

ACADEMIC & ADMINISTRATIVE AUDIT

SESSION - 2022-23

KHARUPETIA COLLEGE , KHARUPETIA



ESTD : 1981

KHARUPETIA COLLEGE , KHARUPETIA

DARRANG:: ASSAM-784115

**REPORT ON
ACADEMIC & ADMINISTRATIVE AUDIT - 2022-23
KHARUPETIA COLLEGE
DARRANG : ASSAM**



Brief introduction on Academic and Administrative Audit Committee:

The Academic and Administrative Audit Committee hereafter refers as AAAC of Kharupetia College consisting with the following members:

- | | |
|---------------------------------|--------|
| 1. Principal, Mayang College | Member |
| 2. Faculty from GU(Mathematics) | Member |

The AAAC has made a detail study on all academic environment and administrative system of Kharupetia College for the period 2022-23 and prepared the report.

College Profile:

Kharupetia College is one of the premier institutions of higher education in Darrang District. The College saw the light of day as a result of untiring efforts of the far-sighted people of greater Kharupetia locality. Established in the year 1981, the college was taken over by the Govt. of Assam under deficit system of grants-in aid w.e.f. 25/03/1998. The college was Provincialised by the Govt. of Assam w.e.f. 01/12/2005 vide Govt. notification No. LPG. 112/2005/158 dated the 19th December, 2005. The College has been included under section 2(f) & 12 (B) of the UGC act, 1956.

The College is Affiliated to Gauhati University, and has been assessed and accredited by National Assessment and Accreditation Council (NAAC) in cycle 2 in October, 2015 and awarded Grade B.

Vision of the College:

The goals and the objectives of the college are as follows:

- a) To impart quality higher education to the society.
- b) To develop human resource in such a way so that they can participate in the nation building process.
- c) To bring social change in a desired way by using education as a tool for change.
- d) To provide employability to the youths through vocational and employment-oriented courses.
- e) To inculcate sense of good citizenship among the youth.
- f) To bring this institution of higher education closer to the community with the help of various extension educational activities

STRENGTH OF THE COLLEGE:

The college is imparting education for Higher Secondary in two Streams: Arts and Commerce and Degree Programmes in Three streams/disciplines Arts, Commerce and B.Voc. The college is almost going to implement Four Year Undergraduate Programme (FYUGP) under NEP 2020 for Arts, Commerce and B. Voc programmes under Gauhati University from 2023-24 onwards. The college has been maintaining excellent records of performance in different University and Council Examinations also.



INFRASTRUCTURE OF THE COLLEGE:

Kharupetia College has well-structured campus with RCC buildings and Assam types houses with available digital classrooms and 24 hours internet facility.

COLLEGE LIBRARY :

The College has a digitalised library with a collection of more than 22550 (Twenty two thousand five hundred fifty) text and reference books, 21 periodicals and 13 news papers with regional, national and international repute. The library has been providing Book Bank facility to the meritorious BPL and Physically Challenged students. The library is automated by using SOUL software. OPAC and Barcode system are being introduced for smooth running of regular library services. moreover, the College (library) is registered under N-LIST (of INFLIBNET Centre) and also National Digital Library of India (NDLI) for consulting E-Resources. The library has provided time bound internet browsing facility to the users for academic purpose only. The College Library is for the use of the Students, Teachers and the Employees of the College. The facilities for borrowing of books by the users are available subject to the observance of Library Rules. Besides the Central Library, Departmental Libraries have also been set up to cater to the need of the aspiring users.

STUDY CENTRE:

Kharupetia College has two study centres for open and distances learning e.g- KKHSOU and ICSI.

COLLEGE ECO SYSTEM:

To protect and conserve ecological systems and to be the active tributary of sustainable development with green environment within the campus, the College has always been taking constant initiatives at the core of all activities. Around 35% of the College campus has been built up with various greeneries with decorated flora. The rest of the campus can be categorized as playgrounds, auditorium, girls' hostels, lawns and fisheries which habitat for biodiversity and a large variety of species of grasses, herbs, shrubs and trees.

