

REPORT

ACADEMIC AND ADMINISTRATIVE AUDIT

(2018-2023)



KAMRUP COLLEGE
(Affiliated to Gauhati University)
Chamata, Assam : : India

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT KAMRUP COLLEGE

INTRODUCTORY NOTE FROM THE AUDITORS

This report is prepared by the following members on getting a request from the Kamrup College authority to audit academic activities carried out in the College during the academic session 2018-2023. Both the auditors submitted the Academic and Administrative Audit Report of the college based on their submitted data and by physical verification and interactions, prepared by us based on the facts received from the academic departments and administration of the college during our visit to the college on the below-mentioned date. The IQAC Coordinator supported and facilitated us during our visits to the departments followed by departmental presentations. All the academic departments presented their departmental profiles in PPT formats demonstrating their academic and co-curricular activities during their presentations in the conference rooms where the Principal and the IQAC Coordinator were also present.

On the basis of the report received, checking at the individual department, office and also from the interactions with the presenting teams of each department whatever found is presented in facts and figures.

We solemnly declare that the report has no facts which lessen the reputation of the college.

Members of the Academic Audit Team

PROF. BHABEN TANTI

PROF. PRASANTA KUMAR SAIKIA

Visit Date: 20-02-2024

Session: 2018-2023

---::: Visit Schedule :::---

Members of the AAA	Time	Agenda	Venue
Prof. Bhaben Tanti & Dr. Prasanta Kumar Saikia	10.00 am	Academic & Administrative Audit for the session 2018-23	Conference Room
			Principal Kamrup College
DEPARTMENTAL INTERACTION & HoD'S PRESENTATION			
HOD, Assamese	10.30 am	Departmental Presentation	Seminar Room
HOD, Arabic	10.45 am	Departmental Presentation	Seminar Room
HOD, Botany	11.00 am	Departmental Presentation	Meeting Room
HOD, Chemistry	11.15 am	Departmental Presentation	Meeting Room
HOD, Economics	11.30 am	Departmental Presentation	Seminar Room
HOD, Education	11.45 am	Departmental Presentation	Seminar Room
HOD, English	12.00 pm	Departmental Presentation	Seminar Room
HOD, History	12.15 pm	Departmental Presentation	Meeting Room
HOD, Mathematics	12.30 pm	Departmental Presentation	Seminar Room
HOD, Philosophy	12.45 pm	Departmental Presentation	Seminar Room
HOD, Physics	1.00 pm	Departmental Presentation	Meeting Room
HOD, Political Science	1.15 pm	Departmental Presentation	Seminar Room
HOD, Sanskrit	1.30 pm	Departmental Presentation	Meeting Room
HOD, Zoology	1.45 pm	Departmental Presentation	Seminar Room
Librarian	2.00 pm	Library Presentation	Meeting Room
Office Staff	3.00 pm	Interaction with the Office Staff	Administrative Office
Exit Meeting	4:00 pm	Interaction with the faculties and office staff	Conference Room

Profile of the Kamrup College

Brief Introduction of the College

Kamrup College, Chamata, a premier and one of the oldest institutions of Higher Education in West Nalbari area, was established in the year 1966 (July 25) with a great deal of assistance and support from the local community in Chamata and Belsor. Renowned thinkers and social reformers had the vision to create a higher education institution in West-Nalbari area keeping in mind the increased interest in education in Chamata and the surrounding areas. The establishment of this institute was greatly aided by the contributions of distinguished politicians and educators like Late Pramod Ch. Barman and Late Bishwa Goswami and Late Srikanta Dutta as well as social workers. The college initially held classes on the premises of Chamata Higher Secondary School in evening time. The college then relocated to its current campus in 1968. Beginning with 7 students, the college eventually was able to fetch 90 students with the assistance of Nalbari College right after. The number of students grows gradually, and there are currently about 2000. At first, the college ran classes with Late Chandra Talukdar and three other professors but no principal. Later, Late Chandra Kanta Mahanta joined as principal after his retirement as Cotton College's head of the Assamese department. Degree classes were started from 1969 and recognised by UGC in 1971. Additionally, the college received UGC grant-in-aid status in 1975.

At present the college is a provincialised college of the Government of Assam and recognized by University Grants Commission (UGC) and has 12(B) and 2(f) status. The college is affiliated to the Assam Higher Secondary Education Council (AHSEC) at the Higher Secondary level and to the Gauhati University at the undergraduate level. The college has been accredited by National Assessment and Accreditation Council (NAAC) two times; first in 2005, with B+ grade (institutional score 78%) and second in 2016, with "A" grade (CGPA 3.04). While the college had only Arts Stream in earlier academic sessions, the Government of Assam granted Science Stream in the year 2022, which has been running since. The Open and Distance Learning (ODL) wing of the college serves as a recognized study center of Krishna Kanta Handique State Open University.

