



ACADEMIC & ADMINISTRATIVE AUDIT REPORT- 2022

SATYA RANJAN COLLEGE

HANDED OVER TO: DR. BIJIT GOSWAMI, PRINCIPAL-SATYA RANJAN COLLEGE, KALAIN



JUNE 14, 2022

DR. SAYED AHMED BARBHUIYA, PRINCIPAL- WEST SILCHAR COLLEGE
DR. DHIRITI KANTA RAJKUMAR, PRINCIPAL-SILCHAR COLLEGE

REPORT OF ACADEMIC & ADMINISTRATIVE AUDIT (AAA)
SATYA RANJAN COLLEGE, KALAIN
14-06-2022



Satya Ranjan College invited a two- member committee comprising of (i) **Dr. Sayed Ahmed Barbhuiya**, Principal West Silchar College, Barjatrapur and (ii) **Dr. Dhriti Kanta Rajkumar**, Principal. Silchar College, Kabirgram, Silchar for conducting "Academic and Administrative Audit" (AAA) of Satya Ranjan College vide letter No- SRC/Misc/41/2022, dated 08-06-2022. The members of the AAA committee visited the College on 14-06-2022 and conducted the detailed audit through (i) Visits to the administrative sections, academic departments, Facilities, Infrastructures associated with (ii) Series of meetings with relevant stakeholders of the College etc.

Programme schedule of the AAA visit:

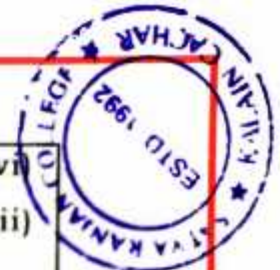
The programme schedule of the AAA visit which was prepared in consultation with the Principal of the College is provided as below.

TIME	PROGRAMME
11 AM	Welcome speech by the IQAC Coordinator and meeting with all staffs.
11.15 AM	Presentation of Report by the Principal of the College. The report covers the brief introduction of the college and broadly highlight the important aspects covering all the key indicators of NAAC accreditation viz., (i) Curricular Aspects; (ii) Teaching- Learning and Evaluation; (iii) Research, Innovations and Extension; (iv) Infrastructure and Learning Resources; (v)

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	Student Support and Progression; (vi) Governance, Leadership and Management; (vii) Institutional Values and Best Practices
12 Noon	Tea Break time.
12.15 PM	Visit to the selected Departments: The AAA team will attempt to understand specially the status concerning Criteria 1, 2 and 3 of NAAC manual during the visit and interaction with the Departmental Heads and other teachers.
2 PM	Visit to library, canteen, sports facilities, other activities (With special reference to Criteria 4, 5 and 7 of the NAAC manual)
2.30 PM	Lunch Break time
3.00 PM	Interaction with different stakeholders represented by management (Governing Body), teachers, non-teaching staffs, students, alumni, and the local people. (With special reference to Criteria 5, 6 and 7 of the NAAC manual)
3.45 PM	Meeting of AAA team and Preparation of AAA report.
4.30 PM	Submission of AAA report and Exit meeting. (In presence of Principal, Teachers, IQAC Coordinator, President Governing body and other members as decided by college)

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The Academic and Administrative Report (AAA)



The AAA Committee critically analyzed all the inputs gathered during the visit and prepared this report for consideration of the Satya Ranjan College.

Satya Ranjan College- A brief Overview:

SATYA RANJAN COLLEGE is located at Brahman Gram near to Indo-Bangladesh International border and about one kilometer away from the Kalain Bazar area on the way to Agartala-Shillong NH-44 Road, District- Cachar, Assam. The College was established in the year of 1992 to fulfill the hopes & aspirations of the people of greater Katigora Legislative Assembly Constituency. Infact it was the 1st and oldest Higher Educational institution in Katigora Constituency. The establishment of the College was for the fulfillment of long-standing desire of the people of greater Katigora and Kalain area to have an institution of Higher Education. The college was set up through the commendable efforts by its founding father, who were not only inspired pursuing higher education, but also visualized the necessity of establishing a college which would facilitate in providing education to the educationally and economically disadvantaged people in the far-flung area. The pioneering work was initiated by the educationalists, leaders and local residents of Kalain area who left no stone unturned to concretize the noble vision of expanding opportunity for Higher Education and gave a sound footing for the establishment of the college.

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Till 2012, the college was at venture stage and the teachers were paid off a very minimum wage as honorarium from the college fund. With its limited resources of fund collection, the college was obligated to spend a major part of its savings as honorarium to the teaching and non-teaching staffs and also to fulfill its other exigent day to day requirements of the college. The college had been suffering from a massive financial crisis and as a result the infrastructural development could not take place at a large scale. Finally in the year 2013, the State Govt. of Assam through "Assam Venture Educational Institutions (Provincialisation of Services) Act, 2011, provincialized the service of 04 assistant professor, Principal (having UGC qualification) and all non-teaching staffs of the college. In the year 2014 the service of 02 more Assistant professors have been regularized. And finally in the year 2021 all teaching posts got sanctioned by the Govt. of Assam. Till now the college is not accredited by NAAC. Hence for the overall development, the college took a bold decision to prepare for and invite NAAC in coming days with the objective to prepare a road map for the overall development of the college with the recommendation of academic experts, the AAA has been organized.

