

ACADEMIC AND ADMINISTRATIVE AUDIT(2023-24/2024-25)

Dikhowmukh College, Sivasagar (Estd. 1982)

(Affiliated to Dibrugarh University)

Date: 26.06.2025

Academic audit is a scientific and systematic method of reviewing the quality of academic processes in the institution. It is synonymous with the quality assurance aiming at enhancing the quality of academic activities in HEIs. The NAAC expects the HEIs to undertake continuous Academic and Administrative Audits (AAA).

Administrative Audit is a process of evaluating the efficiency and effectiveness of the administrative procedures. It includes assessment of policies, strategies & functions of the various administrative units, control of the overall administrative system etc. Academic and Administrative Audits (AAA), are a crying need for the excellence in HEs. These are interrelated concepts. Thus, in order to have quality academics, there should be a strong administrative matrix and robust administrative support system.

As per NAAC, major objectives of AAA:

1. To understand the existing system and assess the strengths and weaknesses of the Depts and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC.

We, on invitation of the College conducted the audit on 26/06/2025 in the College premises following a format prepared for the purpose as per certain requirements of the seven criteria of NAAC. We were accompanied by the IQAC Coordinator during the day long assessment process. All the Heads of academic departments of the college submitted the duly filled-up self-assessment reports (SARs) at the time of our visit for our perusal. We had a highly participatory and vigorous interaction with the faculty members on various academic as well as developmental issues.

We had an interaction with the Principal and the Coordinator-IQAC about the NAAC's assessment and recommendations (January 2023) and took cognizance of the steps taken thereafter. We visited all the academic departments (07) and also visited the College Library. We closely examined the on-site progress the college could make after the last visit of the NAAC peer team in 2023. We visited the physical facilities available in the college campus, one Boys' Common Room, one Girls' Common room, one Women's Hostel, one play ground, Indoor Stadium, Gymnasium and a huge historical tank covering a large area of the campus.

The pond known as Moglow Tank has been developed into a full-fledged tortoise conservation centre and a pisciculture hub. The college generates a revenue to the tune of 2lacs rupees from its pisciculture initiatives. The college has a small Canteen for students and staffs.

The college has 25 permanent faculty members and 5 other temporary faculty members. The total number of PhD as on the date is 13 and that of M Phil 15. The College has successfully completed two Minor Research Projects in recent times. All the academic depts. were holding seminars/workshops/other extension activities from time to time. The College Library has been trying to maintain a required functional standard literally on all fronts with moderate success.

The college is awarded B++ grade (CGPA 2.78). We went through the recommendations carefully made by the NAAC peer team during their last visit. It was observed that the Principal has been striving diligently along with the college family and taking all possible measures to fulfil all the conditions as recommended by the peer team.

It was heartening to note that the College has a unique "Village Knowledge Centre" established on 15th March 2019 supported by the Norwegian Govt and MS Swaminathan Research Foundation Chennai with Assam Agriculture University, Jorhat.

Overall, we were happy with the positive developments of the college on most of the vital fronts and the college seemed well-equipped to adapt to the changing needs of NEP 2020.

The regular students-feedback was conducted as per the variables recommended by NAAC. Green Audit/Environmental Audit and Gender Audit have also been conducted successfully as part of the post NAAC initiatives..

We saw a number of research publications (Books/Journals/News Paper articles) in reputed Journals during the last three-year period, which shows that the faculty members are really willing to contribute through research activities. Some faculties have also undergone quality improvement programmes on a regular basis (FDP offline/online), which is really encouraging. A few of the faculties have also carved a niche for themselves as well-known figures in certain spheres constantly serving as RPs and being on the Jury for prestigious International film festivals.

It is observed that all the departments have been trying their level best to excel in academic performances. The college has been standing out as a consistent performer on this front regularly doing great in academics. The students' achievements as well as student progression have been pretty impressive with a large number of students getting awards/medals etc. at the National level as well as State level competitions, but still there is enormous scope and potential to trap.

