SCIENCE COLLEGE, KOKRAJHAR

(Affiliated to Bodoland University)
(Accredited with a 'B' Grade by NAAC)
KOKRAJHAR: BTR: ASSAM: INDIA - 783370.

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

(2021-2022 & 2022-2023)

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1. Academic and Administrative Audit (AAA)

The Academic and Administrative Audit (AAA), is an essential component for maintaining excellence in Higher Education. A strong and healthy administrative framework with regular audits upgrades the quality of academic systems.

1.1 Academic Audit: The academic audit is a periodic, systematic evaluation of the institution's academic programs. It focuses on quality control and enhancing the standards of academic activities at Higher Education Institutions (HEIs).

1.2 Administrative Audit: This audit assesses the effectiveness and efficiency of administrative processes. It involves evaluating the policies, plans, and functions of various administrative departments and overseeing the entire administrative system.

1.3 Aims and Objectives

The audit aims to:

- Promote synergy between programs and disciplines.

- Present a faculty-driven approach for endless advancement.

- Carry out a self-evaluation to maintain quality standards.

- Motivates each department for internal audit.
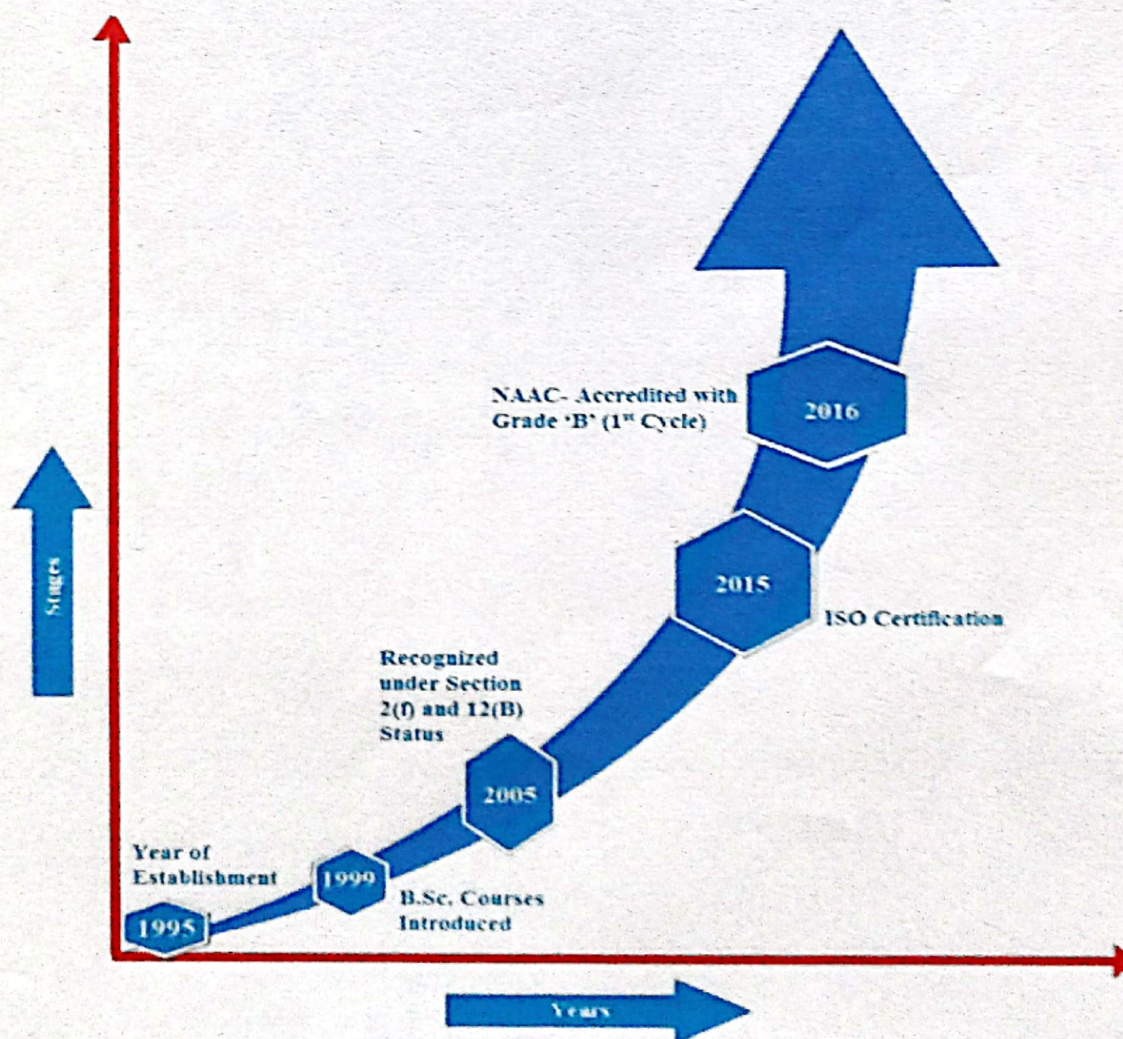
- Motivates each department for external audit.

