

## **ACADEMIC AND ADMINISTRATIVE AUDIT**

(2021-2022/2022-2023)

Dikhowmukh College, Sivasagar (Established in 1982), NAAC Accredited B++ (2.79 CGPA)

Date: March 23, 2023

An academic audit is a methodical and scientific approach to evaluating the quality of academic procedures inside an organisation. It pertains to quality assurance and the enhancement of academic activity in higher education institutions. The NAAC anticipates that colleges will conduct ongoing Academic and Administrative Audits (AAA). An Administrative Audit is a process that assesses the efficiency and effectiveness of administrative procedures. It encompasses the evaluation of policies, plans, and operations of various administrative entities, as well as oversight of the broader administrative system. Academic and Administrative Audits (AAA) are crucial for achieving success in higher education. These topics are interconnected. Therefore, a robust administrative foundation is essential for fostering a quality-oriented academic environment.

According to NAAC, the primary aims of AAA are:

1. To analyse the current system, evaluate the strengths and weaknesses of the Departments and Administrative Units, and propose strategies for enhancement and remediation of deficiencies.
2. To ascertain the impediments within the current administrative systems and to recognise prospects for academic, administrative, and examination improvements.
3. To assess the optimal allocation of money and other resources.
4. To provide methodologies for the ongoing enhancement of quality, using the standards and reports established by NAAC.

At the invitation of the College, we conducted the audit on March 23, 2023, on the College premises, adhering to a format developed to meet specific needs of the seven criteria of NAAC. The HoDs Coordinator accompanied me throughout the entire day-long process. All the heads of the departments submitted the completed format during our visit to their respective departments and we engaged with faculty members on numerous academic and developmental matters. They

looked refreshed and up and doing after the recent satisfactory performance in NAAC's assessment. We engaged with the Principal and the Coordinator of IQAC, and we toured all seven academic departments as well as the College Library. We meticulously assessed the on-site advancements the College may achieve following the NAAC peer team's last visit in January, 2023. We examined the physical facilities on the college campus, including one Boys' Common Room, one Girls' Common Room, one Women's Hostel, one playground, one Indoor Stadium and a large tank encompassing a significant section of the college. This historic Moglow Tank, which is transformed into a tortoise conservation centre at the institution, is thriving well.

The college features a modest canteen for students and staff. The college employs 24 permanent faculty members and 5 temporary faculty members. The total number of PhDs stands at 13, while the total number of M.Phil is 09. The College has recently conducted two Minor Research Projects. All the academic departments conducted lectures, workshops, and other extension events periodically. The College Library has been striving to uphold a requisite high level as the recent NAAC's assessment found it to be not up to the mark despite plentiful resources.

The Principal notified us on the forthcoming refurbishment plan for the Library. We meticulously reviewed the recommendations provided by the NAAC peer team during their most recent visit. The Principal has been diligently collaborating with the college community to implement all recommendations made by the peer team.

The College developed a distinctive "Village Knowledge Centre" on 15th March 2019, financed by the Norwegian Government and the MS Swaminathan Research Foundation in Chennai, in collaboration with Assam Agriculture University, Jorhat. The NAAC's report has highly extolled these area-specific, community-impacting initiatives of the college.

The Committee pleased with the favourable advancements of the College, despite the hiccups of post pandemic issues. The standard student feedback was conducted according to the criteria established by NAAC. The Principal is preparing for the imminent execution of a Green Audit/Environmental Audit. The college also seriously worked on the recommendations of the last AAA and all that seemed to have a good impact on the college's NAAC satisfactory



performances.

Over the past five years, it is observed that numerous research publications (books, journals, newspaper articles) in esteemed journals, indicating that the faculty members are genuinely inclined to engage in research activities. Several faculty members have consistently participated in quality improvement programs (FDP offline/online), which is highly commendable.

All departments have been diligently striving to enhance the student pass percentage, enabling a greater proportion of students to achieve first-class in University examinations and advance in their future careers. The students' accomplishments and advancement have been commendable, with a significant number receiving accolades and medals at both the national and state levels in various competitions; nonetheless, there remains much potential for further improvement.

The IQAC is found to be a productive and effective mechanism in the college eco system and is doing well. It should routinely propose academic and administrative measures to the Principal for discussion on quality enhancement, quality sustenance, and the development of a quality culture. The college has adopted one adjacent village and has implemented programs to support them, particularly in education and awareness on critical topics such as gender, environment, and water crisis, in accordance with its Institutional Social Responsibilities (ISR). A select number of additional villages in the vicinity may be designated for an educational and awareness initiative addressing contemporary issues related to gender, health and hygiene, environmental concerns, superstitions, and the significance of biodiversity protection.

The college possesses an engaged and officially elected Students' Union Body. The college administration can inspire a substantial number of students through this vibrant Union Body to uphold the cleanliness of the picturesque campus and other ancillary activities. The College can boast of a recognised and active Alumni Association led by capable individuals committed to the institution's advancement. It played a visible role in the overall progress of the Alma mater. The college ought to enhance the dynamism and visibility of the NCC/NSS and also initiate an effort to install a chapter of Mens' NCC programme.

