

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
DHING COLLEGE
20.11.2021

We, on invitation of Dhing College, conducted the Academic and Administrative Audit during 9.00 am and 5.30 pm on 20.11.21 in the College premises. The College is fortunate to have a sprawling Campus, which was found to be kept very clean during the time of visit. It is only wished that the Campus is maintained the same way in all seasons, especially in the rainy months.

Presentations were made by the Principal, IQAC, and other academic departments (**14** 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 matrices 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 restrictions). Out of a total of 40 regular faculty members (excluding 8 vacant posts), 15 are with Ph. D. degree, and this is about **37%** of the total faculty positions filled up. However, it is noted that few of the faculty are in the final stage of completion of the Degree, which will push the percentage marginally upward. Being an old college (established in the year 1965) all Departments are not having the same sanctioned positions (say, history has 3 positions against 5 in Assamese). The Department of Commerce is running without adequate posts, which is a matter of concern. The non teaching strength in the College is 21 out of which 4 are vacant.

The College conducts 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 faculty publications in CARE listed journals which is a healthy sign. The faculty took part in different quality improvement programmes in the assessment period. Few initiatives were also taken up for organising such programmes in the college.

The Committee is happy to note that in some departments the pass percentage is almost 100 in major subjects, which is very satisfying. The pass percentage in all the three streams seems to be comparable. In B.Sc. the pass percentage is above 90% throughout the years (2015 to 2020) for which the College deserves credit. The newly introduced B.Com. is also proceeding well as far as students evaluation is concerned.

The College reported 8 MoUs signed with external institutions. However, the outcome from such MoUs has not been highlighted in the presentations.

As far as the students' welfare is concerned the College has an independent sports complex complete with a proper outdoor ground, an indoor stadium, and well laid out auditorium. The activities of the cultural side were not highlighted to the committee as much.

The College has two hostels respectively for boys and the girls with higher capacity in the girls' hostel.

The NCC and NSS units of the College seem to be strong and the volunteers are highly motivated. This is evident from the fact that the NCC cadets offered Guard of Honour to the visiting team and they behaved absolutely professionally. The NCC wing is headed by a honorary Major from among the Faculty members. The NSS volunteers help in keeping the surroundings clean and the Committee is happy to notice very clean environment across the huge Campus of the college.

A canteen is available, but looks small in size compared to the number of students and faculty.

The admission process is automated, and during the Covid pandemic period the admissions to the college were conducted through this system.

The accounting system is not yet automated. Cash books are maintained properly in a traditional way. The college accounts are being regularly audited by external firms and by the Government audit teams also.

The Computer lab is well equipped and there are 12 standalone desktops in the Centre apart from 8 others in the Language Lab and 20 computers in the Library.

It is good to see that most Departments have a desktop connected to a printer and a laptop for use by the faculty.

The College Library has been provided with all modern settings. There are 19,386 books, 23 periodicals, access to NDL, 6000+ N-list e-journals, and 97000+ N-List e-books in the library. The library is run on SOUL 2.0 software. The students-support and counseling for "How to use the college library" has been found to be a regular practice. The D-space software has been in use digital library.

The IQAC is found to be active and meeting regularly and the minutes are kept for each meeting. The faculty with active encouragement from the IQAC prepared the Lesson Plans for each of the courses. The IQAC is working towards its defined goals as per the mandate of the NAAC and organises regular activities covering all the stakeholders.

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.

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 Courses offered.
2. The lesson plans made by the Departments are month specific. Actually all lesson plans should be day/period specific and the topic(s) planned to be covered in each period should be clearly

mentioned in the plan. The plan should also include the date for the sessionals synchronised with the Academic Calendar.

