

Academic & Administrative Audit (AAA)

KanyaMahavidyalaya, Guwahati, Assam

Period of Audit: 2017-18 to 2021-22

In response to the Invitation Letter No KM/Audit.ACA/2022/2965 dated 28th February, 2022 of the Principal, Kanya Mahavidyalaya, Guwahati, Assam for **Academic & Administrative Audit (AAA)**, a team comprising of two members visited the college on 02nd March, 2022. List of team members as follows:

Sl No	Name & Designation	Position in the Team
01	Dr. Jogesh Kakati, Principal, Pandu College, Guwahati, Assam	Chairman
02	Mr. Dipjyoti Barman, Co-ordinator, IQAC, Pandu College, Guwahati, Assam	Member

Purpose of the Audit: Based on a number of predetermined benchmarks, the audit is being carried out with a view to reviewing, assessing, evaluating academic & administrative aspects of the college & to suggest measures for strengthening all important aspects of the college for further development.

Method of Audit: NAAC guidelines & method have been followed in conducting the audit - both quantitative & qualitative metrics have been examined. The team, during its visit interacted with the principal, IQAC Team, teaching & non-teaching staff & students on various aspects of the college, inspected available facilities & verified all important documents.

Visit Schedule:

Date	Time	Activity
2 nd March 2022	10.00 AM	Welcome & briefing by the Principal
	10.30 AM	Interaction with IQAC Co-ordinator and core members of IQAC
	11.30 AM	Presentation by Departments, Interaction & document verification
	1.00 PM	Interaction with students
	2.00 PM	Meeting with Non-Teaching Staff
	2.30 PM	Visit to Library & other facilities
	3.00 PM	Report preparation
	3.30 PM	Meeting with Principal, members of IQAC
	4.00 PM	Exit Meeting

Section I: General Information

Year of Establishment of the college	1977
Name of affiliating university	Gauhati University
Location of the college	Geeta Nagar, Guwahati, Assam, PIN-781021
Number of Faculty run by the college	01
Number of Academic Programme Offered by the college	09+01=10 (Honours & All General)
Number of sanctioned post & number of Faculty members on roll.	Sanctioned: 18 Total: 24
Enrolment in the Current Year (2021-22)	278
Year of Establishment of IQAC	2014
Accreditation status of the college	Not yet accredited
Three special features of the college	<ol style="list-style-type: none">1. It is Girls' College2. Healthy Educational Environment .3. Creative thinking ,Innovation and Competitiveness .

Section II: Criterion wise observation, Comments:

(a) Curricular Aspects :

Key Indicators of the Criterion	Observation & Comments
Curricular Planning & implementation	<ul style="list-style-type: none"> ➤ A well planned mechanism is in practice for curricular delivery The college follows the Academic Calendar of the affiliating university ➤ Classroom teaching is supplemented with seminar, workshop & other co-curricular activities. ➤ Teaching Plan is prepared by the faculty members in the beginning of academic year
Academic Flexibility	<ul style="list-style-type: none"> ➤ All academic programmes are conducted in CBCS mode. At the UG level the students of the college have the freedom to choose their subject combination out of 09 Arts subjects offered by the college.
Feedback System	<ul style="list-style-type: none"> ➤ Feedback from the stakeholders is collected by the college and action is taken based on the feedback.

(b) Teaching, Learning & Evaluation :

Key Indicators of the Criterion	Observation & Comments
Student Enrolment & Profile	<ul style="list-style-type: none"> ➤ It is a Girls' College. The demand ration of UG programs is comparatively low ➤ Admission process of the college is transparent & well administered. ➤ Statutory Reservation Policy of the concerned authority is strictly followed.
Catering to Student Diversity	<ul style="list-style-type: none"> ➤ The college enrol students with diverse socio-economic background. ➤ A significant percentage of students belong to economically poor groups.
Teaching ,Learning Process	<ul style="list-style-type: none"> ➤ Teachers of the college practice variety of teaching method to make teaching-learning process effective & successful. ➤ During pandemic period online platform like 'Google Meet', 'Zoom Platform' , whatsapp group etc were used to continue teaching learning process . ➤ Measures like tutorial & remedial classes are

	taken for the slow learners. For the advance learners provision of additional learning and reference materials, seminars, workshops, quizzes, competitions etc are arranged
Teacher Profile & Quality	<ul style="list-style-type: none"> ➤ Qualified faculty members ➤ Teachers attend RCs, OCs & other Faculty Development Programs to keep them updated with the latest development in respective subjects.
Evaluation Process & Reforms	<ul style="list-style-type: none"> ➤ University guideline with regard to conduct of internal evaluation is followed. ➤ Schedule of internal assessment is communicated to students in the beginning of the semester ➤ Periodic class test is conducted in addition to Internal Examinations to assess learning level of students. ➤ Examination Grievances Redresal mechanism is available
Student Performance & Learning Outcomes	<ul style="list-style-type: none"> ➤ Satisfactory pass percentage of students in final examination ➤ A good number of students progressed to higher education
Student Satisfaction Survey	➤ Conducted

(c) Research, Innovations & Extension :

Key Indicators of the Criterion	Observation & Comments
Resource mobilization for Research & Research Guide.	➤ Faculty members undertake research projects funded by ICHR, CCRT etc
Research Publication & Awards	➤ Research articles are published by the faculty members in various journals with ISSN & chapter published in books with ISBN.
Initiative of the institution for creation of an ecosystem for innovation & for creation & transfer of knowledge.	➤ Enough Possibilities.
Seminar/Workshop conducted on Research Methodology, IPR ,Entrepreneurship etc.	➤ Some departments of the college organized some seminars, workshops, webinar etc on relevant topics during the period.

