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**REPORT OF THE
ACADEMIC AND ADMINISTRATIVE AUDIT
RANGAPARA COLLEGE**

Date of auditing: February 22, 2020

The AAA committee is pleased to submit the Report after going through a rigorous exercise for the whole day on 22nd Feb. 2020. The Committee visited following academic departments and had detailed interaction with all faculty members.

1. Department of English
2. Department of Commerce
3. Department of Assamese
4. department of History
5. Department of Political Science
6. Department of Economics
7. Department of Hindi
8. Department of Bodo
9. Department of Bengali
10. Department of Education

The Committee members also took stock of the respective department's involvement in dissemination of knowledge, inspected the class routine, and other relevant matters related to the teaching learning process. Members also discussed the present status, and future scope of publications for respective departments. Outreach programmes, students' participation and progression in the learning process as well as alumni engagements in the departments. The committee had the opportunity of discussing with the students (UG) in most of the Departments. They also met the Students Union office bearers and took stock of their perspective of the College.

The committee visited all other facilities including Library, Hostels, playground, administrative sections (including accounts and payments) etc. interacted with the Principal, GB members, Alumni and staff of the College.

After the visit Committee has come to the conclusion that the college has been maintaining a high standard of coordination in performing academic as well as co-curricular activities. It has also been observed that the college has been found to have enough potential/resources to excel to be at par with the national standard with the motivated faculty members, sincere, dedicated and obedient students from rural background, and a dynamic and visionary leadership.

The Committee is pleased to submit the detail observations with respect to the NAAC criteria (all seven) for accreditation with a view to bring out the out the positive points. The Committee has also been able to identify certain areas where the College needs to focus in order to attain a higher standard with respect to the NAAC's criteria.

The committee records its appreciation for wholehearted support and cooperation received from the Coordinator, IQAC; Principal; Faculty members; students and all other stakeholders on performing its duties.

J C Kalita
29.02.2020
(J C Kalita)
Professor
Dept. of Zoology
Professor In-Charge,
International Relations
Formerly Director, College Development Council

Formerly Director, UGC-HRDC,
Gauhati University,
Guwahati-781014, Assam, India.

Prof. J.C. Kalita
Dept. of Zoology
Gauhati University

M K Sarma
29.2.2020
(M K Sarma)
Professor
Dept. of Business Administration
Director, Teaching Learning Centre
Coordinator, MTIM Programme
Formerly Dean, School of Management
Sciences
Formerly Dean, Students Welfare
TEZPUR UNIVERSITY, Napaam,
Tezpur, 784 028, Assam, India

Enclosure:

1. Detail Report as Per NAAC criteria containing 11 pages

M K Sarma
29.2.2020

Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any.
1. Curricular Aspects	1.1 *(U) Curriculum Design and Development	NA		
	1.1.*(A) Curricular Planning and Implementation	20	<p>a.</p> <p>⊙ Lesson plan is followed in almost all Departments.</p> <p>⊙ Maximum students (out of 224 responses' shown to us as a part of students satisfaction survey) are seen responding to the . . . 70% to 84% category (37.5%) as opposed to 85% to 100% (34.4%) as far as syllabus completion is concerned.</p> <p>Need to make sure that maximum students perceive that the syllabus is . . . completed to 100%. IQAC must establish a mechanism to ensure that the syllabus for each course (paper) is completed without failure. E.g., the HoD may submit a comprehensive report related to each course.</p> <p>***</p> <p>b.</p> <p>⊙ Students have informed that the classes start on time, and the routine is followed.</p> <p>⊙ In some departments the teachers have confided that the morning classes sometimes starts little late (say, by 10 minutes)</p> <p>Need to strictly adhere to the time table and punctuality. It is advisable that the a committee of senior faculty be constituted by the IQAC for adequate measure in this regard (say, sudden visit). It will be great if the Principal himself can make some such random visits time and again. It is noteworthy that the point mentioned in 1.1 (A).a above has a direct bearing with this</p>	In Bengali Department, however, the students could not immediately recall using the Lesson Plan. Need to strictly adhere to such plan.
	1.2 Academic Flexibility	30	This is as per the provision of the affiliating University guidelines under the CBCS framework.	
	1.3 Curriculum Enrichment	30	This is as per the provision of the affiliating University guidelines under the CBCS framework.	
	1.4 Feedback System	20	This is as per the provision of the affiliating University guidelines under the	IQAC initiate it regularly

