REPORT OF THE

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

(Period of Audit: 2022-23 & 2023-24)

JUNE 22, 2024

DEMOW COLLEGE

DEMOW, SIVASAGAR

Objective: The External Academic and Administrative Audit Committee was constituted by the Principal, Demow College vide notification DC/MISC./2024/030 dated 19/06/2024 to conduct Academic and Administrative audit to assess the felt and anticipatory needs of the College and to suggest ameliorative measure in regard to NAAC assessment. The committee consists of the following members. 1. Prof. D. K. Chakraborty, Professor of Economics and Dean, Faculty of Social Sciences, Dibrugarh University 2. Prof. Ankur Bharali, Professor of Mathematics and Director, IQAC, Dibrugarh University.

FACT SHEET OF THE COLLEGE

- Established on July 26, 1970

- Total area of the campus is 22 B 1 K 12 L with built-up area 10, 000 sq. ft.

- The college was brought under grant in aid by the Assam Government in the year 1985.

- The college was provincialized in 2005.

- Demow College has an unregistered Alumni Association that works closely with the college administration.

- Students of almost all the departments of Demow College conduct fieldwork and submit their reports to their respective departments.

- The college has one NSS unit.

- The College has a 2-storey Library with E-resources and computer facility.

- The college practices annual budgeting.

- The college has some additional infrastructure like Vermicomposting plant, Greenhouse, Rainwater Harvesting systems.

- The college has adopted three (3) neighbouring villages

- The college was accredited by NAAC with B grade (valid up to 08 June, 2022).

VISION

Demow College envisions a future where every young person has the opportunity to fulfil their potential and contribute meaningfully to the society. It envisions a world where education is not just a privilege but a fundamental right, accessible to all, regardless of geographical location and socioeconomic status. Central to its vision is the idea of holistic development in keeping with the objectives of the National Education Policy (NEP) 2020. Demow College aims to cultivate the values of empathy, integrity, and resilience among its students. It envisions graduates who are not only well-equipped for the demands of the professional world but also committed to making a positive difference in their communities.

MISSION

The mission of Demow College is simple yet profound: to provide accessible, quality education to the youth of rural communities. Through a commitment to excellence in teaching and learning, the college aims to equip students with the knowledge, skills, and confidence they need to thrive in an ever-evolving world. By fostering a supportive and inclusive environment, Demow College strives to nurture the talents and aspirations of every student, regardless of their background or circumstances.

PROGRAMMES/COURSES OFFERED

- Four Year Undergraduate Programmes (FYUGP) in CBCS System

- Certificate Programmes in Computer Learning, Performing Arts and Spoken English

Facilities

- Classroom Facilities:
    - Various buildings: Lahoty Hall, Anand Prakash Building, UGC Buildings, TEA Board Building, Conference Hall, Library, Digital Section, Auditorium.
    - Newly constructed RUSA 2.0 buildings for degree classes.
    - Several smart classrooms
- Administrative Block:
    - Principal's chamber, senior assistant room, office with computer facilities.

- Student Union Room, Day Care Centre, Teachers' Common Room, Health Care Unit.
- Separate Boys' Common Room and gymnasium.
- Girls' Common Room in RUSA-funded buildings.

e-governance System

- College Website, Email Transaction, WhatsApp groups

- Biometric Attendance

- Online Admission Process (Through SAMARTH)

- Digital Library (SOUL 2.0, NLIST-INFLIBNET)

- Online Salary Bill (Finassam)

- Online Pension Processing (Kritagyata)

Student Enrolment (B. A.)

