

ACADEMIC AND ADMINISTRATIVE AUDIT
Biswanath College (Estd. 1960)
(Affiliated to Gauhati University, NAAC A-Grade)

Date: 15.03.2021

We, on invitation of the College conducted the Audit during 9.00 am and 5.30 pm on 15/03/2021 in the College premises following a template prepared for the purpose as per requirements of seven criteria of NAAC. All the Heads of academic departments submitted the duly filled-up format to the members of the Audit team in the respective dept at the time of visit and had interactions with the faculty members on various parameters.

Presentations were made by the Principal, the Coordinator-IQAC, and we visited all the academic departments (18) and the College Library. We examined the on-site progress the College could make after the last visit of the NAAC peer team in Nov. 2015 (earned CGPA 2.80).

We also visited the physical facilities available in the college campus, one large Play Ground , one Basket Ball Court, two Volley Ball Courts, TT boards in sufficient number for both boys and girls, one Gymnasium facility (common for boys' and girls'), one Boys' Common Room, two Girls' Commons, two Girls Hostels and one Hostel for Boys. Another large playground has been developing for athletics.

Overall, the Committee is happy with the positive developments in the College even when most of the time in the year 2020 the College was in a lockdown (due to government notifications as well as converting a portion of the college premises into institutional quarantine centre). It has been heartening to note that the college authorities actively supported the District Administration/Assam Government during the COVID-19 pandemic to help the people at large.

There are total 61 permanent faculty members (49 sanctioned by Govt and 12 sanctioned by the GB and 21 of them have their PhD degree and 20 with M. Phill degree and a few other members are pursuing PhD. The college has additional 14 guest/par time temporary faculty members taken time to time by the GB to run the classes smoothly.

The students feedback was conducted as per the variables put forwarded by NAAC. The college has been planning for Green Audit to be conducted soon.

The Committee has noticed some quality research publications in UGC-CARE listed journals Scopus/Web of Science group Journals during the last five year period, which shows that the

faculty members are really willing to contribute through research activities. Some faculty have also undergone quality improvement programmes regularly, which is really encouraging. But the number of Research projects (completed and ongoing) is very few and the College authorities should encourage the faculty members to apply for research grants from various Govt/non Govt agencies urgently and also try to bring DBT-Star college facilities.

The Committee is glad to note that the pass percentage of students is really very encouraging, in some departments this is more than 80-90% in major subjects. Good number of students could secure first class in University examinations, which is laudable. The students' achievement as well as student progression has been good but still there are enormous scopes to do more.

The continuous efforts of the IQAC have resulted in sensitising the faculty in preparing for NAAC assessment shortly, which is very encouraging. But, IQAC should be able to suggest academic/administrative measures regularly to the Principal to discuss regarding quality enhancement, quality sustenance and developing quality culture.

The students' welfare section with 3 wings (Sports, Culture, and Wellness) have started functioning. The Gymnasium is also another opportunity and students have started to use this facility. The initiatives and achievements of NCC has been commendable. The NSS activities may be made more visible in the college as well as in the community.

The college can have an admission and examination section as last academic year's admissions were managed online through this section. This section may keep record of students' progression and flag any alarming issue related to the results of a student. Also the section may keep an archive of all internal and continuous internal evaluation (CIE) question papers and performance records. This section should also play an active role in approving the internal and continuous evaluation schedule prepared by each of the faculty, with the help of the IQAC.

The college has adopted one village with great care and love, which is really commendable and was coming in the news. A few more number of villages in the nearby area may be adopted specifically to educate/aware the community about current concern regarding gender issue, health & hygiene, environment, superstitious-belief and importance of biodiversity conservation.

The college has an active and duly elected Students' Union Body. The college authorities can engage/motivate large number of students through this dynamic Union Body to maintain cleanliness of the beautiful campus.

The College has a registered and very active Alumni Association with able leaders who are always willing to contribute to the development of the college.