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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any,
	Total	100	CBCS framework.	
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	30	<p>⊙ Diversity is noticed to the extent that the reserved categories constitute almost 84% of the students strength. This is treated as healthy as it reflects the population characteristics of the location.</p> <p>⊕ However, geographical diversity is yet to be strong. The student community strives only with cultural and geographical diversity. Admission notification may be issued in the state level prominent dailies along with prominent web notification. The College may also think creating awareness drives in some distant catchment areas culture of which matches with the locality (say, tea tribe areas) so that the outsiders feel at home.</p> <p>Every dept. should take initiative to invite students from neighbouring states (like AP and Meghalaya, WB) as well as neighbouring countries (like Bhutan and Bangladesh).</p>	
	2.2 Catering to Student Diversity	50	<p>⊙ Some gender sensitisation programmes were reported verbally during our interaction. Documentary evidence might be made ready for verification. Also such sensitivity programmes (along with creation of cohesiveness among different social, cultural and linguistic groups) may be organised from time to time, so that at least one such programme conducted in every semester. For the second kind of programme innovative and creative ideas could be implemented (not just only lectures or workshops). <i>This component is assigned heavy weight, and hence may be taken seriously.</i></p>	
	2.3 Teaching-Learning Process	50	<p>⊙ Few departments have used innovative techniques to engage the students.</p> <p>⊙ Google classroom is being used by many departments, along with other innovative techniques like WhatsApp groups. But there has no feedback system for success of such methods. However, these are mostly communication tools, and hence cannot be treated as Learning Management System (LMS).</p> <p>⊕ Almost all departments are using the Chalk and Talk technique for teaching. Though this is time tested method for a cohesive learner group,</p>	Departments of Assamese and Commerce have reported such technique. One uses the drama technology, while the former uses Group Discussion. However, these should be the norm rather

J. Kalita
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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any,
			when the group is varied with separate abilities other methods like collaborative learning, Participatory learning, Flipped classroom based learning might help in generating the students' enthusiasm for learning. Education Department should conduct some workshops among faculty for imparting these methods.	than the exceptions.
	2.4 Teacher Profile and Quality	80	<p>An educational institution of higher learning is known by its teachers. Teachers are the backbone of the entire education system. It is utmost importance that the teachers are knowledgeable, dedicated, and respected by the students. Thus teacher profile and quality is a major area of concern.</p> <p>Almost 27% of the sanctioned posts are remaining vacant currently. Even though some part time teachers are engaged, they are not being able to do justice to the teaching load of the overall staff.</p> <p>Immediate steps must be taken to fill up the vacant sanctioned positions without any further delay.</p> <p>Qualification wise only 34% of the total full time teachers are with PhD degree. And out of those who do not have PhD only about 14% are with MPhil degree. This is a major area of concern as far as teachers' quality is concerned in today's context. Future recruitments must be made according to the best possible standard, and hence it is recommended that all new recruitments must have at least a PhD Degree to be eligible even for consideration for appointment.</p> <p>The data for faculty participation in regular quality enhancement programmes are not available in the departmental profile. It is however, expected that the teachers abreast themselves with the latest in the field through such programmes regularly. Proper incentives may be devised to encourage the faculty to participate in such programmes even beyond the statutory minimum for career progression. The common "excuse" by the College authority that the teacher cannot be spared for classes and other college related activities hold no ground, as such quality enhancement will eventually help the College gaining prominence in the future, and hence some solution to such "problems" must be found out.</p>	It looks like the hurdles for appointment of new faculty lies not in the College level. Good news is that the Government has softened up the Notification process, and it is informed to us by IQAC that the Notification for filling up the vacant posts shall be made shortly.
	2.5 Evaluation Process and	50	The Departments are evaluating the students at least once through project based dissertations. These dissertations are in many cases given the students the much needed chance to learn the happenings in the fields. We are happy to see a	

