

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
SUREN DAS COLLEGE
09.10.2021
Updated Report

We, on invitation of Suren Das College, conducted the first Audit during 9.00 am and 5.30 pm on 09.10.21 in the College premises.

Presentations were made by the Principal, IQAC, and other academic departments (16 in number) on various academic and administrative aspects of the College. The members had department-wise detailed interactions on points necessary for a healthy teaching learning environment. The Committee's focal points for these interactions were guided by the matrix that will be assessed by NAAC, which the College authority is contemplating to invite in the near future.

Overall, the Committee is happy with the positive developments in the College even when most of the time in the last two academic sessions teaching learning was hampered by pandemic and consequent lockdown (due to government notifications). The college started 5 science departments in recent times and students are already enrolled. The respective laboratories are in the final stage of being operational, and two laboratory bearers are also appointed. Out of a total of 35 regular faculty members (excluding 2 vacant posts), 16 are with Ph. D. degree, and this is about **45%** of the total faculty. It is noted with concern that at least 2 Departments are running with only one faculty member (Linguistic and Philosophy- *philosophy is run only by one faculty in non-sanction position*) and few other Departments (e.g., History and Economics) with lower than sanctioned posts. The Geography (two) and Education (two) and above mentioned departments need more faculty members. It is hoped that the appointments in these Departments shall be made as soon as possible.

The College conducted Student Satisfaction Survey (SSS). The SSS was conducted as per the variables put forward by NAAC. The Reports are submitted for the verification of the Committee and the same are duly noted.

The Committee has noticed some faculty publications in CARE listed journals which is a healthy sign. The College conducted many initiatives on faculty development in teaching learning in the last few years and the teachers are benefited by taking part in such programmes.

The Committee is happy to note that in some departments the pass percentage is more than 80% in major subjects. A good number of students could secure first class in University examinations, which is laudable. The committee is worried about the fact that overall pass percentage in general courses is not satisfactory.

All Departments have their programme-wise PO/CO well laid down as well as future perspective plans etc.

From the students' welfare side the College has an indoor stadium, girls' common room and well laid out auditorium. The activities of the cultural side were not highlighted to the committee as much.

The committee is pleased to see the Day Care Centre for the wards of the faculty members. It is hoped that this will become fully functional very soon. This can be treated as one of the best practices the college follows for the welfare of its staff.

The admission process is automated, and during the Covid pandemic period the admissions to the college were conducted through this system. The payments are also collected through this system. The Examination section is also a new addition to the system. The system can be used to prepare a central routine also, but the same is not used yet for that purpose.

The accounting system is also automated and cash books are maintained properly. The college accounts are being regularly audited by external firms. It is informed that the College is contemplating bringing in the Government audit in near future.

It is very satisfying to notice that almost all faculty members are trained in the use of ICT, specifically in the use of the internet in teaching-learning. Very heartening to see that the faculty are actively engaged in the preparation of e-contents in the form of video lectures. More interestingly, these lectures are disseminated among the students, which was very helpful during the lockdown period. The Committee only wishes that the contents prepared such will constantly be upgraded and put in use even if the physical classes resume. As such the college may offer a certain percentage of the input through e-contents, as per UGC's guideline.

The Computer lab is well equipped and there are 15 standalone desktops in the centre apart from 13 others in Language Lab and 6 in the library browsing centre.

The college is trying to generate some resources by offering a few self-financing courses.

The B Voc. section is helping in generating much-needed skills in the areas of Dress Designing, Medical Lab Technology, Tourism & Hospitality Management and Computer Application.

The College Library has been provided with all modern settings. There are 20,430 books, 12 periodicals, access to NDL, 6000 e-journals, and 700 e-books in the library. It has a separate air-conditioned section with PCs for the exclusive use of the faculty. The library is run on SOUL 2.0 software. The students-support and counselling for "*how to use the college library*" has been found to be a regular practice.

The IQAC is found to be active and it is noteworthy that they have successfully submitted the AQAR to NAAC for the last 6 years. The faculty with active encouragement from the IQAC prepared the Lesson Plans for each of the courses. A Standard Operating Procedure (SoP) is prepared for continuing the teaching-learning process during the recent pandemic and resultant lockdown. This is praiseworthy. The IQAC is working towards its defined goals as per the mandate of the NAAC and organises regular activities covering all the stakeholders.

The College campus is having Wi-Fi facility. The College has been using a dedicated leased line for the Internet, and we find the speed reasonably alright for academic purposes.

During the period of disruption in the last couple of years the faculty members have taken part in many Quality Improvement Programmes, which were mainly conducted online. The College and the individual departments also organised several such programmes, which is commendable.