Even though the faculty with active engorgement from the IQAC prepared the Lesson Plans for each of the courses, these need to be more structured. The Committee members have pointed out this in the exit meeting along with many other suggestions related to CIE.

The members observed that the College authorities under the dynamic leadership of the Principal have been trying to decentralise the administrative measures for effective/transparent and smooth functioning of the College administration by making various committees of stakeholders at different levels.

Specific Suggestions:

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

1. Efforts may be initiated in an urgent basis for improvement of the attendance of students and the students' attendance registers may be dully maintained.
2. The Class room infra-structure and Lab facilities need renovation and up gradation. At present the college has 7 ICT-enabled class rooms.
3. The depts. should take measures to open up certificate courses/students internship program at the earliest (at least one per dept) to enhance the quality inventiveness of graduate students.
4. Use of ICT in teaching to be increased (using different digital/multimedia devices). These classes may be shown in the routine specifically. All ICT-enabled Class rooms may use log-book for effective record keeping measures.
5. Regarding identifying the slow learners, Induction classes (and evaluation metrics/processes etc.) to be arranged in the beginning of the session/semester to identify the slow learners. Necessary measures to be taken to support the slow learners through doubt clearing session/one-to-one contact classes etc. May be some more remedial classes arranged in a time mutually convenient for faculty and such struggling students. The Education Dept. may be requested to help all other depts. in this regard.
6. New faculty members must undergo Induction Training for faculty (ITF) preferably within a year of their appointment.
7. Teachers may be encouraged to take part in more quality improvement programmes offered by reputed institutions/UGC-HRDC/MHRD online/offline at a regular manner.

8. A workshops on linking Lesson Outcome/Program outcome/Course outcome/Program specific outcome and on use of ICT may be organised by the IQAC as soon as possible.
9. Faculty members 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.
10. The service of psychologists may be made available to the students at regular intervals. This can be achieved through an MoU with the nearby professional institution, namely, LGBRIMH, Tezpur.
11. New method of ICT connectivity among different departments may be thought of, if fund could be generated, and all departments/offices/centres may be connected through a Local Area Network (LAN) which should be eventually linked with a stable and reliable Internet connection.
12. In order to create a more conducive publication atmosphere in the college, two yearly best researcher awards (Cash-Prize) may be instituted immediately.
13. In the College Innovation and Incubation centre the Science departments may actively contribute to this effort in identifying/ encouraging local innovations and to nurture the ideas.
14. The present College website may be made more attractive and informative. Further, the Department specific and individual faculty specific sites may be linked to the main page, so that detailed information are available about a Departments as well as an individual teacher.
15. One more Canteens may be developed in addition to present canteen in the large campus in view of the large number of students attending the college daily.
16. As the demand for hostel seats is increasing over time, the college should propose for more number of hostels for boys and girls.
17. College has artificial water reservoir for solving water logging problem in the campus and this may be developed into beautiful site for campus beautification.
18. Towards development of a green campus, planting of more valuable timber trees (Sal, Segun, Gamari Tita sapa) may be planted at an area of about 5-10 bigha for future resource management.
19. The computer centre (language lab) facility should be made accessible to students from all disciplines. In this regard very short duration programmes on software (like excel, Power Point, tally etc.) which are useful in day to day activity may be conducted from time to time, may be one series in each Semester. The faculty in Computer Science Dept and the newly inducted young faculty may be engaged in this process. Resources generated by this may be used for arranging more facilities in the Centre after deducting the expenses like remuneration to the engaged faculty. This facility may also be open for outsiders to generate internal resources.
20. The Faculty members may be encouraged to apply for Major research Projects from various funding agencies. The Botany Dept. may perhaps submit proposals to various

funding agencies like the Medicinal Plant Board of Assam/India, to develop a medicinal plant garden together with a Plant Tissue Culture facility in the college soon.

Wishing the College a great future



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Dated, the 15th of March, 2021