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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any,
	Reforms		<p>few such Reports as the outcome of the dissertations submitted by the students.</p> <p>It is recommended that the marks assigned to these qualitative assessment techniques in a transparent way. Each Dept. may device their own "Rubric" or schedule of assigning marks so that the students are aware of the same even before they undertake the work, and submit the outcome in the most preferred way.</p> <p>Other evaluation methods for internal examinations are to be notified well in advance (along with the Lesson Plan) and strictly followed. A Report from the HoD may be collected at the end of each Semester in this effect by the IQAC. This will be in addition to the list of marks awarded.</p> <p>In the absence of a eco system of sponsored research the most dynamic teachers of each Department may assign most contemporary, under researched and relevant topics to the students with active support from their side so that the outcome may be published as research papers in UGC recognised journals.</p> <p>The faculty members should also be aware of the Programme Specific Outcome (PSO) and Course Outcome (CO) of each programme and course. This will help them in formulating better question papers for the internal assessments.</p> <p>Dept. can try ICT to be used in evaluation (Internal evaluation)</p>	
	2.6 Student Performance and Learning Outcomes	40	The students from most of the Departments have shown good results. However, there are still avenues for improvements as the 100% pass percentage for all departments are yet to be achieved.	Bodo and Commerce Departments have produced best graduates in their respective fields
	2.7 Student satisfaction Survey	50	<p>⊗ We were shown analytics for only 5 (five) variables from 225 students.</p> <p>A full students satisfaction survey needs to be conducted at least once in each year to gauge the moods of the students with respect to the intended variables (as specified by NAAC)</p> <p>The IQAC should be actively working on it regularly, specially motivating the</p>	

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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any,
			students to take part in the process of SSS. All dept. should actively organise sessions on this SSS to make the students understand the importance of the survey and their response.	
	Total	350		
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	NA		
	3.2 Resource Mobilization for Research	10	Even if some departments have reported to have received some funding from the UGC for research this has subsequently dried up in recent years.	Commerce, and Bodo departments are showing promises with respect to consultancy. However, these should be processed through the College authority to be recognised as official consultancy projects.
	3.3 Innovation Ecosystem	10	We are shown lists of successful alumni entrepreneurs. This is very promising. However, the college needs to formalise collection of such information for future. This does not, however, indicate that there exists a strong innovation eco system in the college. There may be a formal mechanism for encouragement of even small level innovation and creativity. Commerce and Economics Departments can take the lead in this regard.	Commerce Department holds the potential
	3.4 Research Publications and Awards	20	The faculty have been successful in publication in the form of book, book chapter and conference proceedings. Even if these publications are of high standard, in the absence of a rigorous review system in general, they do not command the respect of reputed Journal publications. The Departments should vigorously follow up in this area. Even after acknowledging the fact that the faculty have to take large class loads for HS and UG courses, we are constrained to say that much needs to be done in	

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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any.
			<p>this regard. Some award may be constituted for outstanding publications may be every year or in the blocks of few years to inspire the faculty in this regard. This has huge implication in NIRF ranking also. A college is known mostly for its publications</p>	
	3.5 Consultancy	NA		
	3.6 Extension Activities	60	<p>It is learned that the faculty are involved in some extension activity or other in the form of engagement with some NGOs or so on. However, we could not see any formal documentation on such activities in the Departments. Since this is also a high weight variable, the college should take extra care in getting involved in activities of the surrounding areas - say, tea gardens and the community (<i>only an example</i>). The NSS and faculty in general should think seriously of adopting a village or nearby school (<i>or anywhere else</i>) in order to inculcate the modern thoughts and ideas in the community in general and thus contributing tremendously towards Nation Building.</p>	<p>NSS and student community are doing good work in keeping the Campus clean and tidy. We could see ourselves the dedication of the Students Union in this regard. We can only wish that this is their day-to-day passion and the students in general are dedicated towards some national cause.</p>
	3.7 Collaboration	20	<p>Though collaborations are forged with some nearby institutions, in the absence of formal MoU, these cannot be taken as formal success stories. It is urged that the College takes this up with sincerity and forge some formal collaborations with functional MoU with these institutions.</p>	
	Total	120		
4. Infrastructure and Learning	4.1 Physical Facilities	30	<p>① The greatest strength of the College is its Campus area. The Campus is sprawling and green. Looks like the best place to hold a seat of higher learning. Opportunities of enough future expansion exist. ② Play ground is well maintained, and manicured. However, it needs proper levelling from time to time. ③ The Campus and the classrooms are nice and tidy. Though the seating arrangements of the students are old fashioned (wooden benches and desks)</p>	

