

REPORT

ACADEMIC AND ADMINISTRATIVE AUDIT

(2018-2023)



BIMALA PRASAD CHALIHA COLLEGE

(Affiliated to Gauhati University)

Nagarbera, Assam :: India

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT BIMALA PRASAD CHALIHA COLLEGE

Introductory note from the Auditors

This report is prepared by the following members on getting a request from the Bimala Prasad Chaliha College authority to audit academic activities carried out in the College during the academic session 2018-2023. Both the auditors submitted the Academic and Administrative Audit Report of the college based on their earlier data and by physical verification and interactions, prepared by us based on the facts received from the academic departments and administration of the college during our visit to the college on the below-mentioned date. The IQAC Coordinator supported and facilitated us during our visits to the departments followed by departmental presentations. All the academic departments presented their departmental profiles in PPT formats demonstrating their academic and co-curricular activities during their presentations in the conference rooms where the Principal and the IQAC Coordinator were also present.

On the basis of the report received, checking at the individual academic department, administrative office, other physical infrastructures and also from the interactions with the presenting teams of each department whatever found is presented in facts and figures.

We solemnly declare that the report has no facts which lessen the reputation of the college.

Members of the Academic Audit Team

PROF. DILIP KUMAR KAKATI

PROF. BHABEN TANTI

Visit Date: 01-07-2023

Session: 2018 - 2023

---::: Visit Schedule :::---

Members of the AAA	Time	Agenda	Venue
Prof. Dilip Kumar Kakati & Prof. Bhaben Tanti	10.00 am	Academic & Administrative Audit for the Session 2018-23	Conference Room B. P. Chaliha College
			Principal B. P. Chaliha College
DEPARTMENTAL INTERACTION & HoD'S PRESENTATION			
HOD, Assamese	10.30 am	Departmental Presentation	Meeting Room
HOD, Arabic	10.45 am	Departmental Presentation	Meeting Room
HOD, Botany	11.00 am	Departmental Presentation	Meeting Room
HOD, Chemistry	11.15 am	Departmental Presentation	ICT Room
HOD, Commerce	11.30 am	Departmental Presentation	ICT Room
HOD, Computer Sciences	11.45 am	Departmental Presentation	Meeting Room
HOD, Education	12.00 pm	Departmental Presentation	Meeting Room
HOD, Economics	12.15 pm	Departmental Presentation	Meeting Room
HOD, English	12.30 pm	Departmental Presentation	Meeting Room
HOD, Geography	12.45 pm	Departmental Presentation	Meeting Room
HOD, History	1.00 pm	Departmental Presentation	ICT Room
HOD, Mathematics	1.15 pm	Departmental Presentation	ICT Room
HOD, Physics	1.30 pm	Departmental Presentation	Meeting Room
HOD, Political Science	1.45 pm	Departmental Presentation	Meeting Room
HOD, Statistics	2.00 pm	Departmental Presentation	ICT Room
HOD, Sociology	2.15 pm	Departmental Presentation	Meeting Room
HOD, Zoology	2.30 pm	Departmental Presentation	ICT Room

Profile of the B. P. Chaliha College

Brief introduction of the College

Bimala Prasad Chaliha College was established in 1972 and is popularly known as B.P. Chaliha College. B. P. Chaliha College, Nagarbera was born in an auspicious moment in the sylvan setting of Nagarbera, embraced by the sweet flowing river Jaljali on the eastern side and a vast expanse of green field on the western side. The College was aptly named after the Ex-Chief Minister Late Bimala Prasad Chaliha, an illustrious son and an architect of modern Assam. The College is situated on the south west corner of Kamrup district, presently extending its grasp over two other neighboring districts - Barpeta and Goalpara. In addition to catering to the need of higher education in Kamrup district, it also promotes knowledge and skill among the vast mass of socio-economically disadvantaged people of greater Nagarbera area.

The College strives to achieve excellence in every possible human endeavour. The College was brought under Grant-in-Aid system on 01-09-1979. Another feature was added to its glory when Science stream was introduced in 1985. At present the College is a full fledged one with both Arts and Science stream of offering major courses in fourteen different subjects at graduate level. The college offers UG and PG degrees in Arts and Science streams like BA, MA, B.Sc, M.Sc, B.com, and M.com. It also offers courses under Krishna Kanta Handique State Open University and self-financed certificate courses.

