

A REPORT ON
ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
AT SILAPATHAR COLLEGE, DHEMAJI ASSAM



SUBMITTED TO
THE PRINCIPAL
SILAPATHAR COLLEGE
DHEMAJI, ASSAM
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ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
SILAPATHAR COLLEGE
20.03.2022

Report
(Final)

We, on the invitation of Silapathar College, Silapathar, Dhemaji conducted its first AAA during 9.00 am and 6.30 pm on 20.03.2022 (Sunday) in the College premises. The College is situated in the heart of Silapathar town, one of the eastern business hubs of Assam bordering Arunachal Pradesh. The campus comprises of academic buildings, a women's hostel and a sports complex with an area of about 26208 sq. meters. It has got a built up area of 7561.16 sq. meters comprising mostly of Assam type and a few double story buildings. The College has student strength of approximately 1600. It has two streams of studies- Arts and Science. The science stream was granted to the college recently (in 2020).

Presentations were made by the Principal, Coordinator IQAC, and other academic Departments (13 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 laid down by the NAAC for assessment. The College authority is contemplating to invite the NAAC for assessment for the *third cycle*.

Overall, the Committee is *happy* with the teaching learning environment in the College. In spite of the restrictions imposed due to the COVID pandemic most of the time during the last two academic years, the College could maintain its teaching learning process as per Dibrugarh University's (affiliated University) schedule. The Committee also took note of the spacious and serene Campus of the College. The College is kept neat and tidy; however, it seems that *more efforts are needed on a regular basis in order to maintain the entire Campus*. NSS and Students' Council may help the college authority in such an endeavour, which must be conducted in mission mode. It is good to learn that the Mising Autonomous Council has sanctioned a good amount of money for beautification of the Campus as per recommendation of the recently conducted Green Audit. The authority is trying hard to erect modern infrastructure, and some visible outcome are seen during the visit.

Departments are furnished and maintained in traditional way, with the faculty given department-wise sitting arrangements with common classrooms. The Science Depts. have separate class rooms and practical labs for each science Dept. The Laboratory facilities of the Science departments are found to be adequate as it has started recently. All the essential equipments are available to start with science practical classes and the college authorities have given more priorities to develop a beautiful science block in the college campus. The mathematics Dept. has been maintaining computer lab. separately which has been used by other Depts as well. All the science Depts. are developing wonderful certificate/add-on/value added and skill development courses for professional development of students of the college as per local as well as regional/national needs.

The College has a sanctioned strength of 40 faculty positions out of which 37 are filled up at this moment. Out of 37 faculties 15 are with Ph.D. degrees (40%). There is one faculty working in a non-sanctioned post. In addition, 10 (*out of a total sanctioned post of 19*) non-teaching staff are engaged in the College. The Committee is happy to note that the average age of the faculty in all departments (except one) is below 50 years. This indicates the vibrancy and enthusiasm of the teachers, which are the pillars of good teaching learning process.

The number of students intake in the Academic Year 2021-22 has almost doubled from the earlier year, presumably due to addition of 5 more Science Departments.



The Committee is pleased to note that almost in all departments the pass percentage is more than 90 (except for one) consistently over the last years. Some of the students are capable of securing top category ranks in the University examinations.

From the students' welfare side the College has a playground, girls' and boys' common rooms, gymnasium facility, and a big auditorium.

It is worth noting that the NSS unit of the College is functioning effectively.

The admission process is IT enabled, and as such the admissions were not hampered during the pandemic period. The fees are also collected through online admission mode.

The college accounts are being regularly audited by qualified external firms. The accounts are also audited by the Accountant General of Assam regularly. And it is worth mentioning that the Committee did not observe any adverse comments from the financial auditors. The Accounts and Cash books are managed well and the authority could satisfactorily answer the members' queries.

It is very satisfying to note that the all faculty members are trained in the use of ICT, specifically in the use of the internet in teaching learning. The Committee, however, could not ascertain the outcome of this training in the dissemination of the regular lectures during the pandemic time (barring a few Departments).

The Committee members are pleased to see the active engagement of the alumni of the College. It is reported that the Alumni association have donated some amount of fund to construct a parking lot in the Campus. This is really commendable.

The College runs **18 value added/skill development courses**, which is highly appreciated.

The College Library has been provided with some modern settings. There are 15,480 books, 17 Journals in the library, beside an active link to NDL. The library runs on SOUL 3.0 software. The College is well connected with the Internet and there are two separate broad band connections to cater to the needs. 3 multimedia-enabled classrooms are presently being used by the faculty for delivering lectures.

The College is maintaining an attractive website listing out various academic programmes, the Departments (including faculty), activities conducted, etc.

Developing a medicinal plant garden has been in the progress with adequate amount of funds have already been allotted for the same from local Govt. authorities (MAC).

