

Academic Audit Report
of
DULIAJAN GIRLS' COLLEGE
P.O. Duliajan, Dist. Dibrugarh, Assam

The report prepared is the result of the inspection/examination of the facts and documents as regards the academic governance of the College. The committee examines and cross-verifies the records and facts that are prepared by the college in strict adherence to the terms of reference given by the academic audit committee. Upon thoroughgoing checks and verification, the committee records/endorsees few observations, recommendations and suggestions, which are given in the next pages.

It is to be noted that records presented by the college authorities bear the testimony of the facts. The committee testifies what are presented by the college.

Chandana Goswami
(Chandana Goswami)

R. Saikia *S. C Kakaty*
(R. Saikia) (S. C Kakaty)

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PRINCIPAL
DULIAJAN GIRLS' COLLEGE
P.O. DULIAJAN



**ACADEMIC and ADMINISTRATIVE AUDIT of
DULIAJAN GIRLS COLLEGE**

Place: Duliajan

Pin: 786602

State: Assam

Name & Address of the Institution

DULIAJAN GIRLS' COLLEGE

Year of Establishment

5TH SEPT. 1992

Current Academic Activities at the Institution (Numbers).

- Faculties/Schools
- Departments/Centres

Arts

Assamese, Bengali, Hindi, English, Political Science, Economics, Education, Sociology, Home Science, Satriya Dance, Yoga, Computer Science, Environmental Science

- Programmes/Courses offered

Higher Secondary, Undergraduate

- Permanent Faculty Members:

31

- Permanent Support Staff

17

- Students:

525

Dates of visit of the Team

26 – 27 March 2015

Composition of the Team which undertook the on-site visit

Dr. Chandana Goswami
Professor, Dept. of Business Administration Tezpur University P.O. Napaam, Tezpur-784028, Assam

Dr. Rupam Saikia
Director, College Development Council, Dibrugarh University

Dr. Sarat C. Kakaty
Professor, Department of Statistics Dibrugarh University

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Principal
Duliajan Girls' College
P.O. Napaam



Profile of the Institution

Name of the Institution	DULIAJAN GIRLS' COLLEGE		
Date of visit	26 TH 27 TH March, 2017		
Affiliating University	Dibrugarh University		
Status of the College	Affiliated <input checked="" type="checkbox"/> Yes	Constituent <input type="checkbox"/>	Autonomous <input type="checkbox"/>
Financial Category	Grant-in-aid <input checked="" type="checkbox"/> Yes	Government fund <input type="checkbox"/>	Self-financing <input type="checkbox"/>
Type of College	Men <input type="checkbox"/>	Women <input checked="" type="checkbox"/> Yes	Co-education <input type="checkbox"/>
No. of Departments	Arts: Yes	Science: No	Commerce: No
No. of Programmes	Any other:		Total:
	UG: 01	PG: 0	M. Phil: 0
Year of Establishment	5 th September, 1992		
	Under 2 (f) and 12 B on 2011		
UGC recognition	Under 2 (f) and 12 B on 2011		
Location of the College	Urban <input type="checkbox"/>	Semi-urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/> Yes Tribe <input type="checkbox"/>
Area of the campus (in acres)	acres (8156 sq.m)		
No. of Teachers	Men	Women	Total
Permanent:	08	14	22
Temporary + part-time	01	07	08
Total No. of Teachers Ph. D	0	02	02
Total No. of Teachers M. Phil	04	05	09
Total No of Teachers P.G	08	20	28
No. of Non-teaching staff:	Men	Women	Total
Technical Staff:		01	01
Administrative Staff:	09	07	16
No. of Students:			
UG:	0	343	343
PG:	0	0	0
M.Phil:	0	0	0
Ph.D	0	0	0
Any other: Higher secondary	0	182	182