The praiseworthy effort of the Principal as well as the IQAC had resulted in sensitising the faculty/office staffs/students/alumni in preparing for the NAAC assessment and accreditation, which was a huge morale-boosting initiative that culminated in a good performance. Good to

discover IQAC has prepared a well-contrived IDP and uploaded it on the institutional website. But IQAC is expected to be able to suggest more about academic/administrative measures regularly to the Principal to boost and ensure quality enhancement, quality sustenance and developing quality culture in the college.

The college has already adopted one nearby village in the locality and initiatives have been taken to support the village, specifically in academics and awareness regarding vital issues, like gender, environment, water crisis etc. as per its Institutional Social Responsibilities (ISR). A few more villages in the nearby area may be adopted specifically to educate/ hold awareness program in the community about current concerns regarding gender issue, health & hygiene, environment, superstitious-beliefs and importance of biodiversity conservation.

The college has an active and duly elected Students' Union Body. The college authorities can engage/motivate large number of students through this dynamic Union Body to maintain cleanliness of the beautiful campus and other extension activities.

The College has an active Alumni Association with able leaders who are always keen on contributing to the development of the college. During the last five years or so, the alumni contributions to the welfare of their alma mater are a substantial one to the tune of 9 lacs plus in cash or kind.

The college's NCC(Girls) and NSS units are dynamic and have grabbed accolades for doing an excellent community-impacting and student-centric works.

Even though the faculties with active engagement from the IQAC prepared the Lesson Plans for each of the courses, these need to be more structured keeping in view the needs of NEP 2020. We pointed out this in the exit meeting along with many other suggestions related to Continuous Internal Evaluation (CIE) and mechanism to deal with the internal evaluation related grievances although the system related to these issues seems to be quite effective in the college.

We observed that the College authorities under the dynamic leadership of the Principal have been trying to decentralise the administrative measures for effective/transparent and smooth functioning of the College administration by making various committees of stakeholders at different levels. All major office and financial transactions are done falling back on the prescribed online and digital mechanisms. The internal audit is up to date (till 2024) and the External Audit is done up to 2021. The external audit for the period 2022-23 is under process.

Specific Suggestions:

We looked upon this visit as an opportunity on our part to offer certain suggestions with regards to improvement of the academic and administrative atmosphere of the esteemed

college in the iconic city of Sivsagar, Assam, India. However, these are not standalone; rather they would be part of a continuous effort of the faculties and administration of the college in their relentless pursuit towards achieving the highest academic standard through developing quality culture in the campus.

A. IQAC:

1. The IQAC should be further fortified and made more active as per latest NAAC guidelines keeping in view the needs of NEP 2020 .
2. The IQAC premises of the College should be a proper ICT-enabled IQAC room with computer facility and duly attached infrastructure facilities to keep all activity records of all academic departments separately in specified cabinets.
3. The IQAC should hold its meetings regularly/may be monthly keeping all its notices/proceedings duly signed by all members and with proper notification to all its members.
4. The IQAC of the College should have year-wise activity calendar.
5. The IQAC should be able to forward its suggestions regularly to the College GB for academic as well as over all development of the college.
6. The IQAC should thoroughly examine the last NAAC peer team recommendations given to the college and discuss about the follow-up actions time to time in faculty meetings.
7. Workshops on linking Lesson Planning/Program Outcome/Course Outcome/Program specific outcome and on use of ICT may be organised soon by the IQAC with help of Education Dept. for all the faculty members of the college.
8. The IQAC should take initiatives in providing information regarding application for Award/Fellowship/Grants for MRP etc. to all academic dept. regularly.
9. The IQAC may also apply for Grants to the NAAC for organising seminar on new procedures of NAAC assessment and accreditation in the college.
10. The IQAC should regularly monitor/keep records of students' achievements/awards/sports/NCC/NSS/placement of students etc. with the active cooperation from the HODs and other faculty members.
11. Faculty members may be made aware of the variables of Students Satisfaction Survey (SSS) so that they are motivated towards achieving all with an aim for full satisfaction of the students.