The College Canteen is newly renovated. It is good to see that the portion kept exclusively for the faculty is upscale and with good facilities like exclusive washrooms etc.

Specific Suggestions:

The committee feels duty-bound to offer certain suggestions with regards to the improvement of the academic and administrative atmosphere of the college. However, these are not stand-alone; rather they would be a part of continuous efforts of the faculty and administration of the college in their relentless pursuit towards achieving the highest academic standard.

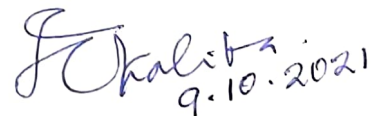
1. It is expected that the PO-CO *matrix* will also be prepared for all programmes.
2. Student wellness programmes with Yoga etc. along with the workouts in the gymnasium may be started.
3. Suggested that the students' progression records be also maintained in the automated system so that any alarming issue could be flagged at the appropriate point of time related to their performance. Also the ICT section may keep an archive of all internal and continuous evaluation question papers and performance records.
4. A central database of slow learners may be kept and the Principal's office and the IQAC should monitor the progress of such students closely. If a Department is doing exceedingly well in bringing them at par with other learners (evident from final results) such a feat should be duly acknowledged by the authority and the Department as a whole may be provided some tangible incentives so that others are also motivated.
5. The building, especially the old section, urgently needs painting. There might be some water seepage also in some portions, which may be adequately addressed.
6. Some more open electives may be offered on skill and value based areas, which can be achieved without much difficulty. For example, the regular students may be given access to the vocational courses or computer courses by payment of a nominal fee. This should increase the employability of the students, and some might be motivated to venture into entrepreneurship also.
7. There may be regular internal audits of the credit delivered in each course, and records of such delivery may be maintained meticulously. Logbooks of classes conducted online and through video may be maintained separately. The said audit should also take into account the adherence to the SoP referred to above.
8. Research works should be promoted among the faculty and they be encouraged to publish in more reputed Journals.
9. If budget permits every faculty should be allotted a PC with dedicated LAN connection.
10. A green audit along with a sustainability plan be prepared for the college campus. The sustainability plan may be in line with the SDGs and specific targets be fixed for attaining within 2030.
11. New faculty must be encouraged to undergo Faculty Induction Training as mandated by the UGC and Ministry of Education, Gol.
12. Teachers may still be encouraged to take part in more quality improvement programmes offered by reputed institutions even in offline mode without disrupting the regular academic activities.
13. It is good to see that the Lesson Plans are prepared. But the same may be improved so that date wise synchronisation with course wise credit requirement is possible.
14. Faculty be made aware of the variables of Students Satisfaction Survey so that they are motivated towards achieving all with an aim for full satisfaction of the students. The SSS should be conducted regularly, say after completion of each Semester so that the issues, if any of the previous Semester are noticed. There may be a system of counselling the teachers, if any, who are receiving *less than average* score in the said SSS *continuously over a period of time*.

15. The College authority may think of some creative initiative in collaboration with the forest department to get rid of the monkeys seen moving around all over the Campus.
16. In order to create a more conducive publication atmosphere in the college, two yearly best researcher awards may be instituted.
17. The present College website is attractive and informative. But the site should have specific information about the Departments and each faculty. This will enable the faculty to be noticed beyond geographical boundaries and get recognised for their expertise and skills. This may also result in more collaborative research works, which will enhance the prestige of the College.
18. The College has been doing well with the career counselling cells and it is heartening to note that that many students got direct employment through these. The Committee urges the College to further strengthen these cells so that the students can confidently appear in National and State level competitive examinations.
19. The ICT-enabled classrooms should maintain user registers separately and the college can encourage all depts. to use these ICT-enabled classrooms regularly (with prior booking) at least for 20 percent of total allotted classes.
20. All the science Depts. should prepare and keep SOP near all the instruments in their labs.
21. It was found that the payments in the account section are processed without any printed formal voucher. The Committee recommended a format, and the same may be used for all future payments, if found suitable by the auditors.
22. It is learned that the payments are made only on formal and legal receipts (cash memos), and proper care is taken to treat the tax components as per Govt. rules. It is suggested that this system be followed without any deviation.
23. Efforts may be initiated in an urgent basis for improvement of the pass percentage in general courses (and some major subjects). Maybe some more remedial classes/doubt clearing sessions/one-to-one contact counselling arranged in a time mutually convenient for faculty and such struggling students. Moreover, there should be active initiatives for identifying the slow learners in the beginning of the session with adequate evidence.
24. The college should connect and adopt at least up to 10 nearby villages as far as academics/child education/health and hygiene/gender sensitivity/ drinking water/environmental awareness programs etc are concerned.
25. The College should increase the amount of solar energy components in the college.



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Dated, the 9th of October, 2021

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