The Committee has noticed some faculty publications (reported as 21 and 30 in number in the last 5 years in Journals and Book Chapters respectively). Out of the 21 Journal publications few are in CARE listed journals.

The IQAC of the college is found to be active and has been conducting its activities routinely. Students' Satisfaction Surveys (SSS) feedback are also been conducted from time to time, and the action taken reports are made available in the website for information of the public. It is noteworthy that they have been submitting the AQAR to NAAC in due time over the years. Immediate last year's AQAR is getting ready, and it was informed that the College is contemplating submitting the same soon.

The college has conducted Green Audit and Energy Audit in recent time, and it is informed that the recommendations from such audits are being implemented.



Specific Recommendations:

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. It may be noted that the points mentioned below are arranged in the order of *NAAC's seven criteria* and hence do not indicate one's importance over another.

1. It is good to see that the Lesson Plans are prepared by the faculty members, which the Committee thinks need some improvement and standardisation so that *date-wise* synchronisations with credit requirements along with the Course Outcomes (Cos) are achieved.
2. The College Website is expected to display the Programme Outcome and Course Outcome for every programme and Course. **PO-CO matrix** needs also to be presented along with.
3. The **attendance registers** are maintained properly. However, it is not clear from the registers if the adequate number of classes according to the credit requirement has been held for a particular course. It is urged that the College authority through the IQAC takes an active role in **auditing the attendance registers at least three times in a semester** so that deviation if any, can be attended to without any adverse impact in the implementation of the respective lesson plans. Even when the classes were held in virtual modes, some records of classes conducted could be maintained for scrutiny and future record. *This should be taken seriously* as the major role of any educational institution is in the implementation of the course curriculum.
4. A **Standard Operating Procedure for online classes** may be prepared as physical classes may get disrupted in the future again.
5. The number of **e-contents** prepared by the faculty of the college is not adequate. This is not satisfactory given the fact that all faculty have been trained in preparation of e-content and use of ICT at least twice during the last 2 years. It was seen during the visit that only few faculty in Science Departments have prepared e-contents. The Arts Departments could not report any such activities. The college may consider offering a certain percentage of the input through e-contents, as per UGC's guidelines.
6. A **structured mechanism to detect slow and fast learners** at the beginning of the programme shall be very helpful for the holistic progression of all students. The ICT system can be used for a central database of slow learners and the Principal's office and the IQAC should monitor the progress of such students closely.
7. Faculty be made aware of the variables of the **Student Satisfaction Survey (SSS)** so that they are motivated towards full satisfaction of the students. There may be a system of counselling the teachers, if any, who are receiving *less than the average* scores in the said SSS *continuously over a period of time*.
8. 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.
9. The Academic departments should try to make provisions for **students' internships** during the vacation period in collaboration with nearby industries/Banks/Tea-gardens/Insurance companies etc.

10. The **average of per faculty journal publications** in the last 5 years is less than **1.0**, which is low considering the emphasis given on such quality publications by the regulatory and ranking agencies. There should be serious discussions among the faculty members led by the IQAC to find out the reasons for general aversion towards quality publications and **corrective action be initiated immediately**. In order to encourage publication, an award may also be instituted for best paper publication in the year.
11. The college has entered into a few Memorandums of Understanding. This is a healthy sign. However, there is a need for regular **auditing of the output of the MoUs** with respect to its stated objectives after a gap of a reasonable period.
12. It is noted that **not a single externally funded** (Non-Government or Government) research grant was reported during the Audit. In absence of such works, the exposure and contribution of the faculty to knowledge generation are limited and result adversely in standard publications. The College authority guided by the IQAC should immediately take necessary steps in this regard. The College authority should encourage the faculty members to apply for research grants from various Govt./Non Govt. agencies.
13. It is suggested that a **Learning Management System** be used for running all courses. G-Suit is one of such widely used LMS. The free version can accommodate a virtual meeting room (class) of a maximum of 100 students. The College may consult the experts before deciding about the right system. NAAC also emphasises using LMS in teaching learning.
14. Considering the IT exposure the college has at this moment, every faculty should be **allotted a PC with a dedicated LAN connection and the Internet, if budget permits**. In case of resource constraints, the same may be implemented phase-wise. But each Department should be equipped with at least one working computer and a printer with internet connection urgently.
15. The **student to PC ratio** is about **80:1**. This may be considered **very low**. There is an urgent *need to improve the ratio*.
16. The **Science Departments** are presently kept together and running with many common facilities. In order to encourage research and publication the departments should be urgently given separate accommodations and the Faculty be given more privacy and freedom to pursue their research interests. If it is not done immediately, chances are that the talented faculty will lose interest in research and development, and fall in the so called vicious cycle. The arrangement may be made urgently to provide separate faculty room for each Dept. of Science.
17. The ICT-enabled classrooms should maintain **user registers** (Log book) separately and the college can encourage all Departments to use these ICT-enabled classrooms regularly (with prior booking) at least for *say*, 30 percent of total allotted classes.
18. The College authority may seriously think of **modernising the hostel facility** (presently available only for girls). Relevant funding may also be sought from donors for **starting a Boy's Hostel**.
19. **The College Canteen** is *not impressive*. There is not even a clean drinking water facility in the canteen. The canteen is being run by a student. Proper policy should be adopted and notified regarding outsourcing of the Canteen. A bigger size student Canteen may be constructed in near future.
20. The College may start a **Green Belt** within the Campus, which will be very refreshing/. The belt might also have a cluster of medicinal plants.

