

**2<sup>ND</sup> ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**  
**RANGAPARA COLLEGE**  
**27.02.2021**

We, on invitation of the College conducted the Audit during 9.00 am and 5.30 pm on 27.2.21 in the College premises.

Presentations were made by the Principal, IQAC, and various academic departments (16 in number) on the progress the College could make after the 1<sup>st</sup> AAA conducted on 22.2.2020.

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). The college started 5 science departments during the year and the first batch of students has already been enrolled. The respective laboratories are in the final stage of being operational, and two laboratory bearers are also appointed. Out of 18 new appointments, 12 are with Ph. D. degree, and this has increased the overall percentage of teachers with Ph. D. degree. The college have now 18 faculty with Ph. D. out of 45 regular posts. This translates into **40%**. In fact, three newly appointed Asstt. Professors have completed Post Doc from reputed institutions of the country. Moreover, a few senior faculty members have taken PhD admission recently.

The College conducted Library Audit, Hostel Audit and Green Audit as well as Student Satisfaction Survey (SSS). The SSS was conducted as per the variables put forwarded by NAAC. The Reports are submitted for the verification of the Committee and the same are duly noted. Valuable suggestions are made by the Green Audit team, which are appreciated. Such recommendations or suggestions based on observations are not seen for the other two Reports and as such it is recommended that both the teams offer some suggestions with a view to improve the said facilities.

The Committee has noticed some publications in CARE listed journals during the intervening period, which shows that the inertia is broken and the faculty are really willing to contribute through research activities. Some faculty have also undergone quality improvement programmes, which is encouraging.

The Committee is worried due to the fact that overall pass percentage, especially in general courses is not satisfactory, even though in some departments this is more than 80% in major subjects. Good number of students could secure first class in University examinations, which is laudable.

The efforts of IQAC have resulted in sensitising the faculty in preparing the PO CO matrix, which is encouraging.

The Students' Welfare Section with 3 wings (Sports, Culture, and Wellness) have started functioning. Each of the wings is headed by a young faculty member. Plan is there to

start a Yoga section. The gymnasium is also another new addition and students have started to use this facility.

The Admission and Examination section is also a new addition and current 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. The software is being prepared and provisions may be made in this regard. Also the section may keep an archive of all internal and continuous evaluation 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 Committee appreciates this initiative.

Good to know that the College has arranged some fund for grant to the faculty members to conduct some research works. It must be ensured that such researches result in publication in high quality journals.

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 and suggestions were made. It is hoped that the IQAC will initiate measures to see that the future Lessons Plans are structured well and implemented as far as possible.

#### **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. Green audit committee recommendations may be implemented with a time line.
2. Efforts may be initiated in an urgent basis for improvement of the pass percentage. 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 evidences.
3. New faculty must undergo Induction Training (ITF) preferably within a year of their appointment.
4. Teachers may be encouraged to take part in more quality improvement programmes offered by reputed institutions.
5. Two workshops on linking Learning outcome, Programme outcome, Programme Specific Outcome and Course Outcome and on use of ICT may be organised in recent future. The Dept. of Education can organise a workshop on Preparing Effective Lesson plan.
6. 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.

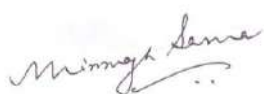
7. The kitchen of the present canteen be modernised with floor and wall tiles and better waste disposable facility. Bigger canteen facility may be planned considering the number of students.
8. The service of psychologists may be made available to the students at regular intervals. This can be achieved through a MoU with the nearby professional institution, namely, LGBRIMH, Tezpur.
9. As the demand for hostel seats is increasing over time, the work of under construction hostel building may be completed soon to ease the situation in the present boys' hostels. Application may be made to NEC or DONER ministry for construction of two new Girls' Hostels.
10. The College should make an active committee to work on resource mobilisation. The natural water-body is a wonderful resource. Efforts may be initiated to convert this into some adventure sports facility (like kayaking, rowing etc.), after due consultation with experts, if feasible. Beautification work including planting of more valuable trees etc. may be initiated in the portion that links the new campus with the administrative building. The natural *hola* and both its sides in this area may be converted into a biodiversity resource.
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. Now that the number of students is increasing, the capacity of the computer centre needs to be enhanced, and students from all disciplines be encouraged to use the facility. In this regard very short duration programmes on software (like excel, Power Point, tally etc.) which are useful in day to day activity may conducted from time to time, maybe one series in each Semester. The faculty in CC 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.
13. In order to create a more conducive publication atmosphere in the college, two yearly best researcher awards may be instituted immediately.
14. An Innovation and Incubation centre may be thought of with active help from the Commerce and Economics Departments. The Science departments should also actively contribute to this effort in identifying/ encouraging local innovations.
15. The present College website is attractive and informative. But the Department specific and individual faculty specific sites may be linked to the main page, so that detailed information are available about a Department as well as an individual teacher.
16. The College may develop the following research centres on priority basis:
  - a. One Gandhian study centre (Dept of Political Sc. should make a plan)
  - b. One Dr. Bhupen Hazarika Cultural centre (All literature Depts. can work together)

17. The following certificate courses can be initiated immediately:
- A certificate course on Spoken English (By English Dept)
  - A certificate course on Spoken Hindi (By Hindi Dept) for non Hindi speaking students.
  - A certificate course on Spoken Bodo Language (By Bodo Dept) for non Bodo speaking students..

Some departments like the Depts. of History, and Assamese has already planned to start such programmes from April, 2021. Other departments may brainstorm on some more such programmes in the short run.

18. The College should set up two centres for students as soon as possible:
- One Career Guidance cell
  - One APSC/UPSC/Bank/LIC and other competitive Exams guiding centre
19. The college may institute a Public Lecture series: One lecture every month regularly (12 in a year) by prominent scholars/learned College Faculty member on various public issues/global and local problems (Academic, Socio-cultural, Moral, Ethical, Political, financial etc). In the end of every year these lectures may be compiled as a book volume to be published by the College. This may be one of the best practices of the college.
20. All the ICT-enabled class rooms should maintain user registers separately and the college can encourage all depts. to use these ICT-enabled class room regularly (with prior booking) at least for 20 percent of total allotted classes.
21. All faculty members may be encouraged to prepare a few Voice-recorded PPT Lectures in local languages on their course contents from their syllabi.
22. All the science Depts. should prepare and keep SOP near to all the instruments in their labs.

The committee wishes all the very best to the Students, Faculty, Staff, Administration and all well wishers of the college for the forthcoming NAAC assessment.



**(Mrinmoy K Sarma)**  
Professor,  
Business Administration  
Tezpur University



**(Jogen Ch. Kalita)**  
Professor,  
Zoology  
Gauhati University

***Dated, the 1<sup>st</sup> of March, 2021***