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CRITERION WISE ANALYSIS	Observations (Strengths and/or Weaknesses) on Key-Aspects (Please limit to three major ones for each and use telegraphic language (It is not necessary to indicate all the three bullets each time; write only the relevant ones)
2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation:	<ul style="list-style-type: none"> • The college follows the syllabus of its affiliating university i.e. Dibrugarh University. • College meticulously plans and develops action plans for implementation of academic calendar in accordance with affiliating University. • Add-on course- Hospitality and Tourism Management of National Skill Development Corporation offered. • Home Science department practices experiential learning for benefits of students
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • Semester system followed • Academic flexibility by means of various subject combination • CBCS will be implemented from session 2017-18.
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • Value addition courses offered- Yoga • Skill Development courses, prescribed by Dibrugarh University, viz. Travel and Tourism Management, Teaching at Elementary level, Creative writing and Desk Top Publishing are in place.
2.1.4 Feedback System:	<ul style="list-style-type: none"> • Feedback from students obtained regularly

2.2 Teaching-Learning & Evaluation:	
2.2.1 Student Enrolment and Profile:	<ul style="list-style-type: none"> • Admission as per merit • Efforts made to admit student from different strata of the society
2.2.2 Catering to Student Diversity:	<ul style="list-style-type: none"> • Special sessions of counselling to bridge the knowledge gaps of different level of learners


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	<ul style="list-style-type: none"> • College organises orientation program for new students. • Efforts made for helping weaker as well as economically backward students
2.2.3 Teaching-Learning Process:	<ul style="list-style-type: none"> • University provides academic calendar and accordingly teaching plans, course wise time table are prepared • Student centric learning promoted by means of field trips, assignments, seminars, presentations etc.
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> • Selection of teachers through selection committee constituted as per UGC guide line • 2(Two) faculty members are with Ph.D. and 9 (nine) with M.Phil. qualification • Faculty members are encouraged and engaged in attending workshop/seminar/conferences
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> • Efforts are made to instil in advance learners standard graduate aptitude /attributes and remedial classes for slow learners • Reforms in evaluation system by the University, (Internal Assessment and continuous and comprehensive evaluation) adopted by the college • Grievances Redressal mechanism exists in the college
2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> • A few students obtain first class in the university exams. • Unit test and remedial classes are conducted for slow learners • Doubt clearing sessions are organised

2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • College has a Research Committee • Encourages faculty to pursue Ph.D.
2.3.2 Resource Mobilization for research:	<ul style="list-style-type: none"> • The college has applied for Minor Research Projects
2.3.3 Research Facilities:	<ul style="list-style-type: none"> • Striving hard to foster research

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	<p>interest and engagement among the faculty members</p> <ul style="list-style-type: none"> Some faculty members published papers in journals of repute Few books are published by some faculty members Faculty members need to be encouraged for publication
2.3.4 Research Publications and Awards:	
2.3.5 Consultancy:	<ul style="list-style-type: none"> Formal consultancy yet to be established
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> Extension and social service activities such as Blood grouping, plantation, environment and Aids awareness etc. through NSS A small budget is allotted for extension activities The college has adopted one village NSS and Ranger units are very active
2.3.7 Collaborations:	<ul style="list-style-type: none"> Scope for collaboration for joint research activities and programs exist

2.4 Infrastructure and Learning Resources:

2.4.1 Physical Facilities:	<ul style="list-style-type: none"> Infrastructure for academic activities need to be enhanced Sports and recreational facilities, Auditorium, Laboratories etc. available on the campus Health care(outsource) canteen and safe drinking water facilities available
2.4.2 Library as a Learning Resource:	<ul style="list-style-type: none"> Library area is of 70'x24' and reading room with 62 seating capacity The library has 5315 Text books, 476 Reference Books, 29 Journals/Magazines, and 19 Research journals It has access to NLIST Library is partially automated (SOUL 2.0) and data entry is going on
2.4.3 IT Infrastructure:	<ul style="list-style-type: none"> 20 computers along with internet access is available. Each department has its own laptop and projection facility Internet speed is slow
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> Adequate budget allocation for

