



Academic Audit Report (Session 2017-18 & 2018-19)

The undersigned, Associate professor in the department of English, was entrusted with the task of conducting academic audit of Dr. B. K. B. College for the session 2017-18 & 2018-19. Considering the huge field and technicalities involved in an audit process of this kind I decided to carry on with a definite plan and specific modalities involving all the departments. The modalities framed for the purpose sought responses on matters such as academic performance of the students, teaching learning pedagogy, curriculum-extension interface, support services including the library facilities, leadership quality of the principal, on the performance of the IQAC, counseling for students, measures taken for betterment of slow learners, remedial classes, programmes for promoting research interest among the students etc. The feedback received in the format for academic audit prepared on the points mentioned above and circulated among the departments has remained the basis of this report. However, the auditor along with the IQAC coordinator (Dr. Jatin Sharma) had visited the departments for an interactive session with the HODs and other faculty members expecting a close scrutiny of academic proceedings, activities of the departments and an intimate understanding of their expertise for a practical assessment of strength and weakness.

All the departments more or less are found to have rendered their basic services in terms of regularity in classes and participation in extracurricular and co curricular activities and maintaining an overall healthy academic environment in the college. There is a fairly good record of maintaining classes, conducting internal assessment and external examinations, being accessible to the students, providing study materials to the students, of personal counseling, maintaining a departmental library albeit with limited resources, for the benefit of the students. Most of the departments have been organizing seminar, academic talk or interaction with some subject experts, academic personalities. There has been a sustained effort while encouraging students to get involved in cultural activities, youth festival, and various national events. Some departments (Geography, Assamese, Education, Economics) have conducted field trips as a part of their educational pedagogy, encourage students with cash money who have excelled in cultural, literary and sports activities, have organized seminars, popular talks, workshop for promotion of skill, knowledge and competency. The department of English designed a syllabus on creative and critical thought for the students aspiring for a career in literature, applied for a course in communicative English to Tezpur Central University. Geography department also applied to Gauhati University for implementing a certificate course on the use of GIS. The best practices introduced in the college (such as Birinchi Kumar Barooah College Award biennially conferred upon a renowned person contributing to the promotion of Art and culture, historical studies) have been executed by the faculty through coordinated efforts. The three departments teaching three new subjects i.e. Performing Arts, (from the session 2014-15) Sociology and Psychology (from the session 2013-14) have got sufficient strength of enrollment and with limited infrastructure the departments concerned have been able to motivate the students



towards greater goals. Of all the three departments the auditor is impressed by the sincerity and commitment with which the performing arts department has been able to create an environment in the department while engaging the aspiring students in constant practice, workshop and learning new art forms. The principal, faculty members and some of the office staff have regularly contributed to the corpus fund dedicated to the service and welfare of the students in distress. The NCC and NSS units have been continuously involved in the field for which they have been trained. It is worth mentioning here that the NCC unit of Dr. B K B College under Mr. Ghanashyam Taid has been able to retain the good name and dignity through the decades. The IQAC under coordination of Dr. Jatin Sharma has geared up quality related academic and extracurricular activities, and completed a stupendous project of clearing the long-delayed annual reports for submission to the UGC. All the departments appreciated the steps taken and guidance provided by the IQAC. The college magazine and Khabarnama (institutional news letter) have been published regularly along with some other books synchronizing special events.

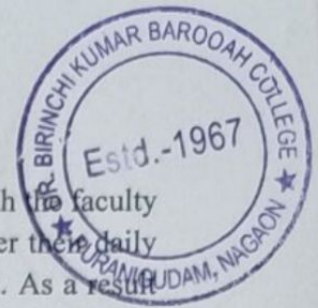
These findings, though quite inspiring in certain aspects, do not let us rest assured that the institution has created a milestone in its continuous efforts at promoting higher education in a purely rural setup. Keeping in mind the perspective of rapid changes and emerging new challenges in the field of higher education, the institution has yet a greater destiny to achieve. Based on the findings, the undersigned would like to point out certain specific areas that the authority needs to pay serious attention to and take appropriate steps for rectification and rejuvenation.

