

19ACADEMIC & ADMINISTRATIVE AUDIT (AAA)

West Guwahati Commerce College, Maligaon, Guwahati, Assam

Period of Audit: 2020-21 & 2021-22

In response to the Invitation Letter dated 5th January, 2023 of the Co-ordinator, IQAC, **West Guwahati Commerce College** Maligaon, Guwahati, Assam for **Academic & Administrative Audit (AAA)**, a team comprising of two members visited the college on 9th January, 2023. List of team members are as follows:

Sl No	Name & Designation	Position in the Team
01	Sri Dipjyoti Barman, Co-ordinator, IQAC, Pandu College, Guwahati, Assam	Chairman
02	Dr. Dipanjanli Haloi, Asst. Co-ordinator, IQAC, Pandu College, Guwahati, Assam	Member Co-ordinator

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, GB Members, teaching & non-teaching staff & other stakeholders on various aspects of the college, inspected available facilities & verified all important documents.

Visit Schedule:

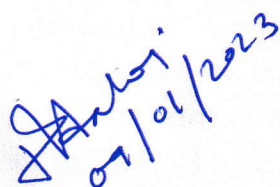
Date	Time	Activity
9 th January, 2023	10.00 AM	Welcome & briefing by the Principal
	10.30 AM	Interaction with IQAC Co-ordinator and core members of IQAC
	11.30 AM	Visit of the Departments, Interaction & document verification
	1.00 PM	Interaction with students
	2.00 PM	Meeting with Non-Teaching Staff
	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

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SECTION I: GENERAL INFORMATION

Year of establishment of the college	1992
Name of affiliating university	Gauhati University
Location of the college	Pandav Nagar, Maligaon, Guwahati
Number of Faculty run by the college	01
Number of Academic Programme offered by the college	01
Number of sanctioned post & number of faculty members on roll.	Sanctioned: 11 Number of faculties on roll: 22
Enrolment in the Current Year (2022-23)	Total:364 Male:240 Female:124
Pass Percentage of students (Last academic year)	Appeared:251 Passed:121
Year of Establishment of IQAC	2022
Accreditation status of the college	Not Accredited
Three special features of the college	1. Location 2. Above 95% meritorious student get admission only at 1 rupee. 3. Entry restricted for students from 11 am to 2.00pm



SECTION II: CRITERION WISE OBSERVATION, COMMENTS:

(a) Curricular Aspects :

Key Indicators of the Criterion	Observation & Comments
➤ Curricular Planning & implementation	➤ A planned mechanism is in practice for curricular delivery ➤ Classroom teaching is supplemented with ICT Presentation, Case study, Group Discussions
➤ Academic Flexibility	➤ All academic programmes are conducted in CBCS mode.
➤ Feedback System	➤ Feedback from the stakeholders Students, Alumni, Parents and Teachers are collected

(b) Teaching, Learning & Evaluation :

Key Indicators of the Criterion	Observation & Comments
➤ Student Enrolment & Profile	➤ Admission process of the college is transparent & well administered. ➤ Statutory Reservation Policy of the concerned authority is followed.
➤ Catering to Student Diversity	➤ A significant percentage of students belong to economically poor groups.
➤ Teaching ,Learning Process	➤ Teachers of the college practice variety of teaching method to make teaching-learning process effective. ➤ Measures like tutorial, remedial classes, one to one communication, counseling etc are taken for the slow learners. ➤ For Continuous Internal Evaluation(CIE) Internal Examinations, Class Tests, Oral Tests etc are taken
➤ Teacher Profile & Quality	➤ Qualified faculty members ➤ Teachers attend Faculty Development Programs and other training programmes to keep them updated with the latest development in respective subjects.
➤ Evaluation Process & Reforms	➤ University guideline with regard to conduct of internal evaluation is followed. ➤ Periodic class test is conducted in addition to Internal Examinations to assess learning level of students.
➤ Student Performance & Learning Outcomes	➤ Pass percentage of satisfactory
➤ Student Satisfaction Survey	➤ Conducted

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(c) Research, Innovations & Extension :

Key Indicators of the Criterion	Observation & Comments
➤ Research Publication & Awards	➤ Research articles as well as book chapters with ISBN are published by many faculty members in their respective fields
➤ Seminar/Workshop conducted on Research Methodology, IPR, Entrepreneurship etc.	➤ Not organized
➤ Extension Activities	➤ A number of extension activities were undertaken by the NSS cell of the college in neighbourhood communities. ➤ Awards/recognitions have been received for extension activities from various organizations
➤ Collaboration & Linkages	➤ MoUs have been signed with Kanya Mahavidyalaya, Guwahati and North East Folklore and Cultural Vibes for collaborative activities.