Although the faculty, with active support from the IQAC, developed Lesson Plans for each

course, these require greater structure. We highlighted this during the exit meeting, along with several other recommendations about Continuous Internal Evaluation (CIE) and the processes for addressing concerns connected to internal evaluations.

We have noted that the College authorities, under the proactive leadership of the Principal, are endeavouring to decentralise administrative processes to enhance the effectiveness, transparency, and efficiency of College administration by establishing numerous stakeholder groups at several levels.

#### **Particular Recommendations:**

We view our visit as an opportunity to offer area-specific, timely recommendations for enhancing the academic and administrative environment of the distinguished college in the historic city of Sivsagar, Assam, India. These initiatives are not independent; instead, they constitute a component of the ongoing efforts by the faculty and administration of the institution in their unwavering quest to attain the highest academic standards by fostering a culture of quality on campus.

#### **A. Internal Quality Assurance Cell (IQAC):**

1. The IQAC of the College must possess a properly equipped ICT-enabled room, complete with computer facilities and appropriate infrastructure, to maintain separate activity records for all academic departments in designated cabinets.
2. The IQAC shall convene its meetings regularly, preferably monthly, ensuring that all notices and proceedings are duly signed by all members and properly communicated to all participants.
3. The IQAC must consistently submit its recommendations to the College Governing Body for both academic and overall institutional improvement.
4. The IQAC must meticulously review the most recent NAAC peer panel recommendations provided to the college and periodically deliberate on the subsequent measures during faculty meetings.
5. The IQAC, in collaboration with the Education Department, may soon conduct workshops on integrating Lesson Planning, Program Outcomes, Course Outcomes, and Program-Specific Outcomes, as well as on the utilisation of ICT, for all faculty members of the institution.
6. The IQAC shall consistently provide information to all academic departments regarding



applications for awards, fellowships, and grants for MRP, among others.

7. The IQAC must consistently oversee and document students' accomplishments, including awards, sports, NCC, NSS, Scout and Guides participation, and placements, with the active assistance of HODs and other faculty members. Faculty members may be informed with the variables of the Student Satisfaction Survey (SSS) to motivate them towards obtaining comprehensive student satisfaction.

#### **B. Academic Divisions/University Administration:**

The subsequent recommendations pertain to the enhancement of the academic and administrative environment of the college.


1. Urgent measures may be implemented to enhance student attendance in classes, and attendance registers should be meticulously kept, or an e-Attendance system may be introduced.
2. The classroom infrastructure (seating arrangement) and laboratory facilities (Education Department) require refurbishment and modernisation.
3. The college must promptly establish several ICT-enabled classrooms, with a minimum of one in each department.
4. All the departments should be encouraged to establish certificate courses and student internship programs as soon as possible (at least one skill based certificate course each department within one month) to improve the innovative capabilities of undergraduate students.
5. The faculty members should enhance the use of ICT in teaching through various digital and multimedia technologies. These classes may be explicitly displayed in the Routine. ICT-enabled classrooms may utilise logbooks for efficient record-keeping by faculty members.
6. New faculty members are required to complete Induction Training within one year of their appointment. Faculty members should be motivated to participate regularly in quality development programs provided by esteemed institutions, both online and offline.
7. A novel approach to ICT connectivity among various departments could be considered, contingent upon the generation of funds, enabling all departments, offices, and centres to be interconnected via a Local Area Network (LAN), ultimately linked to a stable and dependable Internet connection.

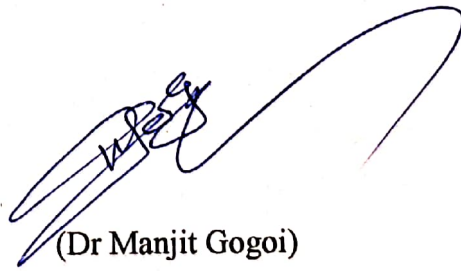
8. To foster a more favourable research and publication environment inside the college, the establishment of one or two annual best researcher awards (cash prizes) is recommended.
9. An Innovation and Incubation Centre may be built within the College to actively find and promote local innovations while nurturing students' fresh ideas. The students may have the opportunity to acquire and enhance skills in a professional setting through this centre.
10. The current College website may be enhanced to be more engaging and informative.
11. The institution must prioritise the renovation, redesign, and development of the canteen due to the substantial daily student attendance.
12. Given the escalating demand for hostel accommodations, the college ought to enhance and modernise the facilities.
13. The college should strategise and expedite the establishment of a fully-equipped computer centrefacilities.
- 14 Faculty members are encouraged to apply for major research projects from various funding bodies, both governmental and non-governmental.

#### **C. College Library:**

1. The College has established a proactive Library Management Committee (LMC).
2. The Library automation is functional, but it is taking time and to be fully effective.
3. The Library should organize more orientation programmes for students to encourage the use of the Library and its resources, specially Open Educational Resources (OERs).
4. The Library should augment its resources, including books and journals, as well as improve the number of footfalls.
5. The recommendations of the NAAC Peer Panel should be taken into account to ensure.

We wish your college a prosperous academic future.

  
 (Dr Raju P. Jadhav)  
 Principal, Nazira College

  
 (Dr Manjit Gogoi)  
 Principal, Jhanji HNS Collegee  
 Principal  
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