- AY 2022-23

Sl. no	Semester	Number of Students	Student-Teacher Ratio
1	First		
2	Third	258	14:1
3	Fifth		

- AY 2023-24

Sl. no	Semester	Number of Students	Student-Teacher Ratio
1	First		
2	Third	357	18:1
3	Fifth		

Faculty Strength

Sl. No.	Category	Number of Teachers	Number of PhD Holders
1	Assistant Professor	18	02
2	Associate Professor	03	00
3	Librarian	01	01

Students' Performance

Year	Appeared	Pass	Percentage
2022-23	130	90	69.23
2023-24	148	118	79.73

GENERAL OBSERVATIONS

1. The College should have an Institutional Development Plan (IDP).

2. The Perspective Plan of the college needs to be revised to include timeline.

3. The College has defined Vision and Mission statements, there are multiple versions available in the website as well as in the documents. The Vison and Mission Statements of an institution should be unique as well as more general in nature and it should be displayed in various places in the campus.

4. Institution's Distinctiveness are not well-defined.

5. The College has crossed fifty-three years of establishment and the total academia of the College is on the expansion. The very pyramid of concurrence of teaching posts of the departments is also required to be enlarged.

6. All classrooms be made ICT-enabled and smart classrooms need to be provided to every Department.

7. There is a need to create a Central Computing Centre or augment the existing facility in the library and also equip the already existing language laboratory. The library may be further developed as a digital resource Centre.

8. Soft-skill development programmes be made mandatory to every department.

9. The College has 5 (five) functional MoUs with other institutions/industries.Thrust may be given to enhance Collaborations.

10. Research Culture requires to be intensified. An enabling environment in the College is the need of the hour. The administration may explore possibilities for enhancing research outputs in terms of publications of journal articles, book chapters and policy documents by the faculty members.

11. The College has an Alumni Association. Alumni be engaged in syllabus/ curriculum framing as far as required. Alumni be also encouraged to be involved in philanthropic activities. The Alumni Association need to be registered.

12. Some of the faculties have published few quality research articles. However, the quantum of quality research publications requires to be increased. Total publications in UGC CARE listed journals during the last two years are only 7. Faculties be encouraged to publish research papers in UGC CARE listed/Scopus/WoS indexed Journals.

13. The Departments need to have sponsored research/consultancy projects.

14. Strengths and strong points of the College need to be highlighted.

15. All the teaching departments must have Vision, Mission statements. And these vision, mission statements should be aligned to the College's vision and mission.

16. All the teaching departments must ensure that results of in-semester assessments are declared at the quickest possible time.

17. There is no well-defined and notified system for slow learners and their further remedial measures and the same needs to be highlighted and maintenance of proper records of the same be kept by each department.

18. We could not observe a robust method of feedback analysis of students.

19. Students may be encouraged to get enrolled in SWAYAM MOOCs.

20. All the teaching departments must have a Time Table that reflect the teaching load of each faculty. There should be provision for add-on courses as well as MOOCs (if chosen). The Time Table should also include sessions assigned for Mentor-Mentee schedules and interactions.

21. The record for mentor-mentee/parent-teacher meeting should be maintained properly. departments should keep a file of each faculty that consists of the following for each semester under the assessment period: i) LessonPlan ii) Time Table iii) Question Papers iv) Evaluated in-sem copies v) Result Sheet vi) Students' Dissertation/Project Guidance vii) Internship and field visit reports/records. These should be properly maintainedwith supporting documents.

22. Each department must prepare a list of alumni and their information need to be properly kept. Details of distinguished alumni need to be highlighted. It is better to upload the information in Departmental webpages, and also updated from time to time. This will also help in maintaining the record of student's progression and placements.

23. Alumni, parent, employers' feedback are necessary when syllabus for value added/add-on courses are revised. Proper documents need to be maintained to support.

24. The college should introduce more value-added/add-on courses for the benefit of the students. The definition of 'value-added courses' should be standardized for all departments. Normally, a course is taken into consideration if the duration is minimum of 30 hours.

25. In majority of the cases, the programme wise demand ratio (DR) was not properly presented. There must be some uniform pattern in showing the same.

26. Students' performance in achieving PO and CO should be taken into consideration. The PO and CO attainment strategies need to be defined.

27. Alumni contributions need to be enhanced. Steps are to be taken to augment the relations with the alumni. Alumni may be involved for academic purposes besides contributing through money or kind.