21. The **library** should be fully automated and modernised. Attempts should be made to make some PCs available in the library exclusively for accessing the contents of the NDL and other resources available on the internet. The Librarian should be accommodated in a separate enclosure in order to have some privacy. The new computer enclosure may be made Air Conditioned so that the users find it motivating to use the same in summer period. Attempts need to be made the library more resourceful in terms of text and reference books. The library should take some more measures to collect and preserve some rare and rarest items (Written records/materials etc).
22. In order to promote inclusiveness, the College should arrange for ramps/lifts in the academic buildings for specially abled students. The Website also be made friendly for visually impaired students. The library should also keep stock of textbooks (in Braille) suitable for visually impaired students.
23. It is seen that the students are good at performances related to drama, dance, and music. More efforts should be made in generating enthusiasm among students for additional wellness and holistic development programmes such as Yoga, aerobics etc.
24. The students-parents-teachers **mentoring system** may be introduced department-wise.
25. The College needs to prepare a **Perspective Plan** for at least 10 years (if not for a longer duration) so that it may get aligned with the proposed outcome as stated in the NEP, 2020. The perspective plan should deal mainly with the issues of integrating multi-disciplinary programmes with the present academic setup.
26. A **sustainability plan** may also be prepared for the college campus in synchronisation with the perspective plan. The sustainability plan may be in line with the SDGs and specific targets be fixed for attaining within 2030.
27. The College has been regularly getting its **accounts audited** by external firms. The accounts are also audited by the Accountant General of Assam. It is good to note the same. The authority may think of using a printed voucher while passing the bills for payments.
28. 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.
29. The present **College website** is attractive and informative. But the site should have specific information about the *Departments and each faculty with their research interest*. Some faculty profiles are devoid of any photographs and other achievements. Provisions should be made immediately to accommodate the same. The website should be regularly updated and a mechanism may be devised for the same. While browsing it is found that the site is heavy and slow. This will be a deterrent for the students as most of them now-a-days use only mobile phones to browse. An attractive, vibrant, light and informative website enables the College and its faculty to be noticed beyond geographical boundaries and get recognised for their expertise and skills. This may also result in more collaborative research works and consultancy offers, which will enhance the prestige of the College.
30. There should be an active **Placement cell**; and the Cell should help the students in getting meaningful employment. The role of the Cell will be more important and essential for the College as the provisions of NEP 2020 envisage considerable number of credits being completed through internship. The Placement Cell may also help the students in getting prepared for National and State level competitive examinations also.
31. The College has established **Institute Innovation Council (IIC)** as per the norms of the Innovation Cell, Ministry of Education, Govt of India during 2021-22. This will help bringing out



hidden talents among students as far as start-up and other endeavours are concerned. Few add-on courses are already dealing with entrepreneurship and the new Cell may help in such efforts.

32. The **strength of the active alumni associations** may be channelled well in developing the college resources. As they have been doing already, *a more structured approach* may be adopted to synchronise the efforts of the alumni with that of the college *in achieving the Mission and Vision of the College*.
33. A few **Study Centres** may be considered for development in the College:
- a. Study Centre for India's Act East Policy
 - b. Innovation Incubation Ecosystem (Idea centre)
 - c. Centre for Eco-restoration/River restoration
 - d. Centre for developing English Language Proficiency: IELTS/TOFEL etc.
 - e. Study Centre for Climate Change (Climate Science).
34. The College should seriously think of using alternative source of energy like solar power in meeting the day-to-day needs of the College.
35. The College may actively consider generating some resources by allowing outsiders access to its infrastructure (say, the Gymnasium) if otherwise not restricted.
36. The college may also **connect to 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. A good number of nearby High and HS schools may be adopted academically to encourage students from a young age for commerce education/science education etc. This will also strengthen college extension activities.
37. The College may think of admitting some students from nearby areas in its **value added and skill development** courses in addition to the regular college students.



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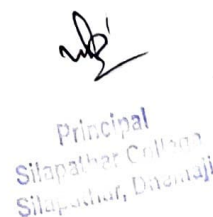


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Dated, the 20th of March 2022



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