

**ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
MANGALDAI COMMERCE COLLEGE**

14/03/2022

Report

We, at the invitation of Mangaldai Commerce College, conducted its first AAA during **10:00 am to 5:00 pm on 14/03/2022** in the college premises. The college situated in the northern side of Mangaldai town in 25 bigha of land area. The campus comprises administrative block, academic block, library block, boy's hostel under construction etc. The college has student's strength of approximately 1200.

Presentation was made by the Principal, Co-ordinator of IQAC and few faculty members on various academic and administrative aspects of the college. The members had department/subject wise detailed interactions on important points of a healthy teaching learning environment. The committee's focal points for these interactions were guided by the matrices of NAAC Assessment, which the college authority is contemplating to invite in the near future.

Overall, the committee is happy with the fact that despite many problems of the college being newly provincialized and having adversities of locations, financial constraints, limited teaching and non-teaching staff, the teaching learning environment in the college found satisfactory. Though the college is a single stream college imparting Commerce Education but few Add-on-Courses are also run by various departments of the college.

In spite of the restrictions imposed due to the pandemic, most of the time during the last two academic years, the college authority could maintain teaching learning process either offline or online mode as per Gauhati University's (affiliated university) schedule. The committee also took note of the infrastructure as per basic requirement and concern about the huge water logging in the college campus due to flood during summer seasons every year. This problem takes away a considerable number of resources and attention from the college authority. The college has two computer lab which is maintained by the IT department and there are 48 number of desktops have been installed for teaching and practical classes.

The college is kept neat and tidy and maintained well. More over all the class rooms, office room, IQAC room, teacher's common room, library etc. are well maintained. All the washrooms inspected by the team are found clean and hygienic and running water was found invariably in all such rest rooms. There are adequate facilities for the girl students. A new multi storeyed building is coming up and already ground floor of the building has been completed

which is used for library and conference cum class room. The college has a sanctioned strength of 15 faculty positions. In addition to the Government sanctioned positions, the college management committee has appointed 06 full time faculty out of its resources. Out of these five are with Ph.D. degree. The committee is happy to note that despite having average and poor academic background of most of the admitted students. The pass percentage is satisfactory. Automation and Digitalization of the college library is underway. It has few smart class rooms.

From the student's welfare matter the college has a large playground, girl's and boy's common room, sports facilities etc. The conference room of the college is impressive. Many programmes have regularly been organised towards holistic development of the students.

It is worth mentioning that NSS unit of the college are functioning very efficiently by the adoption of village and other socio-economic activities. The college accounts are being regularly audited by CA Firms. It is satisfying to note that the majority of the faculty members are trained in the use of ICT, specifically in the use of the internet in teaching learning.

The committee members are pleased to see that the college authority has taken various steps for active engagement of the alumni of the college. The presence of the alumni in large number during the interaction was very impressive and their dedicated loyalty to their Alma-Mater may help the college in many aspects in the near future.

The college library has been provided with all modern settings recently. There are 9420 Text books, 935 Reference books, 06 Journals (offline), 04 Periodical and 02 Newspapers in the library. It has a section with a few PCs for the use of faculty. The library is run on KOHA 2.0 software. The college is well connected with the internet and few smart class rooms are being used by the faculty for delivering lectures. The college is maintaining a well-designed website listing out various academic programmes and other details. The college has started a green belt within the campus, which is a refreshing sign and very welcome.

The committee has noticed that some faculty publication in 10 journals which are a healthy sign. The committee, however could not access the full list of these articles.

The IQAC is found to become active in recent times and it is worth mentioning that they have started some works and other necessary preparation for enter into the process of NAAC. The IQAC's efforts towards involving the faculty in the grass root level activities through the seven committees set up to look into each assessment criteria are a step in the right direction.

SPECIFIC SUGGESTIONS:

The committee feels duty-bound to offer certain suggestions with regards to the improvement of the academic and administrative atmosphere of the College. However, these are not stand-alone; rather they would be a part of continuous efforts of the faculty and administration of the College in their relentless pursuit towards achieving the highest academic standard. It may be noted that the points mentioned below are not arranged in any particular order and hence do not indicate one's importance over another.