1. No department has been able to mobilize its expertise and human resources at optimum level to produce excellent academic performances of students that might enable them to qualify for higher academic pursuit. Only a very small number of the total passed out students are fit for higher academic career or procuring an employment while most of them are destined to be unemployed or unemployable graduates. This poor output has pushed the institution to the back foot. Besides, there has been a gradual fall in the overall standard of results of the students. This may prove a challenging area when the institution is preparing for the third cycle accreditation by NAAC. All the departments separately or the IQAC at its own can organize some **periodical orientation session** for the end semester students prior to their examination and after for motivating them for higher academic pursuit and bringing to their notice new areas of employment. The college management can organize **convocation** of the passed out students every year for giving away the certificates and counseling on future course of action.
2. In certain departments like English most of the students have failed in the subject accumulating huge pressure and tension for all. We need corrective measures immediately to increase the pass percentage. The department, however, has of late adopted a policy of introducing remedial coaching for the students of third and fourth semesters having back in earlier semesters. Out of the three permanent teachers two of them have always been involved since long in some serious matters like IQAC,



NAAC Steering Committee, RUSA etc. this may be one reason why the department has not been able to concentrate more time and energy in some broad based academic programs.

3. I have noticed in some limited cases that some students have failed in internal assessment but they have passed in the external examination. Such anomalies have caused much confusion and frustration among the students. The office staff needs proper orientation to make them accountable, diligent and sincere. HODS too may be instructed in this matter to supervise the process of internal evaluation before submitting the final evaluation sheet to the office.
4. As the senior staff is retiring the number of retirement vacancies has multiplied and in the last few years the institution has not been able to recruit permanent candidates to fill up vacancies. This has caused major setback in potential execution and realization of the institutional goals and priorities. Education cannot be managed with poorly paid contractual teachers. This situation is going to take an alarming dimension in the near future. The impression we have had so far is that the authority has failed to act promptly, keep in constant touch with the higher authorities and streamline official procedures at college level with utmost clarity and foresight. Besides, shortage of class rooms has been a major problem particularly when the CBCS syllabus is going to be diversified in the coming years. There has been total stagnation in introducing new areas of studies in this period. The institution failed to take the available opportunities to open courses in B. Voc and B. Ed despite initial preparations completed at certain points of time. My suggestion is that the management should pursue once again to get it done, for in our situation, the courses might prove immensely helpful to our students.
5. Dr. B K B College after a prolonged period of single-stream existence introduced the commerce stream on the strength of a Govt's notification that single stream colleges can initiate the process of opening new streams for which the government was supposed to provide necessary posts and infrastructure. The commerce stream in Dr. BKB College has been operating since 2017 with necessary permission and approval from the Parent University, and initial enrollment to the stream was quite encouraging. But there has been a gradual decline within a year in its overall standard followed by a deplorable performance. The fact remains that this is one of the poorly managed disciplines in the college. It is equally disheartening to note here that with blatant negligence of assigned duty the office of the college couldn't submit records of sessional examination to the University which had caused much confusion and resentment among teachers, students and stakeholders. Besides, when the problem was somehow solved and finally the result was declared it was found that all the students had failed. I humbly draw the attention of the authority concerned to these facts so that the innovative steps to diversify the course of studies, resource and



labour invested in this new venture are not wasted. During interaction with the faculty members I was informed that they didn't have the academic diary to enter their daily workload and that the laptop once provided to the HOD was taken back. As a result they are not in a position to prepare PPT and keep records of departmental proceedings. It was also informed that the college management didn't provide teacher with M.Sc statistics to teach a specific paper on business mathematics and a guest faculty from the department of economics was assigned for the purpose. Quite naturally the ad hoc arrangement didn't help the students which may stand out as a reason for poor performance along with other factors. The HOD, as it appears, couldn't motivate his team with bold initiative and a firm grasp over conducting departmental activities, poor accommodation for holding classes earlier in an isolated quarter and now at the top of the building without ceiling which is enough to deter the students on sultry weather from attending classes, the college management too doesn't appear to have monitored the smooth functioning of the stream. The proposed scheme under RUSA needs to be accelerated considering the interest of the students.

6. No faculty so far has been able to operate the video conferencing facility installed in the college due to lack of internet connectivity etc. A resource no longer in use is both a sheer waste of money and deprivation, because the students, the targeted beneficiaries, have been deprived of wider academic contact. So also the case with institutional e-resources and faculties getting registered in N-List.