B. Academic Departments/College Administration:

The following are our suggestions with regards to improvement of the academic and administrative atmosphere of the college.

1. Efforts may be initiated on an urgent basis for improvement of the attendance of students in their classes and the students' attendance registers may be duly maintained (or e-Attendance of students may be introduced).
2. The class room infra-structure (sitting arrangement) and Lab facilities (Education Dept) need renovation and upgradation.

3. The college needs to develop a few more ICT-enabled class rooms as soon as possible (at least one in each dept).
4. All the depts. should take immediate measures to further streamline certificate courses/students internship programs at the earliest.
5. Use of ICT in teaching is to be increased by the faculty members using different digital/multimedia devices. These classes may be shown in the Routine specifically. ICT-enabled Class rooms may use log-books for effective record keeping measures by the faculty members.
6. Regarding identifying the slow learners/advanced learners, Induction Classes (and evaluation metrics/processes etc.) are to be arranged in the beginning of the session/semester to identify the slow learners/advanced learners. Necessary measures are to be taken to support the slow learners through doubt clearing session/one-to-one contact classes etc. Some more remedial classes may also be arranged at a time mutually convenient for faculty and such struggling students. The Education Dept. may be requested to help all other depts. in this regard. Similarly, for advanced learners, a few special programs may be arranged using resource persons from the nearby HEIs.
7. New faculty members must undergo Induction Training for faculty preferably within a year of their appointment. Faculty members may be encouraged to take part in more quality improvement programmes offered by reputed institutions/UGC-HRDC/MHRD online/offline at a regular manner.
8. The service of psychologists may be made available to the students at regular intervals. This can be achieved through an MOU with the nearby professional institution, namely, Jorhat Medical College.
9. New method of ICT connectivity among different departments may be thought of, if fund could be generated, and all departments/offices/centres may be connected through a Local Area Network (LAN) which should be eventually linked with a stable and reliable Internet connection.
10. In order to create a more conducive research/publication atmosphere in the college, one or two yearly regularly best researcher awards (Cash-Prize) may be instituted.
11. In the College an Innovation and Incubation centre may be established and this centre may actively contribute to the effort in identifying/ encouraging local innovations and to nurture the new ideas of students. The students may be given the opportunity to learn and develop skills in working environment through this centre.
12. The present College website may be made more active, more attractive and informative.
13. The college should renovate/redesign/develop the college Canteen with top priority in view of the large number of students attending the college daily.
14. As the demand for hostel seats is increasing over time, the college should develop a Boys' Hostel and modernise the hostel.
15. Towards development of a green campus, planting of more valuable timber trees (Sashi, Sishu, Sal, Segun, Gamari Tita sapa) may be planted at an area of about 5-10 bigha for future resource management (GB may discuss).

16. The college should plan for developing a sophisticated computer centre (Language lab) facility in the college.

17. The Faculty members may be encouraged to apply for Major research Projects from various funding agencies (both Govt and Non-Govt).

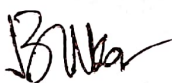
18. The College should apply to Govt/Non-Govt agencies/Local administration etc. to develop the beautiful tank in the campus for resource mobilization in a sustainable way.

19. The college should adopt more number of local villages to prove its Institutional Social Responsibility.

C. College Library:

1. The College should have an active Library Management Committee (LMC)
2. The Library should make the library automation process more effective .
3. The Library should organise OP for students (about how to use the College Library as well as Library resources (hard copies, soft copies and OERs)
4. The Library should have effective Locker system and Entry Register should be maintained/check regularly by the LM Committee
5. The Library should arrange for a College Corner with college publications, a corner for New Arrival of books, a place for Rare Resources (manuscripts, rare records/items etc.)

Wishing your college a great academic future



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Dated, the -26th----of June, 2025