28. Institutional Values and Responsibilities should be clearly established. The vision and mission statements should be properly displayed at various prominent places of the College.

29. Even though, each Department has identified 'best practices', however, the list should only include the distinctive features and not the works done in the normal course. Moreover, the outcomes of these best practices need to be mapped and highlighted.

30. Provisions need to be made for creation of facilities for physically challenged persons.

31. Total no. of Seminars/conferences/workshops organized by the college during 2023-24 is only 6. The College may give thrust to organize more such events for enhancing the visibility.

32. Student-Computer ratio needs to be maintained as per the NAAC recommended benchmark.

33. The College has undertaken Capacity building and skills enhancement initiatives for the benefit of the students.

34. Al the departments are participating in Mentor-Mentee program. The IQAC may suggest a uniform template to keep the record of the proceedings of the mentor-mentee meetings.

35. Though the college has enough space dedicated for sports. The facilities of Sports and Cultural activities need to be enhanced.

36. Percentage of expenditure incurred on maintenance of infrastructure is significant. However, the expenditure on co-curricular and extension activities may be enhanced.

37. In addition to the existing ERP for student admission and support, the college may augment e-governance for Finance & Accounts (e.g., preparation of budget, etc.) as well as In-semester examinations. Trainings for the non-teaching staffs of the College need to be organized on periodic basis.

38. The annual budget needs to be prepared based on IDP and the Perspective Plan.

39. The College has initiated utilization of alternate sources of energy and energy conservation measures. Steps may further be taken for management of the various types of degradable and non-degradable wastes along with policy document.

40. The student retention rate is significantly low. More focus should be given to motivate students for pursuing the programmes offered by the college with flexibility in terms of availing multiple entry-exit facilities and emphasizing on add-on and skill-based courses along with their UG programs.

41. Placement initiatives need to be stepped up. In the year 2022-23 and 2023-24, only 20 and 11 nos. of students got placed. The students be prepared for job interviews by training them in aptitude, group discussion, technical interviews through professional trainers. The College may organise more training and counselling programmes for students. Skill enhancement workshop be organised to motivate students for self-employment and entrepreneurship.

42. Steps need to be taken to enhance students' progression to higher education. Records of students' progression may be maintained properly.

SPECIFIC RECOMMENDATIONS FOR THE DEPARTMENTS

Department of Assamese

The department was started in the year 1970 and offering honours Programme since 1996. The graduate outcome of the Department is not satisfactory. The pass percentage in B.A. Final Examination in 2022-23 an 2023-24 are 46% and 45% respectively. The Department has to take it on priority to improve the graduate outcome immediately. None of the faculty has published any research article in reputed journals in recent years. These aspects of research need to be addressed. The placement profiles of the alumni as well as the progression to higher studies by the alumni are not encouraging. There is a need to identify thrust areas. Out of 4 faculty members, one has been awarded the PhD degree, the other faculty members be also encouraged to complete their PhD on priority basis. None of the faculty members had published any research article in recent years.

Department of Economics

The department is having only three (3) sanctioned faculty positions. The number of Students having Major in Economics were only 02 in 2022-23. Immediate measures be taken to increase the number of enrolments in this programme. One healthy practice of the Department is that it organizes field study as a part of experiential learning and critical thinking. The graduate outcome of the Department is very poor. The pass percentages in B.A. Final Examination in 2022-23 and 2023-24 were below 20%. The Department has to take it on priority to improve the graduate outcome immediately. The students be engaged with socio-economic surveys and departmental projects. None of the faculty members have completed

their PhD, the department does not have any funded research project. In recent years, none of the faculty has published any research article indexed in reputed database. These aspects of research need to be addressed. The placement profiles of the alumni as well as the progression to higher studies by the alumni are also not encouraging. There is a need to identify thrust areas.

Department of Education

The department has only two (2) regular faculty positions. The enrolment in the department is encouraging, however the pass percentage is not satisfactory (~28%). The Department has to take it on priority to improve the graduate outcome immediately. None of the faculty members have completed their PhD, the faculty members be also encouraged to complete their PhD on priority basis. The research ecosystem of the department needs to be improved.