1. The College should gear up to embrace the spirits and provisions of the National Education Policy, 2020 in right earnest. Therefore, there is an urgent need for a Perspective Plan for at least 10 years (if not for a longer duration) so that the College may get aligned with the proposed outcome as stated in the NEP. The perspective plan should deal mainly with the issues of integrating multi-disciplinary programmes with the present academic setup. There is a golden opportunity for the college in choosing the right disciplines so that the students' skill and holistic development components are integrated into the system. Therefore, the perspective plan may emphasise carefully chosen socially, globally, and commercially relevant disciplines and programmes.
2. It is good to see that the Lesson Plans are prepared in some departments. But the same may be improved, if possible so that date-wise synchronisations with credit requirements along with the Course Outcomes are achieved.
3. The College Website has shown the Programme Outcomes and Course Outcome of all UG programmes. It is expected that the PO-CO matrix is also presented along with the uniform structure.
4. The attendance registers are not maintained properly, and the Committee noted blank columns against the students' roll numbers and names in some of the registers inspected. It is urged that the College authority through the IQAC takes an active role in auditing the attendance registers at least three times in a semester so that deviation if any, can be attended to without any adverse impact in the implementation of the respective lesson plans. Even when the classes were held in virtual modes, some records of classes conducted could have been maintained for scrutiny and future record. This should be taken very seriously as the major role of any educational institution is in the implementation of the course curriculum.
5. A Standard Operating Procedure for online classes may be prepared urgently as chances of physical classes getting disrupted looming large in the near future again.

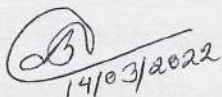
6. The e-contents prepared (which were reported during the visit) should constantly be upgraded and put in use even if the physical classes resume in full swing. As such the college may consider offering a certain percentage of the input through e-contents, as per UGC's guidelines.
7. It is suggested that a Learning Management System be used for running all courses. G-Suit is one of such widely used LMS. The free version can accommodate a virtual meeting room (class) of a maximum of 100 students. The College may consult the experts before deciding about the right system. NAAC also emphasises using LMS in teaching learning.
8. A structured mechanism to detect slow and fast learners at the beginning of the programme shall be very helpful for the holistic progression of all students. The ICT system can be used for a central database of slow learners and the Principal's office and the IQAC should monitor the progress of such students closely. If a department is doing exceedingly well in bringing the slow learners at par with other learners (evident from final results), such a feat should be duly acknowledged by the authority, and the Department as a whole may be provided some tangible incentives so that others are also motivated.
9. The College has started some new certificate programmes/add-on courses/programmes, and the admission notifications for the same are already floated. Some of the courses from within the new programmes, if found relevant may also be offered to the regular students as value added or skill development courses.
10. The average of per faculty journal publications in the last 5 years is below 1.0, which is very serious concern for the College. There should be a frequent and effective discussion among the faculty members led by the IQAC to find out the reasons for general aversion towards quality publications and corrective action be initiated immediately. Attention to this is urgently needed in view of the importance given by NAAC on faculty publication, citation etc. In order to encourage research, an award may also be instituted.
11. The College may think of expanding the online admission and fee collection system to manage all day-to-day activities including the accounting system through ICT. The same system can also be used to keep records of continuous evaluation, students' progression etc.
12. The College has been regularly getting its accounts audited by external firms. The last external audit has put forward certain recommendations and it is expected that the same be adhered to and takes corrective measures.
13. It is learned that the payments are made only on formal and legal receipts (cash memos), and proper care is taken to treat the tax components as per Govt. rules. It is suggested that this system be followed without any deviation.

