

Report of Academic and Administrative Audit (AAA)

Ramkrishna Nagar College : Ramkrishna Nagar : Karimganj.

- 1. Introduction:** On request of the Principal of Ramkrishna Nagar College, Vide letter No.OP/RKNC/MISC/AUS/2023/A-B dated 13.04.2023 a team of two member committee formed consisting of Dr. Ashok Kumar Das, Principal, Rabindra Sadan Girls College and Dr. Himadri Sekhar Das, Professor, Department of Physics, Assam University, Silchar for Academic and Administrative Audit of the college. The members of the AAA committee visited the college on 29th May 2023 and conducted the detailed audit through reviewing, assessing and evaluating academic and administrative aspects of the college based on a set of criterion and suggested measures for building up all important aspects of the college. The team interacted with the Principal, IQAC Team, GB members, Teaching & Non-Teaching staff and other stakeholders on various aspects of the college. The team inspected available facilities of the college verified & scrutinised all important related documents.
- 2. Programme schedule of AAA visit:** - The schedule of programme of AAA visit which was prepared in consultation with the principal of the college was as follows.

Time:

Programme

10:00 AM:	Welcome meeting with the principal and others.
10:15 AM:	Presentation of report by Principal of the college. The report covers the brief introduction of the college and broadly highlights the important aspects covering all the seven key indicator of NAAC accreditation.
11:15 AM :	Visit to selected Department, interaction and document verification.
12:30 PM:	Interaction with different stakeholders represented by management, teaching and Non-teaching staff, students,

parents and alumni.

2:00 PM: Visit to library, various lab (computer lab, Language lab, Science lab), Canteen, sports and other facilities

3:20 PM: Report Preparation

4:00 PM: Submission of AAA report and exist meeting in presence of principal, teacher, IQAC Co-ordinator and other members as decided by the college

3. General information about Ramkrishna Nagar College :

Ramkrishna Nagar College was established in 1964, the college was brought under Deficit Grants-in-Aid system in the year 1998. The college came under provincialization programme of Assam Government in 2005. The college is recognised by UGC under section 12(f) and 12(B) of the UGC Act 1956 on & from on February, 2000. The college has been accredited by NAAC and is now going for 2nd cycle of NAAC Accreditation.

The College is affiliated to Assam University, Silchar and offers various Programmes like Higher Secondary courses, Bachelor of Arts (B.A) and Bachelor of Science (B.Sc). The College has Nine (9) Departments in B.A stream and Three (3) Departments in B.Sc course. The Departments in Arts stream are; English, Bengali, Sanskrit, Hindi, Economics, Political Science, History, Sociology and Philosophy. On the other hand, the Departments viz. Physics, Chemistry, Mathematics are in B.Sc course. Students can opt. for Honours (Core) subject in English, Bengali, Economics, Political Science, Physics and Mathematics'. In addition to the above, college is also engaged in offering Diploma Course Programme in Sanskrit under Central Sanskrit University.

The College is academically engaged in UG and PG Programmes offered by Open and Distance Learning of Krishna Kanta Handique State Open University (KKHSOU) supporting the study centre located in the College campus.

The College has a very vibrant career counselling unit to take care of the students needs. Yoga, Meditation and music classes have been introduced from the current session (2022-23) for overall holistic sustainable development of the students.

At present college has 22 nos. of Assistant and Senior Assistant Professor, 3 nos. of Tutor Assistant Professor and 7 nos. of Contractual faculty who are dedicating their service efficiently. The College has established a Research and Development Cell and under this cell community research (based) and ICT development works are carried out. All the software have been test run successfully in the college. The college has an internal Quality Assurance Cell (IQAC) which was established on 08/12/2004. The college was assessed by the NAAC and was accredited with B grade.

4. Academic Strength:

Name of the Department	Stream UG Arts/ Science	No. of teachers	No. of students	Seat capacity	Certificate programme offered
English (Pass & Hons)	UG Arts	04	553	560	-
Bengali (Pass & Hons)	UG Arts	04	333	335	-
Sanskrit	UG Arts	03	34	50	01
Hindi	UG Arts	02	151	200	-
Economics (Pass& Hons)	UG Arts	03			
PoliticalScience(Pass& Hons)	UG Arts	03	210	220	-
History	UG Arts	02	117	150	-
Sociology	UG Arts	02	104	150	-
Philosophy	UG Arts	02	128	150	-
Mathematics (Pass & Hons)	UG Science	02	60	100	-
Physics (Pass & Hons)	UG Science	03	60	100	-
Chemistry	UG Science	03	60	100	-

Part- A

Academic Audit Report

The AAA committee critically analysed all the inputs gathered during the visit and prepared this report in consideration with current NAAC assessment accreditation framework.

