

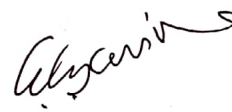
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Academic and Administrative Audit Report
of
H. P. B. Girls' College, Golaghat
GOLAGHAT-785621

The report prepared is the result of the inspection / examination of the facts and documents as regards the academics and academic and administrative governance of the college. The committee examines and cross-verifies the records and facts that are prepared by the college in strict adherence to the terms of reference (ToR) given by the academic and administrative audit committee keeping in. Upon thoroughgoing checks and verification, the committee records /endorses few observations, recommendations and suggestions, which are given in tabular form as follows.

It is to be noted that records presented by the college authorities bear testimony of the facts. The Committee testifies what are presented in the colleges.


(Prof. S. C. Kakaty)
Member
1/15/21


(G. C. Hazarika)
Chairperson

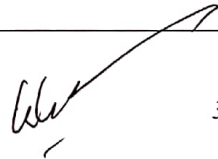
Terms of References: Quality Parameters recommended by NAAC	
Section I: GENERAL	Information
1.1 Name & Address of the Institution:	H.P.B. Girls' College, Golaghat, Golaghat-785702 (Assam)
1.2 Year of Establishment:	1969
1.3 Current Academic Activities at the Institution (Numbers):	UG Course
• Faculties/ Schools:	1 (Arts)
• Departments/ Centres:	09
• Programmes/ Courses offered:	BA: 09 , Certificate Course: 05
• Total Faculty Members:	Male: 18; Female: 11; Total =29(till date)
• Total Library Staff	Male: 2 Female: 01 ;Total ; 03
• Total Support Staff:	Male: 09; Female: 02; Total=11
• Students:	Female: SC- 30; ST- 89; OBC- 708; Gen- 270 Total: 1097 (Session-2020-21)
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> • Provincialised college affiliated to Dibrugarh University, Assam • Recognition under Sec. 2 (f) and 12 (B) from UGC • Good Infrastructure facilities striving for excellence with green and eco-friendly campus(vehicle free for two days in a month)
1.5 Dates of visit of the Team (A detailed visit schedule may be included as Annexure):	October, 01, 2021
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairperson	Prof. G. C. Hazarika
Member	Prof. S. C. Kakaty


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Section II: CRITERION WISE ANALYSIS	Observations (Strengths and/or Weaknesses) on Key-Aspects
2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation:	<ul style="list-style-type: none"> • As prescribed by affiliating University: Dibrugarh University, Assam. Suggestion, modification has been sent to the affiliating University through BoS members, Feedback report of Stakeholders regarding curriculum modification has been sent to the Affiliating University by Post • College meticulously plans and develops action plans for implementation of academic calendar in accordance with affiliating university • For Self Financing Diploma/ Certificate programmes curriculum developed by the college • Practices experiential learning for the benefits of students
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • CBCS system has been in place since 2019 • Academic flexibility is been adhered through means of various subject combinations • Vocational Course is mandatory for all the newly admitted students
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • Value added courses are offered • Provides facilities for Life Skills Development through communication skill, Yoga, Personal Counseling • Five Vocational courses viz. , Spoken English, Food Processing and Food Preservation, Cutting and Tailoring, Beauty Therapy and Hair Cutting, and Diploma in Computer Application are continuously running

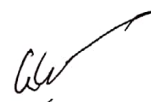

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2.1.4 Feedback System:	<ul style="list-style-type: none"> • Feedback from students, teachers, alumni and parents are collected in structured form • Feedbacks are analyzed and actions taken accordingly by the college. Feedbacks are notified in the college website.
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2.2 Teaching-Learning & Evaluation:	
2.2.1 Student Enrolment and Profile	<ul style="list-style-type: none"> • Admission as per merit through proper admission procedure • Statutory Reservation policy strictly followed in admission process • Efforts are made to admit student from different strata of the society particularly students from rural background.
2.2.2 Catering to Student Diversity:	<ul style="list-style-type: none"> • Special sessions of counseling, remedial classes has been taken to bridge the knowledge gaps of different level of learners • Seminars, workshops and assignments, group discussions, project works are assigned to the students on various issues • Ramp and other facilities for differently-abled students are available • Outreach programmes organized on regular basis and provision for helping weaker as well as economically backward students • Student Full time teacher ratio is 44: 1 (current


