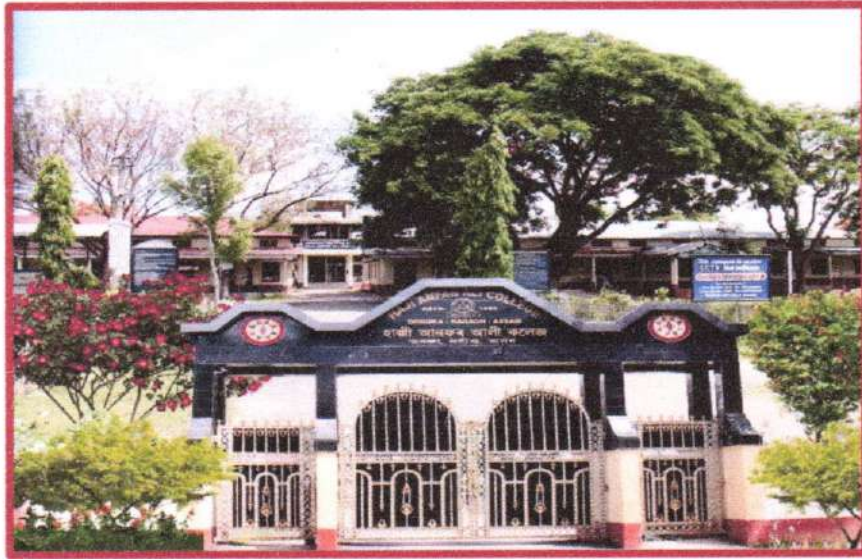




## **ACADEMIC AND ADMINISTRATIVE AUDIT, 2021-22**



**Report on the  
Academic and Administrative Audit  
for the Academic Session, 2021-22  
HAJI ANFAR ALI COLLEGE  
DOBOKA, NAGAON, ASSAM**

**Schedule for Academic Audit  
Date: 29/05/2023  
ACADEMIC SESSION, 2021-22**

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**1. Schedule for Academic and Administrative Audit**

<b>Time</b>	<b>Schedule</b>	<b>Venue</b>
10:00 am	Introductory Meeting	Principal's Office
10:30 am	Meeting with Faculty members	IQAC Office
<b>11:00 am to 1:00 pm Departmental Presentation</b>		
11:00 am	Economics	Department of Economics
11:20 am	History	Department of History
11:40 am	Political Science	Department of Political Science
12:00 noon	Education	Department of Education
12:15 pm	Mathematics	Department of Mathematics
12:30 pm	English	Department of English
12:45 pm	Assamese	Department of Assamese
<b>Lunch</b>		
2:00 pm	Visit to Computer Lab & Library, Language Lab	Computer Lab
2:15 pm	Meeting with the Coordinator & Asst. Coordinator, IQAC	IQAC Office
2:30 pm	Office Documents Verification	Administrative Branch
3:00 pm	Visit to Smart Classrooms, Canteen, Indoor Stadium, Women's Hostel, and other Infrastructural Facilities	College Campus
3:30 pm	Sharing Report with Principal	Principal's Office

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2. **Introduction:** The Academic and Administrative Audit Report presents the findings and recommendations for the curricular aspects of Haji Anfar Ali College, Doboka. The purpose of this audit is to assess this institution's curriculum in terms of its alignment with educational goals, program structure, learning outcomes, course offerings, student support services, and assessment methods.

3. **Audit Committee:**

On June 28, 2022 the Office of the Principal, Haji Anfar Ali College, Doboka, constituted an Audit Committee to conduct the academic and administrative audit of Haji Anfar Ali College for the Academic Session, 2021-22. The Audit Committee consists of the following members:

1. Dr. Mahananda Borah  
Principal, Mayang Anchalik College, Rajamayang, Morigaon, Assam, (NAAC Accredited, Grade 'A+')
1. Dr. B C. Neog  
Principal Jagiroad College, Jagiroad, Morigaon, Assam, (NAAC Accredited, Grade 'A+')

4. **Objective and Scope of the Audit:**

**Objective:**

The objective of the academic and administrative audit of Haji Anfar Ali College is to assess the effectiveness and sufficiency of academic and administrative processes, systems, and practices within the institution. The aim of this audit is to identify the strengths, weaknesses, and areas for improvement to enhance the overall functioning of the college and ensure the achievement of educational goals.