Criterion wise Observation, Comments:

1. **Curricular Aspects:** Ramkrishna Nagar College is permanently affiliated to Assam University. The College followed curriculum developed by Assam University. The academic calendar / plans including the allotment of the syllabus among the Faculty members, preparation of class routine, evaluation plans are prepared by individual Department in accordance with the academic curriculum of Assam University at the beginning of the academic session. This is reported to be the common practice by all the departments of the college and department level meeting are organized for this purpose. Expertises of individual faculty members are taken in to consideration while allotting the courses among the faculty members. Enrichment of the curriculum through Departmental Seminar is almost common for all the Departments.

CBCS mode is in practice in all academic program. Students have the freedom to choose any subject combination out of nine subject in BA course offered by the college and three is compulsory subject for B.Sc course. In addition, one certificate course is conducted by the Department of Sanskrit under Central Sanskrit University . Feedback from the stake holder is collected through a well prepared mechanism. After analysing the feedback report, the college takes initiatives to fulfil suggestion of its stakeholders.

2. Teaching-Learning Aspect: Teacher of the college practice variety of teaching methods to make teaching-learning process more effective, successful, student oriented. Interactive and participatory approach to teaching as well as individual and collective learning experience makes teaching learning process more relevant to the learners. Adequate measures are taken for the slow & advanced learners. Teachers use ICT tools in teaching and provisions of tutorial classes are put in place in the college. Apart from conventional classroom teaching, guest lectures, field's trips, educational tours industries visit and social awareness programme are undertaken regularly. Students are encouraged to participate in extra-curricular activities including NCC and NSS by all teacher of the Departments. Students' satisfaction survey is conducted through online mode.

The college maintain mentoring system but documentation of the mentoring system is not adequate. All the Departments apart from conducting internal assessment examination as a requisite to the final examination of Assam University, adopts & includes some relevant methods such as Home assignments, Project works, seminar, etc. for the internal assessment.

This is commonly noticed in all the Departments that the number of students appearing in the respective final examination remains less than the admitted /enrolled students. The prevalent socio-economic conditions of the locality are considered as the contributing factors for this phenomenon and the college/ Department is found keen to address this issue urgently through involvement of relevant stakeholders. However, considering location of the college and socio-economic condition of the people of its surrounding areas, the college maintain a satisfactory pass percentage.

3. Research, Innovation and Extension:

The general status of Ramkrishna Nagar college in terms of its human resource (Faculty), research, innovations and extension works appears good. Out of 25 faculty members, twelve (12) faculty

members are Ph.D awarded and have published a large number of research papers, articles in the last five years in various reputed national & international journals. Similarly, faculty members of sociology & Bengali departments have other publications including books & chapter in edited books, in national seminar proceeding in the last five years to their credits. The College has Research Development and Publication cell. The cell has carried out and completed a couple of community research based works. The ICT R&D cell developed the College's websites, value added education portal and the learning management software. All the software have been tested to run successfully in the college.

The college is also active in organizing the extension activities covering important areas like Swacha Bharat Abhijan/cleanliness, awareness on Yoga, AIDS, awareness on legal provision against sexual harassment, distribution of relief materials to flood victims , Disaster Management programme by the NDRF, Blood donation camp etc. A dynamic NSS and the NCC unit carry out those extension activities relevant to regional and national importance. The significant events like observation of International Womens Day, World Environment Day, Language Martyrs Day, Gandhi Jayanti, Rabindra Jayanti etc are observed in the College.

The College is also engaged with other organisation beyond its campus. In this context, some of the active MOUs signed during the last five years are mentioned in Table-2.

Table 2 MOUs signed during the last five years

Organisation with which MOUs is signed	Year of signing MOUs	Leading Departments
SawamiVivekanda College,Chandkhira	2022	Bengali,Hindi, Economics, Pol Sc.
West Silchar College, Silchar	2022	Sociology
Makunda Christian Hospital & Leprosy	2023	
Ramkrishna Nagar Municipalty Board, R.K.Nagar.	2023	Waste Management

Brainware Software Training	2016	Computer Education
Ramkrishna Nagar Public Health Centre	2022	Health Awareness

In addition, the College has adopted two villages viz. Chunotigol village and Patiala village for enhancing the socio-economic condition of the people of the villages. The Patiala village is known as Sanskrit Village as all the people are rooted to their origin here & have been speaking in Sanskrit for years, the ancient language of India. The College is twin partner of these model villages Chunatigool and Patiala. Further, for the greater interest of students the college has established linkages with the following institutions