J. Kalita
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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any.
Resources			<p>these are well maintained. The overall impression is of adequacy. However, there is need for a large auditorium and smaller tidy seminar and conference rooms, which may be arranged for fruitful dissemination of knowledge.</p> <p>④ New hostels are coming up and the present hostels are also of good shape. Boarders also seemed to be happy. Interesting to note that the boarders are from villages mostly from tribal families. This shows the potentiality of the college in serving the otherwise non privileged groups.</p> <p>More efforts, however, needed to provide more students amenities' in the hostels. Also clean fuel is recommended to be used in the hostels.</p>	
	4.2 Library as a Learning Resource	20	<p>④ Library is being digitised, and hence it can be expected to be in good shape in a few months.</p> <p>It is recommended that more journals, and e-journals are procured and made accessible through the Library.</p> <p>④ It is also a positive sign that the library is being connected with the Internet through leased line.</p> <p>The College may appoint a full time Librarian <u>without delay</u>. Also it is urged that the college be in touch with Inlibnet and UGC for access to e journals and anti-plagiarism software like Urkund etc.</p>	
	4.3 IT Infrastructure	30	<p>④ A state of the art computer lab is available to the students with 13 PCs.</p> <p>④ Seen departmental laptops in almost all departments.</p> <p>④ The ratio of student to PC is, however, very high and not satisfactory at all.</p> <p>④ We were not shown any classroom with even basic IT infrastructure (like with Multi Media Projector and connected PC)</p> <p>The college may seek for fund and donations for increasing the PC strength to not less than 100 in near future. There should be also a plan to replace the defunct PCs in future as they might have an average life of, say 5 years only. Some immediate steps are also necessary for digitising at least few classrooms without further delay. The classrooms planned in the new buildings may be just right for this purpose.</p>	
	4.4 Maintenance of Campus	20	<p>④ It is seen that the infrastructure in the Campus are maintained properly.</p> <p>④ Though some buildings are old, some new buildings have come up with the</p>	The Education Department has got a new lab, which is

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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any,
	Infrastructure		<p>help of RUSA fund, MP LAD fund and PSU (PGCIL) donations. The landscaping is also planned (<i>though the plan not shown to us</i>). The present garden in front of the old buildings are manicured properly and kept in a tidy way.</p> <p>It is also urged that the new landscaping be made engaging a professional and plants (preferably flowering variety) and flowers natural to the area be planted properly.</p> <p>③ The hostel (Girls Hostel) that was visited by the team was found to be tidy and devoid of any stink or odour.</p> <p>④ However, it is seen that private and dignified seating arrangements for faculties in the departments is missing. Except for the Department of Commerce, which is in a new building no other department has designated meeting space, or even a conference table.</p> <p>It is urged that the faculty be made more comfortable with proper seating provision in order to enable them to engage in research and teaching in a more effective and efficient way.</p> <p>⑤ The water taps were seen leaking in many places (in the hostel, as well as in the academic block). The water coolers were not cleaned properly and were dusty.</p> <p>There should be some mechanism for periodic cleaning of the water coolers and maintenance of water filters (like replacing of filtering candles and other disposable components). This may be treated as most important and urgent</p> <p>⑥ The improvised wash basins in the girls' hostel were dirty with wastage, and not cleaned. In fact, the water storage facility of the Girls hostel was not hygienic. Proper steps be initiated to use scientific method of water storage and waste disposal from the hostels.</p> <p>The College can make provision of a Chief Warden for all the hostel with separate Women Wardens in each Girls' Hostel</p> <p>There should be more number of computers in the centre.</p>	<p>yet to be operational.</p> <p>The Computer Lab is well maintained.</p>
	Total	100		