Extension Activities	➤ The college undertakes outreach programme in neighbourhood communities in association with the NSS.
Collaboration & Linkages	➤ MoU has been signed by some of the departments with some nearby institutions for collaborative academic activities.

(d) Infrastructure & Learning Resources :

Key Indicators of the Criterion	Observation & Comments
Physical Facilities	➤ The college has physical facilities like Classrooms, Meeting rooms and Open Air Theatre
Library as a Learning Resource	➤ There are nearly 5000 books in the Library of the college
IT Infrastructure	➤ There are few computers for students. Students-computer ration is less
Maintenance of Campus Infrastructure	➤ The college authority has constituted a number of committees to take care of infrastructure & other facilities

(e) Student support & Progression :

Key Indicators of the Criterion	Observation & Comments
Student Support	➤ Free ship is provided to students of the college under Fee Waiver Scheme of Govt of Assam.
Student Progression	➤ A good number of students progressed to higher education
Student Participation & Award	<ol style="list-style-type: none"> 1. Geetashree Das got Navaratna Award (National) in Music. 2. In 2017-18 , Total 21 no. of Students participated in various sports and cultural programs. In 2018-19 , Total 28 no. of Students, in 2019-20 , Total 33 no. of Students , in 2021-22 , Total 21 no. of Students .
Student Council & representation of student in various bodies.	<ol style="list-style-type: none"> 1. Student Union ,NSS,NCC. 2. Alumini Association .

Alumni Engagement	<ul style="list-style-type: none"> ➤ Some of the Alumnis of the college are placed in various public and private sector organizations
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f) Governance, Leadership & Management:

Key Indicators of the Criterion	Observation & Comments
Institutional Vision & Leadership	<p>The vision of the institution is to</p> <ul style="list-style-type: none"> ➤ Impart Higher Education specifically to Girls ➤ Impart higher education to financially and educationally deprived <p>The institute is working towards its vision in spite of its limited resources</p>
Faculty Empowerment Strategies	<ul style="list-style-type: none"> ➤ Faculty members are encouraged to undertake research works and to participate in various faculty development programs
Financial Management & Resource Mobilization	<ul style="list-style-type: none"> ➤ To maintain financial discipline, the college conducts internal audit regularly.
Internal Quality Assurance System	<p>Quality enhancement initiative of IQAC include -</p> <ul style="list-style-type: none"> ➤ MoU signed with other institutions for collaborative activities.

(f) Institutional Values & Best Practices :

Key Indicators of the Criterion	Observation & Comments
Institutional Values & Social Responsibilities	<ol style="list-style-type: none"> 1.The college has taken various initiatives to ensure safety and security of girls students. 2.The carrier counselling cell of the college from time to time organise different programs for the benefit of the student .
Best Practices	<ol style="list-style-type: none"> 1. Village adoption. 2. Donation by the Teaching & Non-Teaching staffs for the development of the college and for the benefit of students.

Institutional Distinctiveness

1. Kanya Mahavidyalaya is a centre of women empowerment. There are very few girls college in Kamrup(Metro) district , Kanya Mahavidyalaya college is one of them.
2. Kanya Mahavidyalaya envisions empowering girls with relevant knowledge, competence and creativity so that they can face the challenges the world would throw at them.

Section III:SWOC Analysis:

Strength:

- A single stream college with 09 (nine) UG programmes.
- An institution for Girls students
- Well qualified faculty members
- Pass percentage of students is satisfactory
- Calm and quite atmosphere of the college

Weakness:

- Enrolment low in some of the programmes.
- Infrastructural facilities needs improvement
- Mobilization of fund for research not enough
- IT infrastructure is to be improved
- Less number of publication in UGC Care listed Journals.
- No add-on/certificate courses.

Opportunities:

- Using situational advantages, collaborative approach should be introduced in important areas of the college.
- There is scope to enhance the college to a centre of excellence for girl students

Challenges:

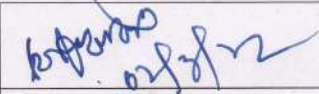
- To increase enrolment
- To compete with privately run institutions.
- To strengthen its sports and other infrastructure.

Suggestions &Recommendations:

1. The institute should introduce some add-on courses for the benefit of the student.
2. The institute should enhance the hygiene facilities for the girl students like pad burning and vending machine.
3. The institute should introduce NCC facility.
4. The institute should introduce Post Graduate programmes to provide higher education to the students.
5. The institute may create an environment ambience taking its locational advantage.

Declaration: This Academic & Administrative Report of Kanya Mahavidyalaya 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

Dr. Jogesh Kakati, Principal, Pandu College, Guwahati, Assam	Chairman	
Mr. Dipjyoti Barman, Co-ordinator, IQAC, Pandu College, Guwahati, Assam	Member	