14. Considering the IT exposure the college has at this moment, every faculty should be allotted a PC with a dedicated LAN connection and the Internet, if budget permits. In case of resource constraints, the same may be implemented phase-wise.
15. The student to PC ratio is marginally above 30:1. There is an urgent need to improve the ratio.
16. A sustainability plan be prepared for the college campus. The sustainability plan may be in line with the SDGs and specific targets be fixed for attaining within 2030.
17. The college has entered into a number of Memorandums of Understanding. This is a healthy sign. However, there is a need for regular auditing of the output of the MoU's with respect to its stated objectives after a gap of a reasonable period.
18. Immediate steps may be initiated at the appropriate level to fill up the vacant teaching positions in order to improve the student-teacher ratio.
19. Teachers may still be encouraged to take part in more quality improvement programmes offered by reputed institutions even in offline mode without disrupting the regular academic activities.
20. Student Satisfaction Survey (SSS) as per the questionnaire of the NAAC should be conducted regularly once within each Semester. Faculty be made aware of the variables of the Student Satisfaction Survey so that they are motivated towards achieving these with an aim for full satisfaction of the students. There may be a system of counselling the teachers, if any, who are receiving less than the average scores in the said SSS continuously over a period of time.
21. The present College website is attractive and informative. But the site should have specific information about the Departments and each faculty. Faculty profiles are devoid of any photographs and other achievements. Provisions should be made immediately to accommodate the same. The website should be regularly updated and a mechanism may be devised for the same. This will enable the faculty to be noticed beyond geographical boundaries and get recognised for their expertise and skills. This may also result in more collaborative research works and consultancy offers, which will enhance the prestige of the College.
22. The placement cell of the college should be active and take step that students can get direct employment through it. The Committee urges the College to further strengthen the cell so that the students can confidently appear in National and State level competitive examinations also.

23. Considering the potential for offering paid consultancy to the business houses situated in nearby industrial regions a Consultancy Policy on revenue sharing along with other matters be prepared and be adopted at the earliest. This will help the College in generating more revenue as well as the faculty will be involved in real-life projects. Such exposure will also help the students in understanding live projects. The College may also consider opening a cell in this regard.
24. It is noted that not a single externally funded (Non-Government or Government) research was reported during the Audit. In absence of such works, the exposure and contribution of the faculty to knowledge generation are limited and result adversely in standard publications. The College authority guided by the IQAC should immediately take necessary steps in this regard. The College authorities should encourage the faculty members to apply for research grants from various Govt./Non-Govt. agencies.
25. The ICT-enabled classrooms should maintain user registers separately and the college can encourage all Departments to use these ICT-enabled classrooms regularly (with prior booking) at least for say, 20 percent of total allotted classes.
26. There is an urgent need for a state-of-the-art seminar cum meeting hall. The present seminar hall is under construction and it is urged that the same be converted into a modern hall. Being situated at district headquarter, the same can be used for resource generation also. A small dining area may also be annexed to the hall, which will serve as the refreshment room.
27. The College authority may seriously think of completion of the Boys hostel as soon as possible.
28. The College should take initiative and efforts un generating enthusiasm amongst the students in cultural, sports activities and holistic development programmes such as Yoga, aerobics etc.
29. The strength of the alumni association may be channelled well in developing the college resources. A more structured approach may be adopted to synchronise the efforts of the alumni with that of the college in achieving the Mission and Vision of the College.
30. Some short-term programmes relevant to the weaker sections (small traders, pan shop owners, vendors etc.) of the business community may be adopted after proper brainstorming sessions. The programmes should be a part of the extension activity and community reach of the College. As such some such programmes could be subsidised, maybe through external funding. This will enhance the prestige and brand image of the College to a new milieu.

31. The college may also connect to and adopt at least up to 05 nearby villages/slum areas as far as academics/child education/health and hygiene/gender sensitivity/ drinking water/environmental awareness programs etc. are concerned. A good number of nearby High and HS schools may be adopted academically to encourage students from a young age for commerce education.
32. The Academic departments should try to make provisions for students' internships during the vacation period in collaboration with nearby industries/Banks/Insurance companies etc.
33. The Language Departments should try to develop short term programmes on language skills together with the provision of foreign language courses.
34. A few Study Centres may be considered for development in the College: a. Study Centre for India's Act East Policy b. Innovation Incubation Ecosystem (Idea centre) c. Centre for Eco-restoration d. Centre for developing English Language Proficiency e. Study Centre for Climate Change.
35. The College should install of solar energy components in the college.
36. The library should be fully automated and modernised. Attempts should be made to collect and preserve some rare and rarest items (Written records/materials etc) in the library.
37. The students-parents-teachers mentoring system may be introduced department-wise.
38. The College may actively consider generating some more resources by allowing outsiders access to its infrastructure (say, the Gymnasium) if otherwise not restricted.
39. In order to promote inclusiveness, the College should arrange for ramps/lifts in the academic buildings for specially-abled students. The Website also be made friendly for visually impaired students. The library should also keep stock of textbooks (in Braille) suitable for visually impaired students.

As a newly provincialised college, it has to do many more things for attainment of academic excellence.


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