

ACADEMIC & ADMINISTRATIVE AUDIT (AAA)
ANANDARAM DHEKIAL PHOOKAN COLLEGE, NAGAON
Academic Session 2023-2024

Preface

Anandaram Dhekial Phookan (ADP) College, Nagaon, conducted its Academic and Administrative Audit (AAA) for the session 2023-2024. Dr. Ramesh Nath, Principal of Khagarijan College, Nagaon, Assam, served as the external auditor, supported by an Internal Audit Team. The audit, conducted on November 13, 2024, included physical observation, stakeholder interaction, and verification of academic and administrative processes. This report consolidates observations, findings, and recommendations to strengthen the institution's academic and administrative functions.

Anandaram Dhekial Phookan College: A Brief Overview

The college, established on September 7, 1959, and affiliated with Gauhati University, offers undergraduate and postgraduate programs across arts, science, and commerce streams. The institution is NAAC accredited, currently holding a B++ grade (CGPA 2.94 as of 2022). The campus spans 8 acres within the municipality area in Nagaon district, Assam, offering a conducive environment for education.

AAA Visit Schedule (23th October 2024)

- 09:30 AM: Welcome and briefing by the Principal.
- 10:30 AM: Interaction with the IQAC Coordinator and Internal Audit Team.
- 11:30 AM: Departmental visits, interactions, and document verification.
- 01:00 PM: Interaction with students, alumni, and parents.
- 02:00 PM: Lunch.
- 02:30 PM: Meeting with non-teaching staff.
- 02:50 PM: Visits to library, labs, and campus facilities.
- 03:45 PM: Preparation and submission of the report.

OBSERVATIONS:

Curriculum Delivery and Flexibility:

- The college offers 33 programs and 581 courses under the CBCS framework offering interdisciplinary options across Arts, Science and Commerce streams.
- **NEP-2020** was successfully implemented for the 1st and 2nd semesters during the session under the guidance of Gauhati University.
- Curricular activities are enriched through seminars, field visits, projects, and specialization-based course allocation.
- Themes of gender sensitization, sustainability, and human values are embedded within the curriculum.

- Integrated skill-enhancing courses such as B.Voc in Herbal Processing Technology, Fashion Design, and Tea Technology are available.

Outcome-Based Education (OBE):

- Clear course outcomes are effectively communicated to students.
- Blended learning methods, including ICT tools like Google Classroom, online lectures, and PowerPoint presentations, are employed.
- Regular assessments through sessional exams, assignments, and practical evaluations are conducted.

Research, Innovation, and Extension

- Research funding includes INR 31,55,200 from DBT under the NER Program.
- 36 research papers, 7 books, and 24 chapters were published during the session.
- Extension activities include cleanliness drives, drug awareness campaigns, and support for adopted villages.
- 12 functional MoUs enabled various collaborative activities.
- Skill enhancement programs included mushroom cultivation, vermicomposting, yoga, and meditation.

Feedback and Grievance Mechanism:

- Feedback from students, teachers, employers, and alumni was systematically collected, analysed, and acted upon.
- Transparent grievance redressal mechanisms were implemented for internal examinations.

Integration of Indian Knowledge Systems:

- Cultural programs, language studies, and events like National Mathematics Day, International Yoga Day, Matri Bhasha Divas, and Rashtra Bhasha Divas were organized.
- The Department of Assamese established a cultural museum showcasing regional art, culture, and traditions.
- Two value added course was introduced to promote IKS among students.
- A state-level Debate Competition on IKS was held within this academic year.

Student-Centric Initiatives:

- Over 65% of students benefit from Scholarships and Assam Govt.'s Fee Waiver Scheme.
- Advanced learners were encouraged to participate in competitive events and projects. Coaching for ADRE initiated in college campus.
- Remedial classes were conducted for slow learners to address specific academic challenges. 709 remedial classes conducted, benefitting 1274 students across all semesters.
- An active mentoring system was ensured with a student-to-mentor ratio of 37:1.

- Experiential learning was emphasized through fieldwork, internships, and skill-development workshops.
- Interactive sessions were organized with prominent figures such as environmentalists, authors, and psychologists.
- Seminars, workshops, and webinars addressed topics such as research methodology, communication skills, and NEP 2020.
- 35 students were placed and 152 went for higher education.
- Alumni engagement is functional but require further enhancement.

Infrastructure and Learning Resources:

- 55 classrooms, 13 digital rooms, an auditorium, and seminar halls equipped with ICT tools.
- 80 computers for academic purposes and well equipped science laboratories.
- The central library houses 51,000+ books with automated attendance and issue systems.
- Two hostels for female students.
- Solar panels and tea-packaging facilities require maintenance.

Staff, Governance, Leadership, and Management:

- The institution employs 76 full-time teachers, with 43 holding PhDs.
- A participatory governance structure supports institutional functioning.
- Professional development programs included training on soft skills and stress management.
- Regular audits (Financial, Green, Energy, Library) were conducted.

Outreach and Extension Activities:

- Collaboration with local schools and communities addressed health, gender equity, and environmental conservation.
- Students actively participated in initiatives like Swachh Bharat Abhiyan and life-skill development workshops, literacy campaigns etc. in the adopted village and other locations.

Student Enrolment and Diversity:

- 2,847 students enrolled during the year, with 572 from reserved categories.
- Student-mentor ratio maintained at 37:1.

Distance Education:

- The college started a Study Centre of Krishna Kanta Handique State Open University (KKHSOU) in the current year for dual-degree options alongside the existing IDOL under Gauhati University.

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RECOMMENDATIONS:

- Incorporate advanced digital tools to enhance teaching.
- Develop a mobile-friendly e-learning platform for accessibility.
- Expand the scope of the college online portal for seamless e-learning opportunities.
- Establish dedicated research labs and increase funding for interdisciplinary research.
- Facilitate collaborations with international universities for knowledge exchange.
- Introduce additional scholarships and financial aid programs.
- Strengthen counselling services for mental health and career guidance.
- Expand industry-driven certification programs and MoUs for internships.
- Organize career fairs and recruitment drives.
- Upgrade laboratory equipment and increase ICT-enabled classrooms.
- Repair and maintain solar panels and digital teaching aids.
- Expand the science block infrastructure to meet departmental needs.
- Conduct workshops on MOOCs to enhance online learning capabilities.
- Increase awareness about multidisciplinary learning pathways.
- Encourage faculty to publish at least one peer-reviewed paper annually.

Conclusion

The Academic and Administrative Audit highlights significant achievements in curriculum delivery, teaching practices, and community engagement. Implementing the recommendations will further enhance ADP College's academic excellence, infrastructure, and stakeholder satisfaction. These initiatives will align the institution with its vision of holistic education and societal contribution.

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