The admission is based on merit and the application mode is online. Later on, a new department of Computer Science have been started functioning offering B.Sc. with Computer Science. Apart from catering to the usual learning programmes of both H.S. and Three Years Degree courses under A.H.S.E.C. & G.U. the College has arranged to impart vocational Courses and Master Degree Programme in different subjects like English, Assamese, History, Political Science, Education under the Institute of Distance and Open Learning (IDOL) programme of G.U.

Besides a robust teaching pedagogy, B.P. Chaliha College is also a leader in research and innovation. Focus is given to activities beyond academics at B.P. Chaliha College, which is evident from its infrastructure, extracurricular activities and national & international collaborations. The placement at B.P. Chaliha College is varied, with recruitment options both in corporate and public sector as well as entrepreneurship.

Present Status of the College

A. Vision

The college has a vision to make it a vibrant centre of higher education having a healthy blend of traditional and modern courses in Under Graduate and Post Graduate level in order to prepare the students with all relevant knowledge and skills for their maximum social efficiency. It also aims at making this institution a centre of perpetual power which would keep on contributing its uninterrupted power for social transformation in the days to come.

B. Mission

To make quality higher education available to economically backward and geographically isolated people of this area and to create adequate opportunity for their easy exposure to the National Mainstream. The college strives for integrated development of the students inclusive of intellectual, moral and cultural upliftment. It cherishes to foster the spirit of discipline and self reliance among the youths to face the challenges of time.

C. Objectives

- i. To provide quality higher education to the students of greater Nagarbera area in particular and the students of the state and the nation in general.
- ii. To provide vocational & skill based education to the students to face the challenges of the future boldly and efficiently.
- iii. To impart value based education to promote humanism and self reliance.
- iv. To instill scientific temper and creativity among the students.
- v. To create awareness of a global perspective and to promote national integration and international understanding.
- vi. To impart quality education in and through modern ICT and encourage entrepreneurial quality.
- vii. To develop all-round personality of the students.
- viii. To serve the society in all possible ways for a prosperous, sustainable and peaceful co-existence.
- ix. The Mission statement of the college reads “Tomoso Ma Jyotir Gamaya” which reflects the quest of the college to remove the darkness of ignorance and spread the light of knowledge.

D. Rules and Regulations

i. Identity Card

Non-transferable identity cards are issued to each student at the time of admission. Every student must have to carry the identity card in neck hang manner to enter into the College premises and throughout the time he/she stays in college

ii. Attendance

The minimum attendance must be 75% of the number of classes held in each subject in an academic year student having attendance less than 75% shall be declared as non-collegiate. As per GU Rule, internal marks (Total 10) is awarded to the students for cent percent attendance

iii. Examination

Examinations are normally held according to the College Academic Calendar as per the Gauhati University. A student of 1st year class must appear in both the Unit test, besides Final Examination. Final year student must appear in the Test Examination. The promotion of a student or sending up a candidate for Final Examination will be determined by the overall performance of the student in all the examinations. Absence from any of the College examination without any valid reason shall be deemed sufficient cause for detaining a student in the same class or not allowing him / her to appear in the Final Examination.

iv. T.D.C. Semester Course

As per Regulation of TDC for Semester system by Gauhati University, Sessional examinations I & II (for 1st 3rd/5th Semester) are held in the month of September and November respectively. Similarly the Sessional examinations I & II (for 2nd/4th/6th Semester) are held in the month of February and April respectively. The final examinations for all the Semester will be held according to the dates announced by GU from time to time.

Note: The new Rules which is going to introduce by Gauhati University regarding the implementation of Four Year Undergraduate Programme (FYUGP) in the light of NEP 2020 will be followed from the academic year 2023-2024.

v. College Discipline

- Every student of the College shall abide by the Disciplinary Rules of the College as mentioned below.
- Any breach of disciplinary rules by a student shall be considered as a punishable offence.
- Every student seeking admission to the College shall be required to fill up a prescribed Application Form
- The students have to wear College Uniform prescribed by the College authority. They must follow the College identity Card Rule
- Students are to be punctual in their academic and other College activities
- Students are not to be involved themselves in any form of immoral and indecent activities
Students are not to resort to any kind of violence
- Students are to be obedient to the College authority, teacher and staff Students are not to be involve in damaging, defacing and devaluing any College property
- Students are not to act against public sanitation or any act calculated to cause of public nuisance, disturbance of public tranquillity, communal trouble or breach of public peace
- Students are not to hold any meeting in the College or Hostel premises or College playground without permission or against the order of the Principal
- Students are not to loiter in the College campus or in the College corridors
- Students are not to use unfair means in the College Examinations
- Use of Mobile phones within the College campus is strictly prohibited