- Ideal Home English Medium School ,Ramkrishna Nagar
- G.C Paul Memorial B.ED College, Ramkrishna Nagar
- Swarasati Vidya Mandir, Ramkrishna Nagar
- DSA, Ramkrishna Nagar
- Dreamland English Medium School, Ramkrishna Nagar
- Sub Divisional Agriculture Development Office, Ramkrishna Nagar
- Fishery development office, Ramkrishna Nagar
- Prajapati Bramahakumari Iswariya Vishavidhyala

4 Infrastructure & learning Resources:

4.1 Physical Facilities: There are buildings and other related infrastructure facilities for supporting the teaching learning activities of the college. Infrastructure facilities are found to be adequate for carrying out daily activities and to meet the needs of students for their all round developments. Major infrastructural facilities available in the college are mentioned below.

- (1) Administrative Block (including office of the Principal)
- (2) Well delineated Academic Departments with Departmental library
- (3) Teaching blocks with adequate number of class rooms

- (4) Library with reading room
- (5) Computer lab with 20 computers
- (6) Language lab & Science lab with 10 computers
- (7) Large capacity meeting hall
- (8) Seminar hall
- (9) Conference hall.
- (10) Big Auditorium hall
- (9) Girls common room
- (10) Rest room facilities for students
- (11) Canteen
- (12) Girls Hostel
- (13) Office for NCC and NSS
- (14) Health Care Centre
- (15) Sports facilities (both Indoor and Outdoor).
- (15) Availability of Drinking water facilities
- (16) Power House
- (17) 100 Kb Electrical Trasformer
- (16) College Bus Service

4.2 Library as learning Resources: The library is well equipped with Textbooks, reference books, Daily newspaper and journals managed by competent manpower updated management and supervising system. Besides, Texts and reference books, the library provides e-courses and N-list service. Some notable highlight of the available infrastructure and learning resources are mentioned below.

Library Resources	Library services
Text Book 6217nos.	Reading Room service
Reference Book 2232 nos.	Circulation Service
Career Book - nos.	Current awareness
Donated Book - nos.	Internet service
Daily Newspaper	Wi-Fi facilities
Magazine 15 nos.	Xerox service
Journal with nos.	Reference service
E- Books [N- List] 3135000nos,	OPAC [under process]
E- Journal [N-List] 6000	E-Resources [N-list]
Old question papers	Library orientation
Research project report with 7 nos	Library facebook page
Government Publications	Whats app Group
CD/DVDS with 31 nos'	Telegram Channel
Ph.D Thesis	

In addition to the centrally located library, Departments are also maintaining sectional libraries.

4.3. IT Infrastructure:- Out of 52 Desktop / Laptop (20 nos. in computer lab, 10 nos. in language lab, 12 nos. in individual Department and 10 nos. in office use including library) available in the College, 42 nos. of Laptop/Desktop are used for academic purposes. Other IT tools such as Xerox, Printer, Smart Board (4 nos.), LCD projector, Audio system and CCTV camera in most of the classes etc, have been installed and Wi-Fi facilities are also available in the campus.

4.4 Maintenance of campus infrastructure: There are well established procedures and policies for maintaining and utilizing physical academic and support facilities of the college.

* The college keeps provisions for annual maintenance contracts with various vendor for maintenance of IT infrastructure, Physical and academic support facilities of the college.

* The college authority constituted number of committee to take care of infrastructure and other facilities.

5. Students Report & Progression:- The college is aware of the importance of additional support and care required for progression of its students. This is especially important due to the challenging Socio-economic background prevalent among majority of the learners' families. Effort of the college and its outcomes in this aspect are highlighted as below:

- Free admission is provided to more than 60% students of the college under Fee waiver scheme of Govt. Of Assam.
- Facilities students in getting scholarship under various scheme of Central & State Government.
- A faculty member encourages the students for various competitive examinations.
- The college has record of securing places including Government sector/Non Government sector and Central government sector (Indian Army) in last five years.
- Faculty members also encourage the students to pursue higher study. As a result of which adequate members of graduate students go for higher study.
- Career counselling & guidance programme are arranged to help students for appearing in various competitive exams
- There are provisions of financial assistance for the topper of the departments
- The college bus service facilities is provided for student of remote areas
- Students of the college won medals in National Level sport & cultural competitions.
- It has a registered Alumni Association under which various academic & extension activities are carried out in association with the college authority.