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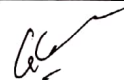
2.2.3 Teaching-Learning Process:	<ul style="list-style-type: none"> • University provides academic calendar and accordingly the college prepares its own academic calendar. Teaching plans, course wise time table are also prepared accordingly. • Multimedia, ICT based learner-centered teaching methods are used as supplement teaching • More than 90 percent teachers use ICT enabled tools for effective teaching-learning process • Teacher mentoring system is functional to mentor the students. Some departments have also practiced e-mentoring during the lockdown period • Faced difficulty in timely completion of curriculum due to the engagement of teachers in some Govt works, and lack of separate recruitment for higher secondary classes
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> • Selection of teachers through Selection committee constituted as per UGC guide line/regulations • 15 faculty members are with PhD and 05 with M. Phil. qualification. • Faculty members are encouraged to attend workshops/seminar/conferences/ FDP/RC /STC etc.
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> • Efforts are made to attain standard graduate aptitude/attributes by special class, project works for advanced learners, and remedial classes for slow learners • The colleges strictly follows the norms of Internal assessment provided by the affiliating University • Grievances Redressal mechanism at the university level to redress the evaluation process

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2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> • Defined learning outcomes through plans and modus operandi • Unit tests and remedial classes for slow learners • Pass percentage of the college is 100% (Current year) during last session • Doubt clearing sessions are organized
2.2.7. Student Satisfaction Survey	<ul style="list-style-type: none"> • College initiated the Student Satisfaction Survey regarding Teaching Learning Process from the session 2019-2020. • Report has been prepared by the feedback cell and accordingly action has been taken by the administration.
2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • College has a Research and Extension Cell • Encourages faculty to pursue PhD • Subscription of Online journal, e-books through N-list (inlibnet) • Encourages Student Research project
2.3.2 Resource Mobilization for Research:	<ul style="list-style-type: none"> • Being an undergraduate general degree college resources are mobilized through a number of minor research projects • A small fund provision for student research project
2.3.3 Infrastructure for Research:	<ul style="list-style-type: none"> • Govt of Assam funded Computer lab with internet facility at library for all • Sufficiently Equipped library along with print journals • Striving hard to foster research interest and engagement among the faculty members
2.3.4 Research Publications and Awards:	<ul style="list-style-type: none"> • Some faculty members published papers in UGC Approved/Care List journals and Peer Reviewed Journals • A few books are published by some faculty members • A good number of faculty members have publication of book chapters having ISBN numbers • Faculty members should be encouraged to publish more


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2.3.5 Consultancy:	<ul style="list-style-type: none"> • Formal consultancy yet to be established
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> • Extension and social service activities such as Flood Relief, Swachh Bharat summer Internship Camp, Plantation, Distribution of Fruits and Sweets to Old Age Homes and Prisoners in Golaghat District Prison, Street Drama against Social Menace, Swachh Bharat Cleanliness Rally, Environment and Covid -19 awareness etc. through NSS, NCC and Women Cell • Many Departments organize a range of awareness and outreach programmes towards the neighbourhood community • A small budget allotted for extension activities
2.3.7 Collaborations:	<ul style="list-style-type: none"> • National and state level MoUs with some higher educational Institutions, NGOs, and Coaching Institutions. • Institution have the membership of ICT Academy, Chennai • National level workshops, Seminars, International and National Webinars organized regularly • Scope for collaboration for joint research activities and programs
2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	<ul style="list-style-type: none"> • Adequate infrastructure facilities are available for academic activities • Hostels, Indoor Stadium, Gymnasium Centre, Smart/ ICT enabled Classrooms, Conference Halls, sports and recreational facilities, Auditorium, Laboratories etc are available on the campus • Rain water Harvesting Project, Guest House, Canteen and Safe drinking water facilities are available

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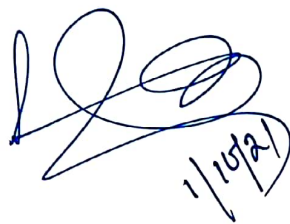
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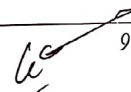
2.4.2 Library as a Learning Resource	<ul style="list-style-type: none"> • Library of 313.5 sq meters and reading room with 80 seating capacity • 9073 titles and 21049 volumes of books are available • Facility of Digital Library is available with the subscription of E-journals, e-Shodh Sindhu, e-books and databases • Budgetary provision for library exists • Library is fully automated with Soul 2.0 Software
2.4.3 IT Infrastructure:	<ul style="list-style-type: none"> • 75 computers along with required software tools are available • Jio Leased Line Internet connectivity having Bandwidth 10MBPS is available and also BSNL Broadband Internet Connectivity with WiFi facility is available • Annual budget provision exists for maintenance and creation of more IT infrastructure
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • Adequate budget allocation for maintenance of infrastructure • College has its own mechanism for the maintenance of campus facilities which is reflected in the Handbook on Maintenance of Physical Resources compiled by IQAC
2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	<ul style="list-style-type: none"> • Government Scholarship for SC/ST, OBC, Minority students, Freeships (Govt. regulated) for economically weaker students and cash awards, aid fund, and financial assistance to students are provided by the college • Spoken tutorial classes and remedial classes for slow learners • Doubt clearing sessions are regularly organized • Capacity building and skill Enhancement initiatives/ Career Counseling and Competitive Examination Coaching / Grievance Redressal / Anti Ragging Cells exist