The College has a big playground in its premise and a nearby stadium which is under the possession of the College.

TOTAL SEATS AT KHARUPETIA COLLEGE: STREAM WISE

1. HS Arts	: 300
2. HS Commerce	: 300
3. Batchelor of Arts	: 800
4. Batchelor of Commerce	: 300
5. B.Voc	: 120

The College is offering undergraduate programs in both Honours and Regular course, the strength of the seat capacities in each department is shown in the following table.

SEATS IN HONOURS AND REGULAR



Subjects	Number of Seats	
	Honours	Regular
Arabic	50	200
Assamese	50	400
Elective Assamese	0	250
Economics	50	300
Education	50	300
English	50	400
Geography	0	150
History	50	300
Hindi	50	200
Elective Hindi	0	100
Mathematics	0	50
Philosophy	50	300
Political Science	50	300
Sanskrit	50	100
Commerce	300	0
B.Voc	0	120

The College is offering varieties of Certificate/Add-On-Course since 2021-22 and, the strength of the Add on Course offered by the College during academic year 2022-23 by each department is shown in the following table.

ACADEMIC STRENGTH : 2022-23

SL No	Name of Department	Program	No of Teachers		No of Certificate/Add on Course Offered
			Sanction	Non-Sanctioned	
1	Arabic	UG	4	0	1
2	Assamese	UG	2	2	1
4	Economics	UG	2	2	1
5	Education	UG	3	1	1
6	English	UG	1	2	1
7	Geography	UG	2	1	1
8	History	UG	3	1	1
9	Hindi	UG	3	1	1
11	Mathematics	UG	1	0	1
12	Philosophy	UG	3	1	1
13	Political Science	UG	2	2	1
14	Sanskrit	UG	1	1	1
15	Commerce	UG	0	7	2
16	B.Voc	UG	0	4	1

INTERNAL QUALITY ASSURANCE CELL (IQAC):

College has constituted IQAC under the guidelines of National Assurance and Accreditation Council (NNAC) to realize the institutional goals: "Quality Enhancement and Quality Assurance". The prime objective of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. The IQAC works through various Cells and Committee.

INFORMATION AND CAREER COUNSELING CELL :

An Information and Career Counselling Cell has been formed at Kharupetia College with the aim of helping the students by providing information about various career opportunities. Interested Students and Alumni of this College may approach this cell for necessary information and career counselling / guidance.

GRIEVANCE REDRESSAL CELL :

The College has a Grievance Redressal Cell to look into the grievances of the students, guardians, teachers and employees of the college. The cell takes appropriate steps for redressal of the genuine grievances in accordance with the guidelines framed for this purpose.

EXTENSION EDUCATION CELL :

In order to strengthen College Community co- ordination an Extension Education cell has been formed at this College. The Cell undertakes various programmes such as Cleanliness Drive, Yoga Session, Free Health Checkup, Environmental Awareness, Aids Awareness, Health & Hygiene Awareness and various community Development Programmes such as Population Control etc. from time to time

METHODOLOGY OF THE AUDIT:

A questionnaire in tune with the current NAAC assessment accreditation framework has been prepared as shown in Annexure-1.

The metrics are considered where the academic department needs to be involved. Weights for each metric are fixed as per their importance for enhancing the quality of the College. A score on a scale of 0-5 is provided based on validation by the audit committee members on the claim made by the departments of the College.

CGPA for every department has been evaluated using the following formula.