**Scope:**

The scope of the academic and administrative audit encompasses the following key areas:

**Academic Audit:**

- Evaluate the teaching-learning methodology used for the various courses offered by the college.
- Assess the curriculum design, structure and alignment with educational goals, ensuring relevance, coherence and progressive learning outcome.
- Review the availability and effectiveness of academic advising, counseling, mentoring, library services and sport mechanisms for the students.
- Assess the clarity, measurability and achievement of learning outcomes.
- Examine the effectiveness of academic committees, admissions procedures, programmes and development, and evaluation.



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**Administrative Audit:**

- 
- Review the administrative structure and decision-making process, ensuring optimal efficiency and effectiveness.
- Evaluate financial planning, budgeting, accounting practices, and resource allocation to assess fiscal responsibility and sustainability.
- Assess the adequacy, maintenance and utilization of physical facilities including classrooms, libraries and support services.
- Alumni Association and their contributions to the college.
- Activities of the Internal Quality Assurance Cell (IQAC).
- 

**5. Brief Profile of the College:**

Haji Anfar Ali College, Doboka was established in the year 1986. Since its establishment, the College has made remarkable strides in the field of education in Assam over 35 years of its existence. It has put in the best efforts to promote human society through the uplifting of its student community and the contributions of its alumni in various spheres of life.

The college has consistently maintained high academic standards and good institutional social responsibilities. It is permanently affiliated to Gauhati University, Assam, and it went for the NAAC assessment and was accredited with a prestigious C++ Grade in 2005 for the first time. The IQAC of the college has been doing its best for accreditation measures to carry out and implement the initiatives and responsibilities of the college. It has been acting effectively in compliance with the recommendations of the Peer Team, NAAC, in implementing the diverse quality enhancing measures during the post-accreditation period, thus bringing the institution to the stage for the 2nd Cycle of Assessment and Accreditation by the NAAC. In that stage of assessment, the college was able to achieve a prestigious grade "B" from NAAC, Bengaluru, in 2016. This grade is the outcome of the collective and continuous efforts of all the stakeholders of the college. Now we are working hard for the future course of action planned by the IQAC of the college to make it an ideal institution in the field of higher education

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6. Present Status: Total Number of Students in the session 2021-22: **1201**

Sl. No.	Name of the Department	UG/PG/ Both UG & PG	No. of Teachers	No. of Students			Seat Capacity			No. of Value Added/ Certificate Programmes offered
				1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	
1	Assamese	UG	3	450	270	219	450	280	220	1
2	English	UG	3	493	145	13	500	200	50	1
3	Economics	UG	2	84	52	85	100	100	100	1
4	Education	UG	2							1
5	History	UG	2	388	234	204	390	240	200	1
6	Mathematics	UG	3							1
7	Political Science	UG	3	178	135	220	250	150	220	1

Besides, the college has started Certificate Course in Computer Education which is compulsory for all students since 2013

**7. Methodology of the Audit:**

After receiving an appointment letter as two-member Academic and Administrative Audit Committee from office of the Principal, Haji Anfar Ali College, Doboka vide its letter No. HAC/Mise/15/ ...dtd28/06/2022, the committee visited the college on 29/05/2023. At the meeting with the Principal, Vice-Principal, Coordinator, and Asst. Coordinator, IQAC, Haji Anfar Ali College, a presentation was made by the Principal that gave a general and broad profile of the facilities and various activities of the college. New infrastructural facilities that are to be added and the rejuvenation of the campus, which is underway, also found mention. The audit committee spent two more days, visits the various departments for brief interactions with the faculties of each department and the students of the departments. The team visited the Library and the Computer Lab to acquire first-hand information about the facilities provided by the college. During the visit, a questionnaire in tune with the current NAAC assessment accreditation framework was prepared, as shown in Annexure 1. The metrics are

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considered when academic departments need to be involved. The weights for each metric are fixed as per their importance for enhancing the quality of the college. A score on a scale of 0–4 is provided based on validation by the audit committee members on the claims made by the departments of the college. The CGPA for every department has been evaluated using a formula. The CGPA for individual departments is shown in Table 1.