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2.5.2 Student Progression:	<ul style="list-style-type: none"> • Student progression monitored • 20% progression from UG to PG during last session • A few outgoing students are placed in various govt. as well as private jobs • Negligible drop out rate
2.5.3 Student Participation and Activities:	<ul style="list-style-type: none"> • Students regularly participate in intra and inter-college level co- and extra-curricular activities and won prizes • An autonomous Students' Union exists and all office bearers are elected through regular election. Students' Union election process has been done through electronic process • Students involvement in some committees of the college is visible
2.5.4. Alumni Engagement	<ul style="list-style-type: none"> • There is an Alumni Association and its registration process is in progress • During the last five years more than 3 lakh rupees has been contributed by the alumni
2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • Vision and Mission of the college are well stated • Participatory Governance as per Govt. rules • Quality monitoring and audit are done on continual basis
2.6.2 Strategy Development and Deployment:	<ul style="list-style-type: none"> • Decentralized organizational structure with autonomy to departments and Head of Departments • Strategic plans are designed and implemented as per Govt. rules • Quality assurance through various committees and forums • E-governance is implanted in Finance and Accounts, Students' Admission and Support and Examination


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2.6.3 Faculty Empowerment Strategies:	<ul style="list-style-type: none"> • Performance monitored through IQAC on teaching and Research • Faculty members are encouraged to attend seminars, workshop and conferences plus an additional monetary benefit given as per UGC guidelines for acquiring PhD • Well-designed welfare schemes for faculty and staff as per Govt. norms • A good number of Professional development/administrative training programs organized for both teaching and non teaching staff
2.6.4 Financial Management and Resource Mobilization:	<ul style="list-style-type: none"> • Annual accounts are audited by statutory Govt. auditors and Certified Chartered Accountants • Financial requirements are met through Govt. grants • Financial resources mobilization from fee remittance from the university and Government of Assam, Surplus from Self Financing Vocational Courses, From Competitive Examination Coaching, Selling of Timber etc. • The above financial deeds are routed through G.B.
2.6.5 Internal Quality Assurance System	<ul style="list-style-type: none"> • IQAC prepares annual academic plans, to be implemented throughout the academic year • Participated in NIRF, Collaborative Quality Initiatives, ISO Certification , AQAR preparation has been initiated by the IQAC • Feedback from students, Guardians, Alumni are used for overall quality assessment and improvement • Principal, Vice-Principal and HoD(s) monitor academic programmes.
2.7 Innovations and Best Practices:	

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2.7.1 Environment Consciousness:	<ul style="list-style-type: none"> • A welcome step to make the campus pollution free by "Vehicle free Campus on 2nd and 4th Saturday" of every month. • The college performs a best practice viz. "Clean and Green College Initiatives" • Green and eco-friendly campus • Well designed Water Harvesting, RO , Solar street lights, LED lighting and sewage treatment plants be initiated • Green Audit policy is yet to be formulated • Institution has various Disabled-friendly facilities • Prescribed Code of conduct maintained by all the stakeholders. A Handbook on Institutional Code of Conduct has been compiled by IQAC
2.7.2 Innovations:	<ul style="list-style-type: none"> • Computerized voting introduced • Activities such as: organic farming, flood relief through NSS and Various cells and Departments • Admission process has been computerized
2.7.3 Best Practices	<ul style="list-style-type: none"> • 'Clean College Green College Initiatives' • Student Mentoring System
2.7.4. Institutional Distinctiveness	<ul style="list-style-type: none"> • Campaigns for Eco- Friendly Environment.
Section III: OVERALL ANALYSIS	
3.1 Institutional Strengths:	<p><i>Observations</i></p> <ul style="list-style-type: none"> • Situated in an ideal location, excellent building and campus infrastructure • The College has a vibrant and academic oriented faculty and quality students • Exhibition of good-team work at various levels including participatory and cooperative management • Continuous involvement in social awareness, environmental awareness activities as part of community service(s). • Extracurricular and co-curricular activities through various State Level Competitions, Cultural Programme, Workshops, Training Programme etc.