Department of English

The Department of English is having only 3 sanctioned faculty positions. The students' enrolment is poor; however the pass percentage is encouraging. Two faculty members have been awarded the PhD degree. They have published 4 research articles, which are indexed in UGC CARE and also some book chapters. All the faculty members are young and promising, and they have every potential to shine, if proper research ecosystem is provided. There is a need to identify thrust areas. The department be encouraged to offer SEC and Add-on courses on Journalism, Content Writing, Effective Communication and Functional English. The Department should organize field study/educational tour as a part of experiential learning and critical thinking.

Department of History

There are only two(2) faculty positions in the department. The enrolment in the department is not very good, however the success rates of the students are encouraging in last two academic year. The faculty be encouraged to complete their PhD degree on priority basis. The department be encouraged to organize workshops/seminars/lectures on various issues of human civilizations, indigenous knowledge system, Indian heritage, and human values. The

Department must realize the fact that the role of History has increased to manyfold in imparting education under NEP 2020. The department be encouraged to offer VAC and add-on courses for the moral and cognitive development of the students.

Department of Political Science

The students' enrolment of the department is satisfactory, but the pass percentage in the BA Final Examination in 2023-24 is only 36%, which is not encouraging. The Department has to take it on priority to improve the graduate outcome immediately. The Department does not have any funded research projects. The placement profiles of the alumni as well as the progression to higher studies by the alumni are not encouraging. There is a need to identify thrust areas. The department may offer certificate and add on courses based on the need and demand of the students and society. Awareness programs on gender, polity, international relations, constitution etc. may be organized for the students.

Department of Sociology

The students' enrolment of the department is comparatively good, but the pass percentage in the BA Final Examination in 2022-23 is only 36%, which is not encouraging. The Department has to take immediate measures to improve the graduate outcome immediately. The teachers be encouraged to complete their PhD degree on priority basis. The placement profiles of the alumni as well as the progression to higher studies by the alumni are not encouraging. There is a need to identify thrust areas. The department may offer certificate and add on courses based on the need and demand of the students and society.

SPECIFIC RECOMMENDATIONS FOR IQAC/LIBRARY/CELLS

IQAC

IQAC of the college is entrusted with the preparation and implementation of Academic Calendar. It prepares and collects the Feedback from various stakeholders of the institution. However, minutes of the meetings of IQAC for 2019 and 2020 are not available in the website. The IQAC should ensure that all the feedback programs are 360 degree processes. The IQAC has taken steps

for the introduction of Add-on, vocational and skill-based courses to provide students with additional skills and knowledge that are relevant to their field of study. It should monitor the Students Mentorship Programme of the departments. The IQAC establishes coordination among various Cells of the college and monitors the Co-Curricular, extension and sports activities as well as ensures alumni participation and engagement. The IQAC needs to be more proactive in the sphere of quality assurance. It can prepare various policy documents so that the activities of the college moves forward in a more structured way with a clear focus. More thrust be given on building a research eco-system in the college. Low students' enrolment is another major concern of the college, the IQAC in consultation with the departments and college authority may devise a roadmap to enhance the enrolment. The cell can arrange workshops on the broad dimensions of quality assurance.

The IQAC should prepare itself for participation in NIRF ranking and apply for ISO certification. It may also ensure that the teaching plans be prepared and adhered to. IQAC may plan for regular (internal) academic and administrative audit. The IQAC may take initiatives time to time to complete Gender Audit, Green Audit, Energy Audit as well as Fire & Emergency Services Audit.

LIBRARY

The college has a well-equipped library with a good collection of books on various subjects aimed at helping the students for promoting their knowledge. Apart from periodicals, journals, magazines, there are more than 10,200 text books and reference books and scholarly journals with internet facility. Steps have been taken to equip the library with all modern facilities. The reading room is attached to the library. It has subscription of e-resources through NLIST-INFLIBNET. The library is headed by a librarian. All the books of the library are assigned unique Barcodes. Apart from the regular texts, the library is having no special collection. The library does not have a defined seat capacity. It has a computer and Information Centre that house considerably good no. of computers enabled with internet facility. There is a Library committee in the college, which is responsible for proper functioning of the college library.