**Table-1**

Sl. No.	Name of the Dept.	CGPA
1	Assamese	2
2	English	3
3	Economics	2
4	Education	2
5	History	3
6	Mathematics	1
7	Political Science	2

Based on the information and documents gathered from the presentation made by the Principal and also the interaction with the Librarian, Heads of the various Departments, and Faculty members and their various activities, particularly their dedicated services to the student community during the pandemic period, the committee has made its sincere efforts to put forward certain views, observations, and recommendations in this report, keeping in view and upholding the larger interests of the college.

**8. Overviews of the Curriculum:**

The institution offers a diverse range of programs across various Departments as per Gauhati University. The curriculum is designed to provide students with a well-rounded education



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and equip them with the necessary knowledge and skills for their respective fields. The structure of the programs generally follows a logical progression, with prerequisites and coherent course sequencing.

**9. Learning Outcomes:**

The stated learning outcomes for each program were reviewed. Overall, the learning outcomes were clear and aligned with the institution's educational objectives. However, in some cases, the measurability of the outcomes could be enhanced through the use of specific and observable criteria.

**10. Course Offerings:**

The institution offers a comprehensive range of courses within each program. The course offerings cover a broad spectrum of topics and provide students with opportunities for specialization in their areas of interest. The courses generally reflect current trends and incorporate practical applications where appropriate.

**11. Infrastructure:**

Basic infrastructure facilities for academic activities are available. The Central library has a good number of books, which are also supplemented by the departmental libraries of some departments. IT facilities are not adequate. ICT-enabled classrooms are inadequate.

**12. Students Supports and Progression:**

The institution provides several student support services aimed at enhancing the educational experience. Academic advising, tutoring, and career counseling services are available to students. However, there is a need for improved coordination and communication between these services to ensure seamless support for students throughout their academic journey.

**13. Assessment Practices:**

Based on Gauhati University Examination Guidelines, the institution has been exercising various assessment methods, including exams, both internal and external, project work, home assignments, and other forms of evaluation. However, the reliability and validity of assessment methods need to be consistently ensured. There is also an opportunity to enhance the use of formative assessments and provide timely feedback to students to support their learning and growth.



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**14. Professional Development and Activities:**

Very few teachers have participated in Faculty Development Programmes (FDP). Regular participation in FDPs should be encouraged.

**15. Teaching Methods and Resources:**

Faculty members has been exercising a variety of teaching methods, including lectures, discussions, group work, and practical exercises and experiential learning. However, there is more room for improvement in the utilization of active learning techniques and technology-enabled teaching approaches. The availability and adequacy of teaching resources, such as textbooks, technological tools, laboratories, and libraries, vary across programs and should be further assessed and enhanced where necessary.

**16. SWOC of the Institution:**

The Audit Committee is highly satisfied with the inherent strengths of the college, and these are mentioned below:

**A. Strength:**

- Forward-looking and visionary leadership of the college,
- Environment-friendly academic atmosphere,
- Faculty-student exchange programme through MoUs,
- Students involvement in the curricular and non-curricular activities,
- Community outreach programme though NSS Unit,
- Willingness of leadership for continuous quality improvement on all fronts.
- Dedicated and competent teaching faculty,
- Library Automation,
- Security arrangements through boundary wall, CCTV, Day/Night Guard etc.
- The learning outcomes are generally aligned with the institution's educational goals.
- Committed and supportive non-teaching staff.
- Adequate Land Resources for Future growth,

**B. Weakness:**

- Teachers are not inclined to use modern ICT facilities for teaching learning,
- Poor activities in research and publication,
- No Regular PG Courses,
- No adequate Boys Common Room Facility,
- No Honors Course in Education subject,

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**C. Opportunity**

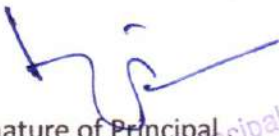
- Despite a shortage of teaching staff in some of the departments and a lack of adequate infrastructural facilities, the quality of teaching fulfils the needs of the students.
- Enhance the measurability and specificity of learning outcomes to facilitate effective assessment and alignment with program objectives.
- Strengthen coordination and communication among student support services to provide seamless support to students.
- Facilitate more soft skills and job-oriented courses.
- Encourage the faculty members to participate in FDPs, research activities, and publications.
- E-rickshaw facility from Doboka Bus stand to College,

**D. Challenges**

- To obtain Govt and Non-Govt funded Research Project.
- Formalistic remedial teaching for challenged learners.
- To establish Centre for Women Studies to promote for research in Women studies.
- Open Air Theatre (OAT) in the college Campus.