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3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • College offers only one stream • Shortage of teaching faculty • The College is yet to install Management Information System (MIS) completely • Collaborations with reputed organizations to be utilized and enhanced • The College is yet to start PG programmes in the existing Departments due to government policies on affiliating college.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • To introduce Science and Commerce Streams in the UG programmes • To allocate more funds for research activities and to promote students' research culture • To developed synergetic collaboration with various higher educational institutions for student and faculty exchange • To strengthen industry-institute collaboration for internship , on job training, better career counseling and placement drives for outgoing students • Introduction of more value added job oriented courses
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • Enrichment of existing faculty is the need of the hour • Recruit and retain qualified and experienced faculty • Fund mobilization for the development of the institution is difficult • Inculcate the consultancy activities • Delay in sanctioning faculty and administrative posts due to Govt. employment policies • To promote the college to an autonomous status

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Section IV: Recommendations for Quality Enhancement of the Institution

Recommendation(s)

- Efforts may be directed for recruitment and retention of quality faculties with appropriate cadre ratio.
- Encouragement to faculties to enhance their qualifications
- Motivate faculties for financial resource mobilization through research and consultancy work, and also to publish quality research papers
- Laboratory and ICT infrastructure, and library services may be suitably upgraded to avoid its obsolescence, and meet the requirements of the stake holders
- Collaborations and interactions with Industry, Research Organizations and Universities should be encouraged and supported.
 - Basics First : We the teachers, college/university administrators must reach out to the students.
- Teaching should be improved in order to instill in students (the critical bent of mind) the original thinking
- Steps should be taken to appreciate the quality of overall education and then social returns in terms of quality graduates capable of addressing social concerns, and responsibilities of society and societal problems. Steps may be:
 - i. Good teaching is the Mantra
 - ii. Strict vigilance/monitoring in teaching-learning process
 - iii. Weekly/monthly assignments by concerned faculty members
 - iv. Stress should be given on remedial teaching/doubt clearing sessions twice/thrice a week
 - v. UG students should be rigorously trained/taught Grammar, Composition, Translation etc.
 - vi. Student should be trained/acquainted with writing skills such as précis/letters (business/Advertizing/Communication etc.), Assignments writing, **Statement of purpose** etc.
 - vii. Faculty members of English and Assamese be given space (incentives/time etc.), to get engaged in assignments 5. And 6.
- College Academics should go hand in hand with the University and the UGC guideline and reforms
- UG students be given space/opportunities OR UG students be trained how to formulate Problems and solve Problems
- Space for Case studies / Empirical studies (in Pilot Form) be given to students (Science


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and Social Science students)

- Instill /nurture in students the Exercise solving Habit I especially in Mathematics and Science)
- In addition to Physical exercises/sports events, **Mental sports** such as Quiz; Group Discussion and Debate on Topical issues/matters; colloquia etc. be organized periodically (quarterly/monthly) in the college.
- Academic Audit (present one) is encouraging. It is a prelude to the overall good of the college. Exercise of this sort will stimulate/fillip the quality journey of education of the college
- NEP 2020 recommendations to be adhered to and complied with
- Adopt right mix of Chalk and Talk/Lecture and ICT applications.
- Solution to quality education solely lies in how the teachers deliver .So, we the teachers should reach out to students.
- Efforts may be directed for recruitment and retention of quality faculty with appropriate cadre ratio.
- Encouragement to faculty to enhance their qualifications
- Motivate faculty for financial resource mobilization through research and consultancy work, and also to publish quality research papers
- Laboratory and ICT infrastructure, and library services may be suitably upgraded to avoid its obsolescence, and meet the requirements of the stake holders
- Collaborations and interactions with Industry, research organizations and Universities should be encouraged and supported.
- Efforts can be made to acquire full autonomy from the University

Suggestions:

- Policy of a college/university is meant for greater public good. Autonomy, if granted be applied logically.
- SSR be crosschecked before presenting it to the NAAC Peer Team
- Compliances of the Recommendations of the previous NAAC visit be put on record
- To promote the college to an autonomous status by creating right ambience (Academic, Finance and Administrative) on the college campus. Meaning is that college requires to be financially and academically well endowed.

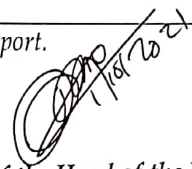
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Opportunities- Location of the college is good for demographic inclusion i.e. location has scope for creation of demographic dividend.



I agree with the Observations of the Team as mentioned in this report.



Signature of the Head of the Institution

Seal of the Institution **PRINCIPAL**
H.P.B. Girls' College
Golaghat

Signatures of the Peer Team Members:

Name and Designation		Signature with date
Prof. G. C. Hazarika Former Director College Development Council & Centre for Computer Studies; Prof, Dept of Mathematics; Dibrugarh University, Dibrugarh - 786004, Assam	Chairperson	
Prof. S. C. Kakaty Prof and Head Deptt of Statistics Dibrugarh University Dibrugarh - 786004, Assam	Member	 11/10/21

Place: Golaghat, Assam

Date: October 01, 2021