(d) Infrastructure & Learning Resources :

Key Indicators of the Criterion	Observation & Comments
➤ Physical Facilities	➤ The college has physical facilities including ICT enabled classrooms and computer laboratory ➤ The college has one playground under MoU, one Volley Ball Court, and one Badminton Court for the students
➤ Library as a Learning Resource	➤ The library is equipped with good number of books and journals.
➤ IT Infrastructure	➤ Students-computer ratio is satisfactory.
➤ Maintenance of Campus Infrastructure	➤ There are established system and procedure for maintaining & utilizing physical, academic & support facilities such as computer, class room, sports equipment of the institute. A Supervisor is appointed to monitor and maintain the physical facilities.

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(e) Student support & Progression :

Key Indicators of the Criterion	Observation & Comments
➤ Student Support	➤ Free ship is provided to some of the students of the college under Fee Waiver Scheme of Govt of Assam.
➤ Student Progression	➤ Students' Progression to higher education is less
➤ Student Participation & Award	
➤ Student Council & representation of student in various bodies.	
➤ Alumni Engagement	➤ There is an active Alumni Association established in the year 2016

(f) Governance ,Leadership & Management :

Key Indicators of the Criterion	Observation & Comments
➤ Institutional Vision & Leadership	➤ Adaptability towards improvement of present conventional higher educational system to face the challenges of management of industries and business
➤ Strategy Development & Deployment	➤ A well defined organizational structure exists that comprises statutory bodies, cells and committees
➤ Faculty Empowerment Strategies	
➤ Financial Management & Resource Mobilization	
➤ Internal Quality Assurance System	Quality enhancement initiative of IQAC include - ➤ MoU signed with other institutions for collaborative activities. ➤ A village has been adopted in 2022

(g) Institutional Values & Best Practices :

Key Indicators of the Criterion	Observation & Comments
➤ Institutional Values & Social Responsibilities	➤ The college has taken initiatives for environmental consciousness and sustainability
➤ Best Practices	➤ Health Check up and life style management program ➤ Maintain greenery environment within the college campus
➤ Institutional Distinctiveness	➤ Recognition awards for achievements

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SECTION III: SWOC ANALYSIS

Strength:

- A single stream college
- Well qualified faculty members
- NSS Cell of the college is active
- Calm and quite atmosphere of the college

Weakness:

- Teacher student ratio is not satisfactory
- Infrastructural facilities needs improvement
- Mechanism for timely redressal of student grievances, prevention of sexual harassment and ragging cases to be established
- Career Guidance Cell needs to be established
- No Add-on, Certificate and other Skill development courses for students
- IT infrastructure is to be improved
- Students' participation in co-curricular & extra-curricular activities to be increased
- Research publications in UGC Care listed Journal is not sufficient.
- Linkages with other institutions/industries are yet to be established.

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 in the commerce stream

Challenges:

- The scarcity of permanent teaching and non-teaching posts

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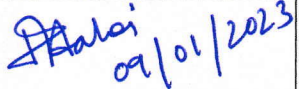
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SECTION IV: SUGGESTIONS & RECOMMENDATIONS

- The Vision and Mission of the college has to be well defined
- Perspective/Strategic Plan should be reviewed to overcome present obstacles in the way of all-round development of the college.
- The college should take initiatives to start add-on/certificate courses
- Research & Publication Cell should be established for motivating & encouraging faculty members for research & publishing article in UGC care listed Journals.
- Keeping in mind present computer-student ratio & number of ICT enabled classroom, the college should take steps for strengthening its IT infrastructure.
- To establish linkage with reputed institutes of Gauhati City for academic excellence of students & their placement.
- To motivate student to participate in Inter-College, State, National & International sports & cultural events.
- Career Guidance Cell needs to be activated to increase the success rate of student in competitive exam & their placements
- Priority to be given on the introduction of Add-on, Certificate and other Skill development courses.
- To prepare a database of all passed out students which will be helpful in career counselling & guidance & also in their placement.
- The IQAC should play a dynamic role in initiating quality enhancing measures.

Declaration: This Academic & Administrative Report of West Guwahati Commerce College 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

Sri Dipjyoti Barman, Co-ordinator, IQAC, Pandu College, Guwahati, Assam	Chairman	 09/01/2023
Dr. Dipanjanli Haloi, Asst. Co-ordinator, IQAC, Pandu College, Guwahati, Assam	Member Co-ordinator	 09/01/2023