6. Governance, Leadership and management

The Governance and management of the college are well structured. There is Governing body of the college comprising Principal as the secretary, President, university nominated members, teacher and employee representatives, guardian representative etc, as per guideline of Govt. of Assam, Higher Education Department. Some notable points regarding the governance, leadership and management aspect are presented below:

- College has a clear-cut vision and mission statements well displayed for all stakeholders
- Principal of the college has taken the key responsibilities to lead all the affairs of the college with well co-ordinated action plan
- The college practices participatory and decentralized management. There are various decentralized committees in the college to look after various academic and administrative affairs including purchases, construction, maintenance of infrastructure, campus beautification.
- In regard to the financial management and resource mobilization the college conduct both internal and external audit regularly.
- Regular meetings of Governing Body are convened to discuss all the key issues of the functioning of the college. Minutes of meeting are made available for all stakeholders
- The student's council of Ramkrishna Nagar College is active and works in co-ordination with the college administration.
- The College has provision provide financial support for teacher to organize seminar, workshop/conference.
- College supports professional development programmes for teaching fraternity in the key areas required for quality enhancement. A list of 22 member who have successfully completed RC/OC, FDC and STC on MOOCS,E-Content Development is available.
- College is also supporting the teachers in their promotions under Career Advancement Scheme.

- In regards to the Internal Quality Assurance system, the IQAC has initiated various quality enhancing measures such as innovation in teaching with the introduction of online teaching, conducting field survey by students under the supervision of teachers.
- Feedback from stakeholders its analysis and action taken report, installation of ICT tools for effective curricular delivery, Co-curricular & extracurricular activities , signing MoU for faculty and students exchange programme, environment awareness programme, etc are the key factors for an active IQAC to monitor and assure quality.

7. Institutional Values & Social Responsibilities:

Following notable points apropos;

- Sensitizing of students and employees of the institution to the constitutional obligations; values, rights, duties and responsibilities of citizens.
- Measures initiated by the college for the promotion of Gender equality programme such as International Women's Day are organised
- Measures taken by the college for promoting environmental awareness & sustainability include observation of World Environment Day, Plantation and Cleanliness Drive, use of L.E.D bulbs, Greenhouse Garden, Practice of saying 'No' to Plastic, Smoking, Horn, Garbage or Pollution etc.
- Measures taken to uplift socio economic condition of people in surrounding areas, step initiated to adopt a model village.
- The Campus of the college is Green with trees of different varieties , Awareness Programme are held regularly to make the campus plastic free, a well formulated mechanism is in practice to dispose of all sorts of garbage generated in the campus.

- To make the campus pollution free & eco friendly, is one of the best practices of the college.

SWOC Analysis:-

1. Strength of the Institution:
 - (a) The college has adequate land and buildings
 - (b) It provides education to poor remote area students
 - (c) Diversity in students enrolment
 - (d) Presence of sincere, dedicated & committed faculty members and disciplined students
 - (e) A well equipped library with sufficient books and journals
 - (f) Co-curricular & extra-curricular programme are conducted for all round development of students
 - (g) Participatory and decentralised management
 - (h) Collaborative approach for faculty & student exchange
 - (i) A Green & Clean Campus
2. Weakness of the institution:
 - (a) Socio economic background of majority of the students not favourable to introduce any self financial course
 - (b) lack of industry institution collaboration
 - (c) Need immediate steps in the areas of research & publication
 - (d) Need to maintain annual appraisal mechanism for quality up gradation.
 - (e) Need to upgrade Science laboratory
3. Opportunities:
 - (a) The college has the opportunities for introduction of more industry oriented programme / courses
 - (b) As the college is included under 2(f) and 12(B) of UGC Act, it can apply for fund from various funding agencies
 - (c) It has ample possibilities to undertake innovative ideas & incubation centre for entrepreneurship

- (d) It has the opportunities for extra rural funding research and infrastructural development
- (e) College can take initiative for the students interested in sports, co-curricular and extra-curricular activities for choosing their profession
- (f) Scope for arranging FDS/National level/International level conference & seminars
- (g) Based on situational advantage, the college is in a position to explore new initiatives

4. Challenges:


- (a) To improve pass percentage
- (b) To reduce the drop-out percentage of students
- (c) Absence of industries in the area for collaboration
- (d) To provide placement for pass out students
- (e) To upgrade the college into a multidisciplinary campus as per NEP-2020.