Infrastructure facilities of the College

Facilities	2022-23	2021-22	2020-21	2019-20	2018-19
Campus Facility					
Campus area	40 Bigha				
Class rooms	33	33	33	33	33
Classrooms with Wi-Fi	05	05	05	05	05
Laboratories					
Seminar Halls	01	01	01	01	01
Meeting room	03	03	03	03	03
Auditorium	Under construction				
Classrooms with smart board	03	03	03	03	03
Language Lab	01	01	01	01	01
Water Supply Plant	-	-	-	-	-
Parking place	03	03	03	03	03
Teachers' common room	-	-	-	-	-
Museum	01	01	01	01	01
Boy's Common room	01	01	01	01	01
Girl's Common room	01	01	01	01	01
College Canteen	01	01	01	01	01
Solar power Unit	Nil	Nil	Nil	Nil	Nil
Boundary wall	Incomplete	Incomplete	Incomplete	Incomplete	Incomplete
Value of equipments purchased during the year (Rs. Lakh)	5.88400	11.61600	22.51949	18.25325	16.20940
IT Infrastructure					
Total Computer	84	84	92	82	78
Students Browsing Centre	01	01	01	01	01
Computer lab	03	03	03	03	03
Sports Facility					
Foot ball/ Cricket/ outdoor sports Ground	Yes	Yes	Yes	Yes	Yes
Badminton Court	Yes	Yes	Yes	Yes	Yes
Gymnasium Hall	Yes	No	No	No	No
Books and Journals	0.13		9.0		

Name of the Department	UG/PG/ Both UG PG	No. of Teachers (Sanctioned Fulltime Regular)	No. of students	Seat Capacity	
			UG(R)	UG (H)	PG
Assamese	UG	04	462	111	-
Botany	UG	04	63	59	-
Chemistry	UG	04	113	26	-
Economics	UG	05	07	25	-
Education	UG	02	413	113	-
English	UG	04	288	50	-
Geography	UG	06	29	42	-
History	UG	02	34	66	-
Mathematics	UG	04	67	37	-
Physics	UG	04	79	44	-
Political Science	UG	03	435	149	-
Zoology	UG	04	101	34	-
Arabic	UG	03	01	35	-
Commerce	UG	03	-	132	-
Computer Science	UG	02	33	-	-
Sociology	UG	01	36	-	-
Statistics	UG	02	19	-	-

Methodology of Audit

The inputs received from the departments as per the proforma (Annexure-1) have been validated from the supporting documents, interaction with the Head of the Department, and visits to the departments.

Observations

a) Curricular Aspects

Bimala Prasad Chaliha College, Nagarbera is affiliated with Gauhati University. The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum, the departments are maintaining lesson plans and course progress records. Departments follow the academic calendar of Gauhati University and the college has its own in alignment with Gauhati University's calendar. However, no any Add-on/ Certificate programmes are conducted by any departments during the assessment period.

b) Teaching learning aspects

Assessment of learning levels to identify slow and advanced learners is carried out through sessional examination, seminars, and assignments. Though the College follows students' centric learning method for effective curriculum delivery, however, a detailed unit-wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The College maintains a mentoring system. But documentation of the mentoring system is not adequate. All the departments conduct internal examinations as per the requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation. Program Outcomes, Program Specific Outcomes, and

Course Outcomes are described in the syllabus. Evaluation of the attainment of the learning outcomes to be evaluated properly.

c) Research, Innovation, and Extension

The college has recently started various research activities. However, the overall research culture in the College needs to be strengthened. Several departments are conducting very effective extension activities. The involvement of the students in those activities should be encouraged.

d) Infrastructure

The College has adequate infrastructure facilities for all academic and other extracurricular activities. The indoor and outdoor play area is adequate. The library and IT facilities need to be improved including increased internet bandwidth.

e) Student Support and Progression

Several Departments conduct capacity-building and skill enhancement activities for the students. The placement of the students and progression to higher education is encouraging. Students need more encouragement for participation in extra-curricular activities.

f) Professional Development Activities

A few teachers have participated in FDP. But more teachers need to be participated in FDPs.