Vision and Mission

A. VISION

Kamrup College, Chamata envisions both academic and professional excellence. With proper consideration for human values, the college is committed to provide an abundance of opportunities to students to develop their interpersonal and leadership abilities in this setting. The promotion of national unity, harmony, and secularism is made possible through the comprehensive development of the individual. Additionally, the college wants to promote the pursuit of excellence and instill a sense of civic responsibility in its students. Along with providing quality education, Kamrup College, Chamata also provides the students with value-based education that would help them to uplift themselves along with the society.

B. MISSION

The mission of the college is to create awareness and interest for higher education among the people in the rural proximity, and spread female literacy in particular, thereby enabling all to lead an enlightened life marked by all round development of the society. Kamrup College, Chamata also wants to make itself a key player in the area by focusing on imparting skills to students for optimum human resource development, in addition to creating a platform for meritorious students to aim for higher pursuits of learning.

C. MOTTO

To add to one's knowledge, to foster the competitive spirit, and to institute a positive societal change.

D. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality and Assurance Cell (IQAC) is a major step in pushing long-term quality standards. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in the college. The Internal Quality and Assurance Cell (IQAC) of Kamrup College, Chamata was established and started functioning from 01-01-2004. Since the inception, the IQAC of the

college has always striven for academic and administrative excellence under the guidance of Principal and Governing Body of the College. IQAC Committee and NAAC Steering Committee are the two committees looking after the entire work related to IQAC of the college. The members of the IQAC are selected as per NAAC guidelines. The IQAC of the college has, from time to time, adopted the quality parameters set by the statutory agencies such as UGC, NAAC, State Government and the affiliating university i.e., Gauhati University, and used them to assess and assure that quality is maintained.

➤ **Objective**

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

➤ **Functions**

1. Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
2. Dissemination of information on the various quality parameters of higher education.
3. Organisation of workshops, seminars on quality related themes and promotion of quality circles.
4. Documentation of the various programs / activities leading to quality improvement.
5. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
6. Administering Feedback Mechanism for the College.
7. Dissemination of information through national Survey on Higher Education.

E. COLLEGE ACTIVITIES

To promote a healthy corporate le among students and to offer scope for their all round development, various co-curricular activities are organized through different societies of the college and through the students Union. For the success of such activities, students' cooperation and their participation are must and the following societies are formed for this purpose.

1. Assamese literary Society
2. Economic Forum
3. Educational and Psychological Society
4. The English Association
5. Political Science Forum
6. Philosophical Society.
7. Arabic Study Circle
8. Alumni Association
9. Yoga and Mediation
10. History Study Circle

Socially fruitful and productive work is integral part of such curriculum. Regular lectures and seminars are organized by the societies where students, teachers and other experts (guests) participate.

INFRASTRUCTURE FACILITIES OF THE COLLEGE

Facilities	Quantity
Campus area	8.68 acre
Built up area	3.56 acre
Class rooms	28
ICT Enabled Class Room	YES
Digital Class Room	YES
Campus Wi-Fi	YES (10 connection with 100 MBPS)
Language Lab.	1
Psychological Lab.	1
Laboratories	10
Total number of text books and reference books	37551
Seminar/Conference Halls	2

Meeting Room	1
Water Supply Plant	1
Parking place	3
Teachers' Common Room	1
Museum (Historical Archives)	1
Boy's Common Room	1
Girl's Common Room	1
College Canteen	1
Roof Top Solar Plant (Grid Connected)	YES
Boundary wall	YES
Students Browsing Centre	1
Computer lab	YES
Auditorium	1 (300 capacity)
Foot ball/ Cricket/ outdoor sports ground	1
Basketball Court	1
Women Hostel	1
Gymnasium Hall	1
Distance Education Centre (Study Centre of KKH State Open University)	YES

Academic Strength

Academic Department	Program(s)	Number of Teachers	Student Intake
Arabic	UG	1 (R)	30
Assamese	UG	4 (R)	50
Botany	UG	2 (R)	30
Chemistry	UG	3 (R)	30
Economics	UG	3 (R)	40
Education	UG	3 (R)	40
English	UG	3 (R)	40
History	UG	3 (R)	40
Mathematics	UG	4 (R)	40
Philosophy	UG	3 (R)	40
Physics	UG	3 (R)	30
Political Science	UG	3 (R)	60
Sanskrit	UG	3 (R)	30
Zoology	UG	3 (R)	30

Methodology of Audit

The inputs received from the departments as per the proforma (Annexure-1) have been validated from the supporting documents, interaction with the Head of the Department, and visits to the departments.

- **Curricular Aspects**

Kamrup College, Nalbari is affiliated with Gauhati University. The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum, the departments are maintaining lesson plans and course progress records. Departments follow the academic calendar of Gauhati University and the college has its own in alignment with Gauhati University's calendar.

- **Teaching learning aspects**

Assessment of learning levels to identify slow and advanced learners is carried out through sessional examination, seminars, and assignments. Though the College follows students' centric learning method for effective curriculum delivery, however, a detailed unit-wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The College maintains a mentoring system. All the departments conduct internal examinations as per the requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation.