The library should subscribe more journals and should have books for meeting the needs of the revised curriculum based on NEP through resource sharing with other libraries, organizations like INFLIBNET, NDLI etc. The Computer Centre should be made available to all the students during the college hours and also counsel the students to use the facility.

NSS CELL

The College is having one NSS Unit. During the session 2023-24 the Unit has conducted 11 awareness programmes and activities. The activities are well documented and also are available in the social platform like YouTube. The activities were done on various domains like development of campus, medical camps, celebration of key divas, organisation of workshop on vermicomposting and solid waste management. The no. of activities, however, need to be enhanced. No. of volunteers involved in each of the activities need to documented. The Unit may plan to publish an annual e-magazine documenting all the activities of the unit along with their outcomes. The Unit should have annual/semi-annual activity Calander. The Unit may create NSS park/garden in the college premises or its surroundings.

NCC UNIT

At present, there is one wing of NCC functioning at Demow College viz. 10 Assam BN NCC Unit (Army Wing). The enrolment strength of the wing has strength of 105 cadets. The cadets of the wing are very active and dynamic. They actively took part in different camps organized by the units and got awarded with medals, trophies and token of appreciation. Apart from their camp activities, they also take part in various functions and activities organized by Demow College like Admission, Freshman Social, College Week, College Election, Republic Day, Independence Day etc. Demow College NCC Unit also organizes various workshops, cleanliness drives, outreach programmes in collaboration with NSS, Eco Club and IQAC of the college. The no. of activities, however, need to be enhanced. The no. of B Certificate holders during 2022-23 and 2023-24 were 5 and 13 respectively. Similarly, the no. of C Certificate holders during 2022-23 and 2023-24 were nil and 4 respectively. Efforts need to be put to produce more B/C certificate holders in the coming years.

OTHER CELLS AND COMMITTEES

Apart from NCC Unit, NSS Cell and Career Counselling Cell, the college has various extension cells and committees (11 nos), which are responsible for holistic development of the college and maintenance of quality and equitable working environment in the institution. All the activities of these cells and committees should be made available through college website. The college should have a Student Grievances Redressal Committee (SGRC) including an Ombudsperson (UGC

Gazette Notification dated 11 April, 2023), as per the UGC mandate. Some of important cells and committees of the College are listed below:

- Anti-ragging Committee
- Students' Counselling Committee
- Environment, Farming and Plantation,
- Music and Culture
- Women's Cell etc.
- Publication/Literary
- Communication Skill/Spoken English
- Cinema and Dramatics Cell
- Health and Hygiene
- Anti-Sexual Harassment Cell
- ICT Cell
- Internal Complaint Committee
- Anti-Ragging Cell
- Research and Development Cell
- The Women Cell
- NEP Task Force
- Career guidance Cell
- Institution Innovation Council
- Library Committee
- Mental Stress Management Cell
- SC/ST Cell
- OBC Cell
- Minority Cell
- College Examination Committee
- Code of Conduct Committee
- Sports and Gymnasium Committee

Although the College is having various Cells and Committees, proper Guidelines stating objectives, composition and mode of functioning, etc. for each of the Cells/Committees need to be

defined and displayed in the College website. Moreover, some Cells like anti-ragging, anti-sexual harassment, mental stress management cell, etc should record the no. of cases reported and resolved for each academic session. The nomenclature of some Cells may be rechristened as per the latest UGC Guidelines.

DECLARATION AND SUBMISSION OF REPORT

The Report, prepared in unison, is being forwarded to the office of the Principal for kind perusal and for the needful.

(Prof. D. K. Chakraborty)   (Prof. Ankur Bharali)

Member   Member

Academic and Administrative Audit Team   Academic and Administrative Audit Tea