The main objective of the audit is to update:

- Curricular aspects

- Teaching-Learning and Evaluation

- Research

- infrastructure and Learning Resources

- Consultancy and extension

- Extracurricular activities

- Innovations and Practices

2. An Overview of the College

Science College, Kokrajhar was established in the year 1995 and is situated in the Bhatarmari area of Kokrajhar Town, is acclaimed for its commitment to delivering high-quality science education. The College specifically aims to become a center of excellence in science education, with one of its missions being to create good citizens of tomorrow through dedication to excellence. The College is affiliated to Bodoland University and recognized by the University Grants Commission (UGC), New Delhi, Govt. of India u/s 2(f) and 12(B) status of UGC Act 1956 (No. F. 8-381/2005(PPP-I) visit www. Ugc.ac.in) and recognized and provincialized by the Department of Higher Education, Govt. of Assam, Dispur. The College was accredited with a 'B' grade by NAAC in May 2016, with a CGPA of 2.54 on a four-point scale.

Journey of the College

2.1 From the desk of the principal

The Academic and Administrative Audit (AAA) is a tool used by the college administration to stay updated with current trends and continuously improve the institution's quality. The primary goal of this audit is to understand the current system and evaluate the strengths and weaknesses of the departments and administrative offices. The audit aims to overcome the identified demerits and spot gaps in the current administrative systems, opening up possibilities for administrative, academic, and examination reforms. The Audit report includes several recommendations for ongoing quality improvement in higher education, considering standards and reports from NAAC and other agencies. Thus, a AAA committee is formed to facilitate the audit.

2.2 The Academic and Administrative Audit Committee

i. Dr. R. N. Sinha, Principal Science College, Kokrajhar

ii. Dr. S. Chakraborty, Vice-Principal Science College, Kokrajhar

iii. Dr. B. Nath, Co-ordinator, IQAC, Science College, Kokrajhar

The AAA Committee meeting was scheduled for 28th April 2023, in Conference Hall 1. During this formal meeting, the Vice-principal reviewed the key achievements and progress made across all activities during the session 2021-2023. After addressing procedural issues, the Committee decided to prepare a proforma for self-evaluation (based on criteria stated in section 2.4), followed by an internal audit of all departments. Accordingly, a proforma for self-evaluation was prepared by the committee and circulated to each department. After, the completion of self-evaluation by each department an internal audit was done on 15th May 2023.

The external Academic and Administrative Audit was done in June 2023 for individual departments. The audit team interacted with the heads of the departments and the representatives of the various committees. This comprehensive audit report of each department has been consolidated by the team across all criteria.

2.3 External Audit Team

The Academic and Administrative Audit Committee for the session 2021-2023 included the following members:

i. Sri Aswini Goyari, Deputy Registrar, Bodoland University, Kokrajhar.

ii. Dr. Ratneswar Debnath, Principal, Commerce College, Kokrajhar.

iii. Dr. Ranen Chandra Muchahary, Principal, Basugaon College, Basugaon.

2.4 Comprehensive Evaluation

The audit process strictly followed a proforma structured by the AAA Committee for the evaluation, based on:

- Curricular aspects
- Teaching- Learning and Evaluation
- Research
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management
- Innovations and Practices

3. Academic and Administrative Audit by External Audit Team

The external academic and administrative audit team visited all departments and the administrative office of the College. The heads of the departments explained the performance of their respective departments, and the members of the audit team interacted with them to assess the academic and administrative performance of the college, criteria-wise.