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	<p>maintenance of infrastructure</p> <ul style="list-style-type: none"> • College has own mechanism for maintenance
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2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	<ul style="list-style-type: none"> • Cash awards, aid fund, book bank and financial assistance to students are provided by the college • Career counselling activities are conducted
2.5.2 Student Progression:	<ul style="list-style-type: none"> • Student progression monitored • 40 % progression from UG to PG during last session • Negligible drop out rate
2.5.3 Student Participation and Activities:	<ul style="list-style-type: none"> • Students regularly participate in intra and inter-college level co-and extra-curricular activities and win prizes • Student Union exist and all office bearers selected are through election • Students involvement in some committees of the college is visible • Each department has its own wall magazine

2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • Vision and Mission of the college well stated • Governance as per Govt. rules • Quality monitoring and audit done on continual basis
2.6.2 Strategy Development and Deployment	<ul style="list-style-type: none"> • Decentralized organizational structure with autonomy to departments and Head of Departments • Strategic plans designed and implemented as per Govt. rules • Quality assurance through various committees and forum
2.6.3 Faculty Empowerment Strategies:	<ul style="list-style-type: none"> • Faculty members are encouraged to attend seminars, workshops and conferences plus an additional monetary benefit given as per UGC guidelines for acquiring PhD
2.6.4 Financial Management and	<ul style="list-style-type: none"> • Annual accounts are audited by

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resource Mobilization:	<ul style="list-style-type: none"> local Chartered Accountant Financial requirements are met through Govt. grants Financial resources mobilization is from fee remittance from the university and Government of Assam
2.6.5 Internal Quality Assurance System:	<ul style="list-style-type: none"> IQAC prepares annual academic plans to be implanted throughout the academic year Feedback from students is used for overall quality improvement Academic & Administrative Audit conducted
2.7 Innovations and Best Practices:	
2.7.1 Environment Consciousness:	<ul style="list-style-type: none"> Green and eco-friendly campus Well maintained and clean campus
2.7.2 Innovations:	<ul style="list-style-type: none"> Maintenance of teachers' daily record The college has professionally trained the students to culturally sensitise the people for preserving unity in diversity; evident from the cultural program.
2.7.3 Best Practices:	<ul style="list-style-type: none"> One hour of daily Yoga practice for students. Regular health check up of students The college has a very healthy atmosphere for cultural activities. The discipline of Satriya Dance has been in place, which has encouraged the talented performers to raise their skill.

Section III: OVERALL ANALYSIS	Observations (Please limit to five major ones for each and use telegraphic language) (It is not necessary to denote all the five bullets for each)
3.1 Institutional Strengths:	<ul style="list-style-type: none"> Ideally suited college location adequate campus infrastructure Young and enthusiastic management and faculty Exhibition of good team work at various levels including participatory and co-operative Management Locational advantage of the college may be utilized for the demographic inclusion

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3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • Shortage of teaching faculty • Infrastructure needs to be improved • Ramps for differently abled persons.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • Introduction of more value added job oriented courses • Introduction of teacher education programme (B.Ed.)
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • Enrichment of existing faculty is the need of the hour • Recruit and retain qualified and experienced faculty

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and use telegraphic language)

It is not necessary to indicate all the ten bullets)

Encourage faculty members to enhance their qualification
 Introduce B.Ed. program
 Increase Communicative English skill of students
 Teachers' to be encouraged to use diverse pedagogy, and use of ICT
 Computers to be increased, and a language lab be set up, if possible
 Library infrastructure and facilities be upgraded; automation be expedited

I agree with the Observations of the Peer team as mentioned in the report.



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Signature of the Head of the Institution

Seal of the Institution

**Principal /C
 Duliajan Girls' College
 P. O. Duliajan**

Signatures of the AAA Team Members:

Name and Designation	Signature with date
Dr. Chandana Goswami Professor, Dept. of Business Administration Tezpur University	<i>[Handwritten Signature: Chandana Goswami]</i>
Dr. Rupam Saikia Director, College Development Council, Dibrugarh University	<i>[Handwritten Signature: Rupam Saikia]</i>
Dr. Sarat Kakaty, Professor, Department Statistics Dibrugarh University	<i>[Handwritten Signature: Sarat Kakaty]</i>

Place: Duliajan

Date: 27/03/2017

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