Program Outcomes, Program Specific Outcomes, and Course Outcomes are described in the syllabus. Evaluation of the attainment of the learning outcomes to be evaluated properly.

- **Research, Innovation, and Extension**

The college has started various research activities. However, the overall research culture in the College needs to be strengthened. Several departments are conducting very effective extension

activities. The involvement of the students in those activities should be encouraged.

- **Infrastructure**

The College has adequate infrastructure facilities for all academic and other extracurricular activities. The indoor and outdoor play area is adequate. The library and IT facilities need to be improved including increased internet bandwidth.

- **Student Support and Progression**

Several departments conduct capacity-building and skill enhancement activities for the students. The placement of the students and progression to higher education is encouraging. Students need more encouragement for participation in extra-curricular activities.

- **Professional Development Activities**

A few teachers have participated in the faculty development programs (FDP) and other professional programs. However, no professional programs have been organized/attended by the college for non teaching staffs. As faculty improvement is a continuous process, therefore, more teachers need to be participated in FDPs.

SWOC Analysis

Strength of the Institution

- Dedicated teaching and non-teaching staff
- Dedicated students
- Faculty members undergo orientation and refresher courses to keep themselves updated on the latest trends in education
- Provision of extending financial support to the poor students
- Well equipped fully computerized library with internet facility
- Wi-Fi campus providing internet access to students and staff
- Environment friendly college campus away from pollution
- Spacious and serene college campus conducive for academic activity
- Well protected and ragging free campus
- Perfect academic discipline
- Uninterrupted power supply through eco-friendly generators in the campus
- Digital classroom facility for students
- Skill development training facility with career oriented add on programme
- Zerox facility for students
- Free remedial coaching and entry in services for students
- CC camera surveillance to monitor student-teacher activities in the college campus
- Biometric attendance system for the teaching and non teaching staff
- Alcohol and tobacco free campus
- Canteen facility within the college campus

Weakness

- Poor economic background of the students
- Inadequate infrastructure
- Lack of sufficient digital class rooms
- Inadequate ICT facilities
- Lack of Office automation Software
- Shortage of classrooms for vocational education
- Poor language competence of the students in English and Hindi
- Dearth of brilliant students in the entry level

Opportunities

- The big ponds at the centre of the college can be developed in future into swimming pools
- The used lands of the college can be utilized for many economy generated programs with initiatives of the college managements
- Provision making the central library digital one
- Admission of meritorious students from different parts of the state with introduction new career based degree programs
- Opportunity to open up PG classes in many departments under Gauhati University



Challenges

- Lack of teachers to maintain students - teachers ratio
- Lack of full time IQAC coordinator
- Growing demand for admission as against limited intake capacity of various programs offered by the college
- Little scope for resource generation in the college
- Poor entry level performance of students in almost all the programs offered by the college
- To give placement to the pass-out students of the college
- Frequent “bandh” called by various organizations jeopardizing the teaching learning process in the college
- Poor vehicular communication for students belonging to remote areas

Recommendations

- Few large classrooms need to be created with ICT facilities to conduct common classes to conduct the common courses for FYUGP.
- Outcome Based Education to be implemented for calculation of attainment level of the students.
- Students may be provided more experiential learning.
- The college needs to evolve a structured methodology for identifying the slow learners and remedial measures for their improvement based on outcome based education (OBE).
- The college may arrange a motivational lecture/counseling for the entire fresher at the beginning of the session.
- The teachers may be encouraged to enhance their research output, fund mobilization, consultancy services. To that end, the Principal may arrange brainstorming sessions time to time among the teachers to listen to their views and prepare a strategy for increasing research output of the teachers.
- Adequate ICT enabled class room facility may be made available to the academic departments.
- For effective delivery of curriculum, the course file of Academic departments should be assessed by IQAC.
- Research culture needs much improvement and multidisciplinary research to be initiated.
- More departments and students should be involved in the extension activities.

- More teachers should be participated in the FIP/FDP programs.
- Proper documentation is required for all activities.
- Best practices of individual departments should be identified and need to be institutionalized.
- Students and society need to be engaged while formulating policies specific to students' welfare and society.
- More collaboration needs to be established for faculty exchange, students exchange, internship etc.
- RFID based digitalization of the central library of the college
- Safety issues like fire extinguishers to be placed in some selected areas; distinct markings for emergency exits should be there in the multi-storied buildings.
- Master list of all the office related documents with document number and retention time, SOPs and vendors feedback need to maintain.

Name of the Members of the Audit	Signature
Prof. Bhaben Tanti Head, Department of Botany Director, IQAC & RDC Gauhati University	 DR. BHABEN TANTI Professor Department of Botany Gauhati University Guwahati-781014, Assam (INDIA)
Prof. Prasanta Kumar Saikia Professor Department of Zoology Gauhati University	 Professor Department of zoology Gauhati University