3.1 Observations

Observations provided by the Academic and Administrative Audit team on 27th June 2023, are as follows:

Sl. No.	CRITERION	OBSERVATIONS
I.	Curricular Aspects	i. A well-planned and documented mechanism is in practice for curricular delivery. Based on the Academic Calendar of the affiliating university, the college

		prepares its academic calendar to ensure the smooth conduct of its academic activities. ii. The Choice-Based Credit System (CBCS) is implemented and students have the freedom to choose any combination of subjects from the subjects offered by the college. iii. Students of the college are involved in Project Work, Internships, etc.
II.	Teaching- Learning and Evaluation	i. The college's admission process is transparent and well-managed, strictly adhering to the statutory reservation policy of the relevant authority. ii. Student enrollment includes individuals from diverse socio-economic backgrounds. A significant percentage of students from BPL, Adivasi, and Tribal families are admitted to the college. iii. Teachers of the college practice various teaching methods to enhance the effectiveness and success of the teaching-learning process. An interactive and participatory approach, combined with individual and collective learning experiences, makes the process relevant and engaging for the learners. iii. Teachers utilize ICT tools in teaching and various online platforms as well. iv. Adequate measures are taken for both slow and advanced learners. v. Teachers also attend refresher courses, faculty development programs, seminars, workshops, etc. and they use online resources to enhance their learning and stay updated with the latest developments in their respective subjects. vi. The university guidelines regarding the conduct of internal evaluation are strictly followed. vi. Considering the college's location and the socio-economic conditions of the surrounding areas, the college maintains a satisfactory pass percentage.

III.	Research	i. There is a research cell in the college. ii. The faculty members of the college usually publish research papers in journals. iii. Many faculty members are pursuing their Ph.D. degrees.
IV.	Infrastructure and Learning Resources	i. The classrooms are spacious with ICT-enabled facilities. ii. Good Internet connectivity and computer lab facilities exist. iii. The library is well-furnished, and fully automated, with a good collection of books. iv. Book circulation in the library is good. v. The library provides e-resources under N-list services.
V.	Student Support and Progression	i. The college assists students in obtaining scholarships through various Central and State Government schemes. ii. Career counseling and guidance programs are organized to help students. iii. An appreciable number of graduates pursue higher studies. iv. The college has an Alumni Association.
VI.	Governance, Leadership and Management	i. To maintain financial discipline, the college conducts audits. ii. Faculty development programs are conducted for both the teaching and non-teaching staff. iii. The IQAC has initiated various quality-enhancing measures such as innovation in teaching with the introduction of online teaching, feedback from

		stakeholders, installation of ICT tools for effective curricular delivery, signing of MOUs for the faculty exchange program, etc.
VII.	Innovations and Practices	i. Measures taken by the college to promote environmental consciousness and sustainability include observing World Environment Day, conducting plantation and cleanliness drives, using LED bulbs, installing solar lights, and promoting the practices of saying 'No' to plastic, smoking, honking, garbage, and pollution. ii. The college takes care of disabled individuals by providing necessary facilities. iii. The campus is green. iv. Awareness programs are held to maintain a plastic-free environment, and a well-formulated mechanism is in place to dispose of all types of garbage generated in the campus. v. One of the best practices of the college is making the campus pollution-free and eco-friendly.

3.2 Report of AAA Committee

Assessment Based on Institutional Information:

Category	Description	Available
Affiliation document	University Affiliation document	✓ Yes / No
	2(f) and 12(B) status	✓ Yes / No
Accreditation Documents	NAAC certificates	✓ Yes / No
Governance	Governing Body	✓ Yes / No
Other facilities	Academic Council	✓ Yes / No
	Minutes of Governing Body meeting	✓ Yes / No