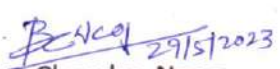
**17. Conclusion:**

Keeping in mind the objectives and mission of the college, it is observed that the college has a great opportunity to flourish in the field of higher education especially in this marginalized area of the State. The College has experienced Faculties whose collective effort may yield the best possible outcomes to the college in the coming days.


  
Signature of Principal,  
Haji Anfar Ali College

Principal  
Haji Anfar Ali College  
Doboka Hojai : Assam

Signature of Auditors

  
Dr. Bhaben Chandra Neog  
Principal, Jagiroad College, Jagiroad

Principal & Secretary  
Jagiroad College  
Jagiroad, Morigaon

  
Dr. Mahananda Borah  
Principal, Mayang Anchalik College

Principal  
Mayang Anchalik College  
Date.....

## Input from Department for Academic Audit

Name of the Department:

Year of Establishment:

Head of the Department:

Metric No	Description	Response	Weightage
	Total No. of Seats (Major)		
	Total No. of Students at present		
	No. of sanctioned faculty positions		
	No. of filled up faculty against sanctioned posts		
	No. of other faculty		
1.1.1.a	The Institution ensures effective curriculum delivery through a well-planned and documented process: (Response-Yes/ No) a. Lesson plan is maintained by the teachers b. Course progress record is maintained by the teachers c. Course completed in stipulated time d. Feedback on teachers collected from the students e. Internal examination results are analysed and necessary action taken		20
1.1.1.b	The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/ No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE		
1.2.1.a	Number of Add on /Certificate programs offered during : 2021-22		15
1.2.1.b	No. of students enrolled in Certificate/ Add-on programs last year		15
1.3.1.	Following issues are integrated to curriculum: (Response-Yes/ No) a. Professional Ethics b. Gender c. Human Values d. Environment and Sustainability		10
1.3.2	% of students undertaking project work/field work/ internships		20



## Input from Department for Academic Audit

2.2.1	Student- Full time teacher ratio		40
2.3.1	<p>Department assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners</p> <p>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>No. of Teachers use ICT enabled tools for effective teaching-learning process.</p> <p>Percentage of teachers uses ICT for teaching</p> <p>Ratio of mentor to students for academic and other related issues</p>		<p>40</p> <p>QLM (100 words)</p>
2.4.2	No. of Teachers with PhD/NET/SLET		25
2.5.1	<p>Mechanism of internal assessment is transparent and robust in terms of frequency and mode.</p> <p>Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient</p>		<p>40</p> <p>QLM (100 words)</p>
2.6.1	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.		<p>25</p> <p>QLM (100 words)</p>
2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institution.		<p>20</p> <p>QLM (100 words)</p>
2.6.3	Pass percentage of final year Students in the last year		45
3.1.1	Grants received from Government and non-governmental agencies for research projects / endowments		10
3.2.1	Institution has created an ecosystem for innovations (patents, incubations etc.)		10
3.2.2	Number of Seminars/conferences/workshops conducted on IPR, Research Methodology, Entrepreneurship		5
3.3.1	Number of papers published per teacher in the Journals notified on UGC website		10

## Input from Department for Academic Audit

3.3.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings		15
3.4.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development		15
3.4.2	Number of awards and recognitions received for extension activities from government / government recognised bodies		5
3.4.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs )		20
3.5.1	Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc.		20
4.3.1	No. of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc		20 QLM (100 words)
5.1.2	Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene)		10
	4. ICT/computing skills Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. none of the above		

## Input from Department for Academic Audit

5.2.1	No. of placement of outgoing students & No. of students progressing to higher education		25
5.2.2	No. of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)		10
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level		20
5.3.2	No. of number of sports and cultural events/competitions in which students of the Institution participated		25
6.3.2	% of teachers provided with financial support to attend conference/workshops and towards membership fee of professional bodies during last 5 years.		12
6.3.3	% of teachers undergoing online/face-toface Faculty development Programmes (FDP)		15
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.		20  QLM (250 Words each)

\*Use separate sheet for all QLM metrics