

**ACADEMIC & ADMINISTRATIVE AUDIT**  
**of**  
**ANANDARAM DHEKIAL PHOOKAN COLLEGE, NAGAON**  
***Academic Session 2022-2023***

The Principal of Anandaram Dhekial Phookan College, Nagaon invited Dr Sanjib Kr Borkakoti, Member of Academic Council, National Law University and Judicial Academy, Guwahati for carrying out Academic and Administrative Audit (AAA) of the college vide letter dated 30.08.2023. Accordingly, Dr Sanjib Kr Borkakoti visited the college on 23-24 November, 2023 and conducted the detail audit. He reviewed and assessed academic and administrative aspects of the college elaborately. Finally, exit meeting was held, where he interacted with the staff and also suggested measures for strengthening different aspects of the college.

During the visit, Dr Sanjib Kr Borkakoti interacted with the Principal, IQAC Team, teaching & non-teaching staff and other stakeholders about different aspects of the college. He inspected different facilities of the college including the hostels. Entire process of audit was carried out as per following visit schedule:

22.11.2023 (Wednesday)

Principal

Arts & Commerce Departments

Alumni

Students Union

Office

Hostels

23.11.2023 (Thursday)

Science Departments

Library

Other facilities

IQAC team

Report preparation

Exit meeting

**OBSERVATIONS**

- The college has 33 programs and 582 courses in three streams. There are 2603 students.
- There are 19 Associate Professors and 45 Assistant Professors in the college. 39 have PhD and 19 have MPhil degrees. 19 are NET qualified and 10 are SLET qualified.
- 44 faculty members attended FDP, OP, RC, STC etc in 2022-23.
- Teacher-student ratio was found manageable as number of allotted classes for faculty members per day did not exceed 4.

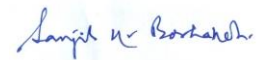
- The faculty members have continued with uploading content in google classrooms, which is a good practice.
- The faculty members conducted as many as 603 remedial classes in the year where 964 students were benefitted.
- The faculty members published 36 papers in journals, 3 books, 3 chapters in conference proceedings and 9 number of ISBN book chapters in the last year.
- The academic calendar is being prepared by the IQAC of the college regularly.
- Newsletters were brought out regularly till 2020. However, no newsletter has been published since 2021.
- Choice Based Credit System (CBCS) has been implemented successfully and properly by all the departments. But multi-disciplinary subject has created some problem, which should be sorted out.
- The admission process of the college has been well managed.
- Teachers are well versed in the use of ICT tools, but some departments are not maintaining the projector etc properly, affecting the use of ICT tools.
- The college has several laboratories recognized as PhD research laboratories.
- There are two PhD research guides among the faculty members.
- Remedial classes have been regularly conducted by all departments.
- Mentoring is being done regularly.
- Student Satisfaction Survey has been conducted regularly.
- All departments have computers and printers, but some of these printers are not in proper working condition. The departments should repair these.
- The College library is well equipped with 51,144 books. It has automated mechanism for attendance and book issue. Students also have been donating books.
- In addition to that, the departments have 8329 books in their own libraries, which are lent to the students from the departments. Last year 1479 books were issued.
- The College has an active Internal Quality Assurance Cell (IQAC) to monitor and assure quality. It is collecting self-appraisals from faculty members regularly.
- College observes all major events of national and international importance with the participation of students and faculties.
- The head of the college, Principal has given proper guidance and leadership to the college. The ambience in the college is cordial and participatory.
- Governing Body has offered full support to Principal.
- There are several cells and committees in the college, which are functioning well.
- Office administration is good. All records have been maintained properly and audits done in time.
- There are 24 permanent non-teaching staff and 16 contractual employees.
- Works in adopted village is satisfactory. The college succeeded in getting roads and buildings sanctioned and built by concerned government departments. Weavers of the village have been supported by the college.

- There are two girls' hostels within the college premises. The atmosphere inside the hostels is hygienic, with ample space in the dining halls. Discipline is maintained and security is satisfactory.

## RECOMMENDATIONS

- The mission and vision as put in the college website are at variance with the ones declared in prospectus, NAAC documents etc. These should be corrected.
- Workshops should be held on Massive Open Online Course (MOOC) and faculty members encouraged to create contents therein. Students have to be enrolled in MOOC courses. This is very important as MOOC has been made compulsory.
- Departmental seminars should be held at least once in a quarter. Geo-tagged photos should be maintained in proceedings.
- The college should organise more national and international seminars and workshops.
- Environment related seminars and workshops should be held more frequently. Departments like Computer Science, Economics, Herbal Science, Botany, Zoology should necessarily organise at least one every year.
- The departments should be assisted in installing necessary educational softwares, for example Mathematica in the Mathematics department, SPSS in Economics.
- More extension works should be carried out by the departments. The faculty members have to be involved in community works.
- Vacancy in the Arabic department is a matter of concern as it is difficult to find candidate from hill tribe in that subject. So, the matter may be taken up with DHE.
- The number of outreach activities should be increased.
- The career counselling cell should organize more coaching for competitive examinations.
- Health camp for college employees should be held every year.
- A sale-counter may be opened where the in-house productions of vermicompost etc can be sold. Paper, pen etc required by the students can also be sold there.
- The tea-packaging machine, which has been lying unused for several years, may be used to start packaging tea, which can be sold in the own sale-counter.
- The five non-functioning MoU signed at the initiative of several departments should be reactivated. Faculty and student exchange programmes should be regular.
- Financial incentives should be given to teachers who attend national and international events as resource persons.
- Effort should be made for construction of a spacious science-block as the present infra-structure has not been able to accommodate all the requirements of the science departments.
- The solar panels should be repaired because otherwise electricity expense becomes very high.
- Instruments in the gym should be repaired or replaced. Someone should be made in-charge of it.
- Number of research publications is very small. Every faculty member should publish at least one paper every year in peer-reviewed journals.
- Service books of the employees should be kept both in hard and soft copies. These should be regularly updated every year.
- Visit of the faculty members to the central library is not satisfactory. They should visit the central library daily.
- The log books may be standardised as the pattern varied in different departments.

- Stock register of instruments in the science departments should be updated. An instrument audit should be carried out.
- Newsletters should be brought out regularly.
- The digital boards should be serviced and the software updated.
- Computers in language laboratory should be serviced and the software updated if necessary.
- The students should be made more active in extra-curricular activities by organising cultural workshops and trainings.
- Alumni association has to be made more active; they should organise events like health-care in order to engage and benefit their members.



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