CGPA for individual departments are shown in the

SL No	Name of Department	Seats		Total	Weightage	Score	Total Weightage (582)	CGPA
		Major	General					
1	Arabic	50	200	250	6	240	582	2.4
2	Assamese	50	400	450	11	215	582	3.9
3	B.Voc	0	120	120	3	185	582	0.9
4	Commerce	300	0	300	7	400	582	4.8
5	Economics	50	300	350	8	330	582	4.6
6	Education	50	300	350	8	260	582	3.7
7	English	50	400	450	11	260	582	4.7
8	Geography	0	150	150	4	230	582	1.4
9	Hindi	50	200	250	6	290	582	2.9
10	History	50	300	350	8	295	582	4.2
11	Mathematics	0	50	50	1	150	582	0.3
12	Philosophy	50	300	350	8	240	582	3.4
13	Pol. Science	50	300	350	8	385	582	5.4
14	Sanskrit	50	100	150	4	260	582	1.6

$$\text{CGPA} = \frac{\sum(\text{Score in the Individual Metrics}) \times \text{Weights of the Department}}{\text{Total Weights (582)}}$$



OBSERVATIONS:

a. Curricular Aspects: The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum most of the departments are maintaining a course file including detail lesson plans with course progress recorded and institutionalised. Departments follow academic calendar of Gauhati University for effective planning of academic activities. More over all the departments are following the affiliating University's calendar for Add on/ Certificate programmes conductedw.e from 2021-22.

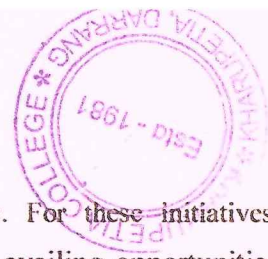
b. Teaching Learning Aspects: Assessment of learning levels after admission to identify slow and advanced learners are found intake.The College follows student centric learning methods for effective curriculum delivery and detail unit wise plan for experiential and participative learning. College maintains adequate mentoring system. All the departments conduct internal examination as per requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation. Program Outcome, Program Specific Outcomes and Course Outcomes are described in the syllabus. AAAC suggests attainment of the learning outcomes to be upgraded in effective mode in future.

c. Research, Innovation and Extension: The overall research culture in the College needs to be strengthened more. Several departments are conducting very effective extension activities. AAC suggests, Involvement of large number of students in extension and research activities should be encouraged.

d. Students support and Progression: Althoughseveral Departments conduct capacity building and skill enhancement activities for the student's placement and progression to higher education, AAAC recommends more encouragement for participation in extra-curricular activities.

e. Professional development activities: Several teachers have participated in FDP. The rest of the teachers should also regularly participate in FDPs.

SWOC ANALYSIS



STRENGTH OF THE INSTITUTE:

- ❖ The College runs two self-financing programs of Commerce and B.Voc. For these initiatives, considerable numbers of students from different community have been availing opportunities to undergo Commerce Education and Vocational Degree from the College enabling them to engage in different jobs to serve the society in different fields.
- ❖ Easy accessibility and route Communication for connecting NH 15.
- ❖ ICT infrastructure with campus Internet facility .
- ❖ Community outreach and extension activities by inculcating social responsibility among the students and equipping them with skills and life values to face the challenges of life thereby contributing towards nation-building.
- ❖ The Career Guidance Cell facilitates counselling for job opportunities.
- ❖ The Late Abdul Wahab Memorial Award of a cash prize of Rupees one thousand each for the toppers of the Arts and Commerce streams.
- ❖ Many of the faculty members are qualified with Ph.D., NET/SLET etc.
- ❖ Among vast minority dominated area College striving continuous improvement of female literacy rate.

WEAKNESS OF THE INSTITUTION:

- ❖ The girls' hostel is inoperative and focused a major Weakness of the institute.
- ❖ Recreational hall, conference and Seminar Hall, UGC pattern classrooms, laboratories, and library reading rooms are inadequate.
- ❖ Though skill oriented professional courses are the need of the hour, adequate funds are not available.
- ❖ Lack of sufficient permanent teaching and non-teaching staff continues to increase the workload and administrative responsibilities of the regular faculty.
- ❖ The College has no NCC unit.
- ❖ The stagnation in permanent appointments has affected the dynamics of the departments and the professional growth of the discipline.
- ❖ Some of the departments have single sanctioned post that hinders the academics of the institution and possible upliftment.
- ❖ Lack of boys' hostel is a hindrance for attracting the students from the distance area.