	Minutes of Academic Council meeting	✓ Yes / No
	Examination Committee	✓ Yes / No
	IQAC Minutes	✓ Yes / No
	Anti-Ragging Committee	✓ Yes / No
	Grievance Redressal Committee	✓ Yes / No
	Women's Cell	✓ Yes / No
	Prevention of Sexual Harassment Cell	✓ Yes / No
	Alumni Association	✓ Yes / No
	Office Automation (ERP software)	✓ Yes / No
	Faculty personal files	✓ Yes / No
	Budget sanctioned and Audit Report	✓ Yes / No
	Student scholarship details	✓ Yes / No
	Institution Website	✓ Yes / No
	Notice Boards	✓ Yes / No
	Day care centre	✓ Yes / No
	Auditorium/Conference Hall	✓ Yes / No
	CCTV Security	✓ Yes / No
	Projectors in Class Rooms	✓ Yes / No
	Fire Extinguisher	✓ Yes / No
	Medical Facility	✓ Yes / No
	Canteen Facility	✓ Yes / No
	Sports Facility	✓ Yes / No
	Hostels	✓ Yes / No
	Vehicle Parking	Yes / No ✓

	Xerox Facility	✓ Yes / No
	Backup Electric Supply	✓ Yes / No
	Bank / ATM	Yes / No✓
	Transport Facility	Yes / No✓
	Sewage Disposal System	✓ Yes / No
	Drinking water Facility	✓ Yes / No
	Solid Waste Management	✓ Yes / No
	Green Campus Initiatives	✓ Yes / No

3.3 SWOC Analysis

Strengths:

- The college is accredited with a NAAC grade.

- Diversity in student enrollment.

- Sincere, dedicated, and committed faculty members.

- The college integrates the use of ICT to enhance the learning experience.

- Infrastructure growth in alignment with academic expansion.

- Participatory and decentralized management.

- Collaborative approach for faculty exchange.

- Hostel facilities for boys and girls students.

- Green and clean campus.

Weakness:

- Limited financial resources.

- Lack of support from industry and corporate sector.

- Limited infrastructure for research activities.

- Sudden drop out of students after Medical, Agriculture, and Engineering counseling.

- Inadequate funding for extracurricular activities.

Opportunities:

- A good relationship with the neighboring communities may help the College in undertaking various extension and outreach programs.

- Participation in the Skill India and Start-Up India initiatives.

- Enhanced research activities.

- Undertake research on locally relevant issues.

- Collaboration with institutions of higher learning.

- Scope for upgrading to an autonomous college.

Challenges:

- Mobilization of adequate funds to develop proper physical infrastructure and state-of-the-art laboratories.

- The addition of more faculty in academic departments to augment the teaching-learning system.

- Digitalization and complete automation to transform the institution into a smart campus.

- Introduction of new academic programs with a focus on employability.

3.4 Suggestions and Recommendations

- Highlight best practices in each department.

- Encourage students to participate in co-curricular activities.

- Focus on strengthening IT infrastructure and online resources in the library.

- Promote collaborative activities with institutions, industries, and corporate houses for faculty exchange, student exchange, and internships.

- Establish links with industry to promote innovative practices between academia and industry.

- Create a corpus fund to support research activities.

- Encourage faculty to take on funded projects.

• Motivate students to undertake courses offered under MOOC, SWAYAM, and NPTEL.

• Augment sports infrastructure and encourage students to participate in state and national-level sports activities, considering the strong potential for sports talent.

• Appoint a physical instructor to promote sports activities, including NCC.

• Ensure the IQAC plays a dynamic role in initiating quality-enhancing measures.
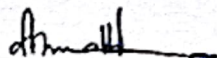
3.5 Declaration

This Academic and Administrative Report of Science College, Kokrajhar has been prepared after thoroughly examining all the facts and documents provided by the college authorities. The norms and guidelines of NAAC regarding Academic and Administrative Audit (AAA) have been strictly followed in the preparation of this report.
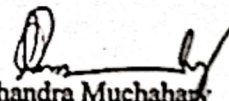
Signature of the members of the Academic and Administrative Audit Team.

Sri Aswini Goyari	Dr. Ratneswar Debnath	Dr. Ranen Chandra Muchahary
Deputy Registrar	Principal	Principal
Bodoland University	Commerce College, Kokrajhar	Basugaon College, Kokrajhar

Deputy Registrar
Bodoland University

.Principal
Commerce College
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