LEADERSHIP AND MANAGEMENT:

The Governance and Management of the College is well structured. There are Governing Body comprising of President, local MLA as special invitee, Principal as Secretary, two University nominated members, two teacher representatives, three guardian members, Librarian and one from employees as per guidelines of the Govt. of Assam, Higher education department.

Some notable points pertaining to the Governance, Leadership and Management are presented below.

- Principal of the College takes the key responsibility to lead all the affairs of the College with well-coordinated action plan.
- College has clear-cut Vision and Mission Statements well displayed in the college website, prospectus etc. for all stakeholders.
- College has rationally prepared financial budget and all expenditures are appropriately audited.
- Regular meetings of Governing body are convened to discuss all the key issues of the functioning of the College. Minutes of the meetings are made available.
- There are also various decentralized committees in the College to look after various academic and administrative affairs including purchase, maintenances of the infrastructure, campus beautification.
- The Student Council of ADP College is active and works in coordination with the College administration. Teachers are engaged as advisors against every secretary of the Student Council.
- College has provision for students to avail financial support to attend various competitions and other activities representing district/State/National level.
- College supports professional development programmes for the teaching fraternity in the key areas required for quality improvement.
- For the financial welfare of both teaching and non-teaching personnel, the college maintains an Employee's Welfare Thrift and Credit Society (registered under cooperative society).

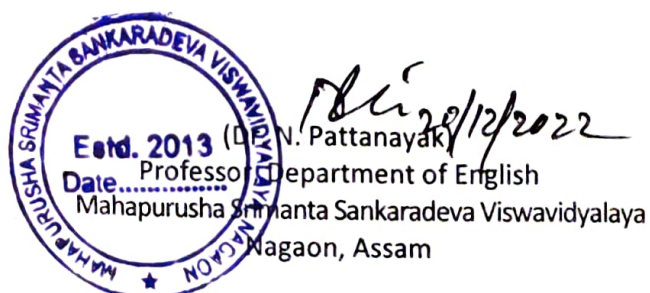
QUALITY ASSURANCE, COMMUNITY ENGAGEMENT/OUTREACH, BEST PRACTICES


The College is keen to upkeep the quality in all the affairs of its functioning.

- It has an active Internal Quality Assurance Cell (IQAC) to monitor and assure quality.
- College organizes programmes to engage with the local community time to time which is reported on the website of the college and also in media.
- College has a dynamic website for benefits of the students and all stakeholders.
- College is keen to conserve resources, promote renewable energy, and environment friendly sustainable practices. The college has a well maintained green campus.
- Measures taken by the college to say 'No to Plastic, Smoking, Noise, Litters and Pollution etc.,
- College observes all major events of national and international importance with the participation of students and Faculties.
- Maintaining gender equality is one of the focus area of the college. International Women's Day was observed and programmes such as Induction Programme etc were organized to create gender sensitization among the students.
- Cordial teacher-students relationship while executing curricular and co-curricular activities including special club to promote healthy practices is one of the best practices.
- College awards every year a citation and cash in the name of Anandaram Dhekial Phookan, in whose name the college is named, to a renowned person having contribution to the field of Science/literature/culture/community service etc.

RECOMMENDATIONS

- The College shall prepare Department specific action plans to maintain as well as to enhance (i) quality publication profile and (ii) learners' performance further.
- College shall take pro-active measures to reduce drop-out cases.
- All stakeholders of the College should initiate more no. plans and actions to generate revenue for the college.
- Upgradation of ICT facilities including Wi-Fi bandwidth, software may be considered.
- Efforts of the Faculty Members to receive funds from institutions and organisations run by Central Government, State Government and other organisations be increased.
- More vocational courses should be introduced for better development of its students and local communities.
- System of seed money for pursuing research project by the faculty may be introduced.
- Increase the coaching activities for students aiming to enhance the success in the competitive Examinations.
- Grievance redressal system mainly in online mode needs to be introduced.




(Dr. Ramesh Nath)
Principal, Khagarijan College,
Nagaon, Assam
Principal
Khagarijan College
Nagaon (Assam)