3. More student wellness programmes with Yoga etc. along with the workouts in the gymnasium may be started. At present the indoor stadium is not maintained properly presumably due to slow recovery from the Covid induced lock downs. It is urged that the regular students' activities- sports and culture be started without any further delay following all Covid related precautions.
4. The vacant positions both in teaching and non-teaching be filled up immediately. Especially, filling up the non teaching positions should not be a problem.
5. The Committee feels that the record of students' progression (including placement) are not satisfactory. Maybe, the College should devise a mechanism to track the students' progression and placement with proper records. The same may be maintained in the automated system for ease of storage and retrieval.
6. ICT enabled system for keeping records of students' performance in the sessional and University examinations will also help the College to flag alarming issues, if any, 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.
7. The Departments should be connected to the Internet through the already subscribed leased line. If possible the Internet facility may be offered through a WiFi so that faculty and students may use it uninterrupted. However, proper care should be taken to stop misuse of the facility through firewalls and other such measures.
8. If the college can manage some fund, each faculty should be allotted a desktop in the Department. This will motivate them to spend more time in the College which will make them accessible to students, especially beyond class hours.
9. The Committee feels that there should be a formal mechanism to identify the slow learners at the beginning of the programme, and appropriate interventions should be devised (with proper records) for such students. Maybe, interventions such as (but not limited to) special tutorials can be arranged for them. In the proposed ICT system 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.
10. Good to see that the Faculty is actively engaged in publications. But more publications in UGC recognised Journals will bring in more visibility to the College. Likewise the books should be tried to be published by reputed publishers (National and International) that follow strong publication guidelines.
11. It is good to see that the Faculty has actively taken part in Workshops, and other quality improvement programmes. Some of these were in preparation of e resources, which has become very essential in the present day situation. However, there are only a few e contents

are developed by the Faculty for dissemination among the students. It is urged that the Principal and the College authority take special interest in generating more such high quality e contents (including lecture videos) and upload in a central platform for barrier free availability among the *registered* students in a particular course.

12. At present the accounting system is running as per established protocol and audits of these accounts are conducted successfully over the years. It is time that the entire accounting system be automated and a robust and reliable ICT system be put in place for processing payments and generating all kinds of reports.
13. It was found that the payments in the account section are processed without any printed formal voucher. The Committee recommends a format, and the same may be used for all future payments, if found suitable by the auditors.
14. Proper care should be taken to treat the tax components as per Govt. rules. It is suggested that this system be followed without any deviation.
15. Some more open electives may be offered on skill and value based areas, which can be achieved without much difficulty. This should increase the employability of the students, and some might be motivated to venture into entrepreneurship also.
16. There may be regular checks and balances for the credit delivered in each course, and records of such delivery may be maintained meticulously. The present system of maintaining students' attendance register for all courses of a batch together is clumsy and as such total number of classes held for a particular course is difficult to ascertain. It will be much better if a particular course is allotted specific page(s) in the attendance register and at the end of the Semester the number of classes held in specific courses can be calculated, recorded and verified (by the Head of the Department). The records should be sent to the IQAC. A comprehensive report may be prepared by IQAC and the same may be submitted to the Principal for necessary action. The record for the online classes held, if any, during the Covid lockdown (and other restriction period) was not shown to the Committee. It is strongly urged that such records should also be maintained properly and kept in the Departments for inspection. The Head of the Departments, IQAC and the Principal should make sure that the required number of online classes is completed, and students' feedback is sought and recorded for effectiveness of such classes. This will prepare the teachers and learners for any such eventuality in the future.
17. Extra mural research works should be promoted among the faculty. They should also be encouraged to publish in more reputed Journals. The college may think of an annual award for most effective researchers among the faculty.
18. 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.
19. New faculty must be encouraged to undergo Faculty Induction Training as mandated by the UGC and Ministry of Education, Gol.
20. 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*.

21. The present College website is attractive and informative. But the site should have specific information about the Departments and each faculty. The Departmental page should highlight the programmes run by the Department, including the syllabus, recommended e content links etc. The Faculty individual page should give the faculty a chance 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. The quality of images (pictures uploaded) of faculty members in the College website may be reviewed, and if need be a new set of professionally taken images replace the present set.
22. The College should set up two centres for students as soon as possible:
 - a. One Career Guidance cell
 - b. One APSC/UPSC/Bank/LIC and other competitive Exams guiding centre.
23. There should be more ICT enabled classrooms, and the same be arranged on an urgent basis. Such ICT-enabled classrooms should maintain user registers separately and the college can encourage all Departments to use these ICT-enabled classrooms regularly (with prior booking) at least for 20 percent of total allotted classes.
24. All the science Departments should prepare and keep SOP near all the instruments in their labs. The college authorities should develop all the science labs as per national standard. More space should be given to science depts.
25. Efforts may be initiated on 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 as mentioned above.
26. 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.
27. The College should increase the amount of solar energy components in the college.



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