OPPORTUNITIES OF THE INSTITUTE:

- ❖ As the College is a leading institution serving among a vast area and it has large number of students enrolled in different streams, the College has great opportunity to run numerous certificate course for the better services of the student's community.
- ❖ In addition, the College has ample possibility to start Post Graduate Programs in Assamese, Political Science, History, Philosophy, Education and Commerce.
- ❖ As the girls' hostel is fully constructed, opportunity is available to run for girls' students.
- ❖ Highly qualified alumni of the institution are engaged in different fields; hence they are to be empanelled for facilitating students career upliftment.

- ❖ NSS units of the college are very active and have hosted many programs for betterment of the students and nation building.
- ❖ The college is a co-educational institution which has always tried to encourage inclusiveness across gender, language, economic diversities, etc.



INSTITUTIONAL CHALLENGES:

- ❖ As most of the colleges have opened career-oriented programmes of Computer Science and Vocational, Electronics, the parameters of excellence have been raised.
- ❖ The Commerce and B. Voc Stream have not been Provincialised but with inadequate teaching staff posing challenges in academic sphere.
- ❖ The introduction of CBCS promises to contemporize education with changing pedagogies but the restricted size of sanctioned teachers will hamper to fulfil the objectives of CBCS curriculum.
- ❖ Modernisation of indoor stadium and conference hall facilities, auditorium poses great challenge to manage the co-curricular activities.
- ❖ Managing funds for academics, co-curricular academics and extension activities is a challenge to the institution with requirement to appoint full time non-sanctioned and part time faculties and non-permanent office staff.
- ❖ The career and guidance cell of the college has initiated no. of steps to facilitate student's placement but this could be done in favour of few disciplines only.
- ❖ The institution has not yet succeeded in making sufficient MoUs with relevant institutions for the greater benefit of the students.
- ❖ Most students belong to BPL and low middle income groups for which they cannot afford to enrol in Commerce and B. Voc courses as there are self funded courses.
- ❖ As the college has always attracted students from the rural background the pandemic situation in last two years has led to a decrease in the enrolment, mostly due to less mobility from rural areas.
- ❖ Location of the College in a thickly populated area, surrounded by villages on all sides and circuitous access path to the College pose a challenge to maintain the safety and also the academic environment of the college.
- ❖ Enrolment of BPL students in Commerce and B.Voc stream is a great challenge for the College.

RECOMMENDATIONS:

Based on the finding members of the audit committee recommend the following for enhancing the teaching-learning ecosystem of the College.

1. The College may reactivate existing language lab.
2. Research culture of the College needs to improve and interdisciplinary research to be initiated.
3. Proper documentation is required for all activities
4. Best practices of individual departments for various aspects need to be institutionalised.
5. For effective delivery of curriculum, the course file to be assessed by IQAC on regular basis.

6. Academic calendar to be prepared at department level with inclusion of all co-curriculum activities following the affiliating University's calendar.
7. More students should be involved in the extension activities
8. More collaborations need to be established for faculty exchange, students exchange, internship etc.
9. More teachers should participate in FDP programmes
10. The College internal footpaths approaching all the class rooms and office buildings to be explored for easy access.
11. Necessary initiative to be taken to fill up the vacant faculty positions.
12. Use of College Automation to be ensure among All Faculties.
13. College Co-operative Society / CS Centre to be created to provide community development services.

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(Dr. Mausumi Saha Kalita)

Principal

Kharupetia College

Principal
Kharupetia College




(PROF. HEMANTA SARMA)

Department of Mathematics

Gauhati University

Member

Academic, Administrative Audit Committee,
Kharupetia College

Head
Department of Mathematics
Gauhati University



(PROF. NISAR AHMED BARUAH)

Department of Economics

Gauhati University

Member

Academic, Administrative Audit Committee,
Kharupetia College

Professor
Department of Economics
Gauhati University