5. Recommendations:

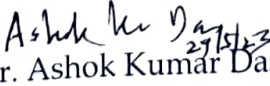
Based on the findings, the members of the audit committee recommended the following points for enhancing the quality of the college:

- (a) Keeping in mind vision & mission of the college, a perspective/strategic plan should be prepared on priority basis
- (b) College shall take pro-active measures to reduce the causes of discontinuation of the study of the enrolled students. Awareness programme among the parents may also be considered.
- (c) Measures should be taken to introduce commerce stream & Honours in various department

- (d) Research culture needs encouragement. Effort of the faculty members for externally funded research project be encouraged.
- (e) Best practices of individual department in various aspects need to be institutionalised
- (f) College has well placed alumni network. Enhanced alumni engagement is recommended to get the benefits of better visibility and encouragement of the current batches of students
- (g) Pro-active actions by students union, NSS/NCC for supporting healthy and environmentally friendly practice inside and outside campus including Hostel premises with wide publicity as means of awareness are recommended.
- (h) College has vast land. The college authority may consider for optimum utilization of this resource through short term & long term plan without compromising the quality of primary use. Revenue generation may also be considered in such plan so that probable fund related uncertainty for maintenance may be taken care of.
- (i) Additional vocational courses for Women suiting the local needs including the tea sector are recommended.
- (j) To increase the coaching activities for students aiming to enhance their success in the competitive examinations.
- (k) To focus on strengthening IT infrastructure & online resources in library.
- (l) To motivate students to participate in Inter-college, State/regional, National & International sports & cultural events.
- (m) Grievance redressal system in online mode needs to be introduced.

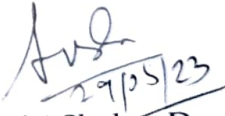

29/05/2023
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29/05/23
Dr. Himadri Shekar Das

Proctor
Assam University Silchar

Part-B

Administrative Audit

1. Approaches

(i) **Documents scrutinization:** For the purpose of this audit the policies of the college was reviewed.

(ii) **Interviews:** Interviews were conducted with the Principal, IQAC members, office staff and faculty members.

(iii) **Physical Inspection:** The Principal's office, Account office, Administrative unit, Library, Sports facilities and Canteen were physically inspected.

2. Summary of findings

The major findings:

- (i) All the units are found Sensitive with regard to the need for Administrative policies at a general level
- (ii) College is implementing all administrative policies as laid down by Govt. of Assam, Assam University in particular and UGC in general
- (iii) The college has developed its own software programme for smooth functioning and all round development.

3. Detailed Observations:-

After physical verification and interviews the following observation are made:

- (i) Decentralized and participative management is evident in academic as well as in administrative framework in the college

- (ii) The apex body of the college (the Governing Body) has representatives from the state government, affiliating university, teaching staff, non-teaching staff, guardians and donors.
- (iii) IQAC has representatives from the governing body, teaching staff, non-teaching staff, alumni, students, industrialists, local community, senior administrative office.
- (iv) Participative management is seen in the college. A number of in house committee are given-charge of various domains and students are included as members.
- (v) Organizational hierarchy includes the Governing Body at the top, followed by the principal, Head of departments, faculty members and support team.
- (vi) The college office is headed by the senior Assistant, assisted by the Head Assistant and LDAs, while the library is headed by the librarian, assisted through the library support staff.
- (vii) As recommended the college is heading for full automation. Office automation is in place for students admissions, internal examination, library services, leave process and feedbacks.
- (viii) Both internal and external audits of the college accounts are conducted annually.
- (ix) The system and procedures established for maintaining and utilizing physical, academic and support facilities are outlined in the institutional usage and maintenance policy for physical academic and support facilities.
- (x) Letter receipts/dispatch record is maintained properly as recommended by external expert.
- (xi) As recommended details of all movable assets are recorded in the stock book such that the assets are traceable. Moveable assets are marked as per stock book entry.
- (xii) Copies of all such documents are sent to respective entities and one copy is stored in the guard files as recommended.
- (xiii) As recommended copies of all documents that are relevant to IQAC usage are sent to the IQAC office.

(xiv) As recommended mentoring of the office staff is done by an appointed faculty member and also by an external expert as and when necessary.

4. Recommendations

- (i) Conducting regular training on use of ICT tools for office automation for the office staff.
- (ii) Detailed policy for utilization of resources needs to be created

5. Declaration

This Academic & Administrative Report of Ramkrishna Nagar College is prepared after examining all the facts & documents given by the college authority. Norms & guidelines' of NAAC with regard to AAA have been strictly followed in preparing the report.

Signature of the members of Academic & Administrative Audit Team

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