SWOT Analysis

Strength of the Institution

1. It is the first Degree College in Nagarbera Revenue Circle in Kamrup Dist.
2. The College has well trained NSS/NCC/Scout and Guide officers &Volunteers.
3. Students have good image both in academics and sports.
4. The college is situated in such a setting that everyone becomes attracted by its natural landscape with a big playground in front of the Administrative Building.
5. The college is situated in the midst of three neighboring districts namely Kamrup, Barpeta and 40 Goalpara. College enrolls students from all the three districts besides teaching and non teaching members.
6. Total 65 numbers of well qualified faculty members out of which 56 numbers are sanctioned.
7. Total 27 non teaching members including 01 Principal (Head of the institution), 01 Librarian and 25 general office bearers.
8. Multi facets cohort of students in all the three streams- Arts, Science and Commerce.
9. Well equipped Digital class room with 50 numbers of seating capacity.
10. Well furnished Seminar hall with 70 numbers of seating capacity.
11. Digital library for all level of students with 20899 numbers of books, 38 numbers of journals and periodicals.
12. Well equipped laboratories for each and every science departments.
13. Well furnished and equipped newly constructed indoor stadium.
14. Two general girls' hostel and one special SC girls' hostel.

Weakness of the institute

1. Lack of Boys Hostel.
2. Campus placement of students in lacking.
3. Lack of adequate transport and communication facility.
4. Lack of Campus Wi-Fi
6. Lack of Guest House.
7. Lack of Common Room for faculty members.

Opportunities

1. Special Trashing programme in computer application for both Arts, Science and Competence students'.
2. Expansion of Central Library.
3. Introduction of Vocational and Skilled based courses.
4. Introduction of different certificate courses in emerging areas.
5. Opening of Placement Cell.

Challenges

1. Majority of the student's are from remote areas and are economically disadvantageous.
2. There is a huge challenge of proper transport and communication in the locality which hinders the due progress of the student community
3. Lack of boarding facility for all the degree students

Recommendations

- Few bigger classrooms need to be created with ICT facilities to conduct common classes which will be required from the next academic year for implementation of FYUGP.
- The College should prepare an Institutional Development Plan as desired in the NEP-2020.
- The college needs to evolve a structured methodology for identifying the slow learners and
- Remedial measures for their improvement.
- As under NEP-2020, it is desirable for a college to be multidisciplinary in nature, attempts should be made to create regular teaching posts for the commerce stream so as to avoid running it with contractual teachers.
- The department of Political Science is found to be innovative to attract and retain good students for the major course. The other departments may also follow the modus operandi of the political science department.
- The college may arrange a motivational lecture for the entire fresher at the beginning of the session.
- The teachers may be encouraged to enhance their research output. To that end, the Principal may arrange a brainstorming session among the teachers to listen to their views and prepare a strategy for increasing research output of the teachers.
- The college caters to the educational needs of a large population of minority community of immigrant Muslim origin. As girls' education is by and large neglected among them, the college may chalk out a plan for spreading awareness among them on the need of girls' education.
- The college may ask the geography department to prepare a campus map to be displayed at the entrance of the college.
- Adequate ICT enabled class room facility may be made available to the academic department

- For effective delivery of curriculum, the course file of Academic departments should be assessed by IQAC
- A centre for local culture and tradition along with a museum may be set up based on the culture and tradition of greater Nagarbera area.
- More add-on vocational courses/ certificate course may be initiated.
- A language lab may be set up.
- Research culture needs much improvement and interdisciplinary research to be initiated.
- More departments and students should be involved in the extension activities.
- More teachers should be participating in the FIP/FDP programmes.
- Proper documentation is required for all activities.
- Best practices of individual departments should be identified and need to be institutionalized.

Signature of the Members

Name of the Members of the Audit	Signature
Prof. Dilip Kumar Kakati Former Head & Professor Department of Chemistry Gauhati University	
Prof. Bhaben Tanti Head, Department of Botany Director, IQAC & RDC Gauhati University	