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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any,
5. Student Support and Progression	5.1 Student Support	50	<p>☺ The students are getting free admission as per Govt. provisions.</p> <p>☹ Some of the faculties in some depts. have been supporting students financially. However, the records were not maintained properly. Depts can arrange for awards/fellowship etc. from the initiatives of the College authorities.</p>	
	5.2 Student Progression	45	☺ All the depts. maintained registers and proper records of their out going students. But, the dept. can keep clear graphical representation of the success of their past students (in details)	
	5.3 Student Participation and Activities	25	<p>☺ NSS, NCC etc. are active.</p> <p>Every department is urged to engage their students in various activities in and around the college. The adopted villages can be the working hub for students for various academic projects in their curriculum.</p>	
	5.4 Alumni Engagement	10	☺ Alumni are active and the college has a strong Alumni Association. They have their own plan and proposals for contributing to College development. However, more activities and events can be organised by the alumni regularly. A fund generation initiative can be taken by the Alumni Association. Awards, fellowship etc. can be instituted from their end.	
	Total	130		
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	10	<p>☺ The Vision and Mission statement of the college have been beautifully stated.</p> <p>☺ The Leadership is found to be proactive. Under the present leadership of the Principal and the GB the college has been developing at a faster speed with the help of the dynamic faculty members and all other stake holders.</p>	
	6.2 Strategy Development and Deployment	10	<p>☺ The Principal has dynamic relation with the State HE Department as well as the Ministry.</p> <p>☺ The college has been actively working together with, DHE, RUSA and UGC (NER). Interestingly, the Local MPs, MLA and other Political Leaders are generously donating for college development besides some other public sector companies.</p>	
	6.3 Faculty Empowerment Strategies	30	The Faculties are regularly getting into FDP programmes of various nature. The college should organise Workshops on ICT and MOOCs regularly and encourage its own faculties to create OER for their own subjects.	

J. Kalita
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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any,
	6.4 Financial Management and Resource Mobilization	20	<p>☉ The College has been able to manage funds for various development activities recently. It is noteworthy that the College did not have a full time Principal for a long period of time till one and half year back.</p> <p>☉ Overall financial management of the College is found to be satisfactory.</p> <p>☉ Regular auditing has been carried out as per statutory norms.</p> <p>☉ It is observed certain shortcomings in the accounts section. For example, receipts processed for payments are not with GST components shown separately. This should not happen, and the suppliers those who can comply with the new GST regulations only be allowed to supply materials. Some of these shortcomings are highlighted by the Internal Auditors also (<i>an unsigned draft was shown to us</i>).</p> <p>It is recommended that the observations of the Auditors are strictly followed by all concerned and the Governing Body may please consider institution of a monitoring mechanism for strict adherence with financial prudence.</p>	
	6.5 Internal Quality Assurance System	30	<p>☉ The IQAC has been found to be dynamic.</p> <p>It should regularly organise its meetings and activities as per mandate of the UGC and NAAC.</p>	
	Total	100		
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	<p>☉ The College has been doing very well in maintaining a strong social bonding, peace and harmony amongst students from more than 14 different communities in the various courses.</p> <p>☉ It is found that ragging in the college is strictly prohibited.</p> <p>It is urged that the students should keep their college clean all the time.</p>	
	7.2 Best Practices	30	The College and the various academic depts. should have to discuss on this particular area and identify the best practices as per the recently revised NAAC manuals in Feb. 2020	
	7.3 Institutional Distinctiveness	20	The College is situated in rural area with strong student diversities, surrounded by Tea gardens and agricultural fields. Most of the people in the nearby areas are from BPL categories. The college has enough scope to be distinct in catering to the needs of the poor and needy students to offering the opportunity to enter into HE sector for contributing more to GER from villages of this great Nation.	

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J. Kalita
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Criteria	Key Indicators (KIs)	Affiliated/Constituent Colleges Assigned weight	Overall Remark	Department Specific Remark if any,
			One of its physical distinctiveness is its sprawling Campus with natural ponds. This could be converted into a modern day <i>Ashram</i> without much difficulty	
	Total	100		
	TOTAL SCORE	1000*		

Few suggestions:

- The College should maintain utmost punctuality, especially for classes and while following the class routine.
- The vacant faculty positions must be filled up as soon as possible.
- Existing young Faculty members must pursue PhD studies and senior Faculty should earn PhD Guideship from the affiliating University
- Research Projects may be encouraged involving students with locally important problems/issues.
- College should try to introduce PG courses in a few academic depts.
- Regular Student-internship programs with industrial organizations etc. may be initiated.
- Parents-students-teachers interactive sessions may be conducted regularly.
- All academic departments must analyse the semester results and display in the dept.

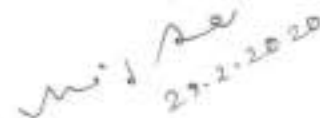

 (J C Kalita)
 Professor,
 Department of Zoology
 Gauhati University

29.2.2020
 Prof. J.C. Kalita
 Dept. of Zoology
 Gauhati University


 (M K Sarma)
 Professor,
 Department of Business Administration
 Tezpur University

29.2.2020

END OF REPORT


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