There has been unnecessary delay in issuing library cards to the students resulting in keeping away the students from utilizing library resources for their academic pursuit. Besides, the library needs to be enriched with major titles and texts in the subjects like Sociology, Psychology, Performing arts and Commerce. There has been major breakthrough in the field of social science research and literary production which should be introduced in a library of higher education. The book bank installed long ago to help the poor students is now lying useless due to lack of relevant books and references. The available statistics suggest that only 20% of the enrolled students has been in the habit of connecting with the library resources which is not a healthy sign. One of the achievements of higher education in our environment may be realized through our guidance and sincere efforts at inspiring at least the serious students to visit the library regularly and form the noble habit of reading books.

7. The department of Assamese has an outstanding demand for a smart class room where they can apply innovative ideas through the use of ICT. This department has potential man power with creative and critical capability that can bring new outlook and insight to their profession. It can reorient our learners towards a new direction with innovative ideas and critical perspective of studying literature. The college management through dynamic leadership should inspire our teachers for an enduring educational pedagogy. Despite great scope the entire teaching staff has not been able to connect with the peer reviewed sites, UGC recognized Journals for sharing

knowledge and research based ideas. This is one of the areas our faculties have been lagging far behind,



8. The department of Political Science is fast losing its strength due to lack of innovative approaches and has been confined to a rather conventional modus operandi. The faculty of the department should be encouraged to concentrate in a series of innovative practices as the subject rightly demands besides arranging seminar, academic talks, symposia, workshop etc. if the vacancies are not filled up within a short period of time, the department will further lose its strength with the retirement of Dr. Nakul Ch. Sarma in 2021.
9. The college canteen, being one of the important support services providing food needs some monitoring mechanism. A cross section of the students is of the view that quality is not always maintained. Due to low quality oil and other ingredients used in preparing the food items, they suspect, some students have suffered from stomach upset and many others avoid eating in the canteen and remain without food for the whole day. These are some of the complaints from a section of the students while there are some other students without any specific grievance. Thus, the authority is required to look into the matter and a regular monitoring system should be introduced for an overall supervision.
10. The mini museum started way back in 2004 during the first accreditation by NAAC has scope for expansion. As a separate room has already been kept ready well-planned action may be initiated with allocation of fund to reset the museum in right order. The Gymkhana needs a teacher- in- charge apart from the instructor and collection of fees should be done through a standard procedure.

Conclusion: The audit report is thoroughly based on facts and findings. Keeping in view the points categorically mentioned, the authority concerned may initiate a course of corrective measures which will accelerate the process of quality education.

Prepared by

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Academic Auditor/Principal

Session 2017-18, 2018

Dr. B.R.B. College
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Academic Audit Format
Session 2017 – 2018 & 2018 – 2019
Dr. B K B College, Puranigudam, Nagaon



1. Name of the department:
2. Name and designation of the teaching staff of the department
3. A brief comparative statement about the students' performance during the sessions on the following points
 - a. Results (both Major and General):
 - b. Extension & co-curricular activities:
 - c. Class attendance:
 - d. Steps taken to ensure satisfactory attendance in the class:
4. Measures taken for improvement of students' performance
5. Any significant innovation introduced in the class room for effective teaching
6. Significant faculty improvement programmes organized and attended (Faculty wise specific factual information to be provided):
7. Publications during the specified period (by the department collectively and the faculty individually)
8. Healthy practices executed by the department during the period.
9. Outcome of the healthy practice if noticed
10. A brief on the strength of the departmental library
11. Information regarding use of ICT and other teaching gadgets
12. Comment on the role of the IQAC in strengthening academic activities of the department
13. Impartial estimate of the role of Governing Body and leadership quality of the Principal
14. Brief review of the support services of the Canteen, Central Library and the office staff.
15. Future action plan of the department.
16. Identify an area of weakness that requires immediate redressal.
17. How does the department use its expertise in supporting students' needs for career counseling and professional orientation?
18. Whether the department has prepared any syllabus on relevant subject to be introduced as a short term course (Certificate/Diploma) for the benefits of the students: give details with the name of the external organization/university/social science institute supervising the project.
19. Any award/recognition/special honour received by the faculty.
20. Instinct for research needs to be nurtured amongst students in a fact free collaborative environment that facilitates exchange of ideas and hard labour for knowledge. How does the department encourage its students towards research?