The college got its affiliation to Assam University, Silchar in the year 1995-96 and presently offering Bachelor of Arts (BA in General) programme in CBCS mode following the Assam University syllabus for UG programmes in eight subjects viz., Bengali, Economics, Arabic, English, History, Political Science, Manipuri, and Philosophy as well as Bachelor of Arts (BA in Hons) programme in three subjects viz- Economics, Bengali and Political science.

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At present there are 19 permanent teaching faculties viz- 14 Assistant Professor and 5 Tutor Assistant professor in various departments the college (13 Male +06 female). And 12 Non-teaching staffs (10 Male + 02 Female). It has also 01- Assistant Librarian and 01 Library Assistant.

The College is located in a rural campus occupying about 5.15 acres land in Kalain area of Cachar District of Assam. The buildings and infrastructure of the Satya Ranjan College is at developing stage and endowed with natural beauty, make the campus attractive and potential to be an ideal space for learners. The College is functioning under the leadership of the Governing Body which is also registered under Societies Registration Act-1986. Presently, with the guidance of the present Principal, a group of dedicated and enthusiastic teachers, the College has been educating a number of pupils up to B.A. degree level and guiding the society with a clear vision. The College is determined to become a pioneer institution of higher education in the state of Assam.

Aspects of Curricular, Teaching-Learning and Evaluation:

The Curricular aspects of the College is taken care of by the Eight Departments (viz., Bengali, English, History, Political Science, Economics, Philosophy, Arabic and Manipuri). Besides this, the IQAC and the different cells and committees of the college plays a significant role to maintain a quality in curricular aspects.

The notable points pertaining to the Curricular Aspects are presented below-

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- The academic calendar/plans (including allotment of the courses among the faculty members, preparation of the departmental time tables, evaluation plans) are prepared by individual Departments in accordance with the Academic Curriculum of the Affiliating University (Assam University) and Central routine at the beginning of the academic session. This is reported to be the common practice by all the Departments of the college and department level meetings are organized for this purpose.
- Bridge Courses, Induction programmes are being conducted at the beginning of the session by all departments in order to provide an idea about the syllabus and the course.
- Enrichment of the curriculum through students' seminars, group discussion, assignments etc. are almost common for all the Departments.
- Expertise of individual Faculty members are taken into consideration while allotting the courses among the faculty members. All faculty members maintain Teacher's diary as a record for progress for syllabus and also uses activity plan in classroom to improve the learning process.
- The faculties of all the Eight Departments regularly participate in Assessment /Evaluation of examinations as per the directive of the Assam University
- It is reported that Choice Based Credit System (CBCS) has been implemented by all the Eight Departments following the Assam University syllabus from the session 2018-19.
- Uses of ICT in teaching, provisions of tutorial classes/remedial classes for the slow learners, doubt clear sessions are also common in the College.

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- Students are encouraged to join co-curricular activities including NCC and NSS by all the Departments.
- There are variations in the intake capacity in Honours papers of students among the Departments. Increases in the intake seat capacity in pass subjects have been almost common among Departments during the recent years.
- This is commonly noticed for all the Departments that the number of students appearing in the respective final examination remain less than the admitted/enrolled students. Prevalent socio-economic conditions of the region are considered as the contributing factors for this phenomena and College/Departments are keen to address this issue urgently through involvement of relevant stakeholders.
- It has been noticed that being the college situated in a rural most area near to the Indo-Bangladesh International border, the maximum number of students taking admission in the college belong from BPL (Below Poverty Line) category. The Women's Cell, NCC, NSS and the other statutory cells and committees of the college is actively conducting Extension activities in the nearby village and specially encouraging the girl students to pursue higher education. The data of evidence reveals that the college is maintaining a standard of safe and congenial atmosphere inside the college for women employees and girl students to pursue higher education. A unique feature of the college has been noticed from the student's enrollment data is that from the last 5 academic sessions, the number of girl students taking admission in the college is either higher or almost similar to the boys. It is also appreciable that from last 5 academic session, not a single complaint of ragging or case of any kind of sexual harassment has been received from the students or the women employees of the college.

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Aspects related to Research, Innovations and Extensions:

The status of Satya Ranjan College in terms of the human resources (Faculty), Research, Innovations and Extension appears to be good and progressive. Some of the notable points are noted as-

- Out of 19 teaching faculties from various departments, all posts have been sanctioned by the State Govt. Out of 19 Faculties, 14 faculties are working as Assistant Professor (having UGC qualification) and the rest 5 faculties are working as Tutor Assistant professor and in line to get the UGC qualification.
- Out of 19 Faculties, 07 have PhD Degree, 05 have M.Phil degree, and 10 faculties have qualified NET/SET and few are pursuing Ph.D presently from various departments.
- A total of 04 research publications (UGC approved Journals) are published by the faculties during the last five years. Similarly, 40 number of other publications (including books and chapters in edited volumes/books, papers published in national/international conference proceedings) are credited by the Faculties of Eight Departments (viz- English, Bengali, Economics, Political Science, History, Philosophy, Arabic, and Manipuri) in last five years.
- The college is also active in organizing the extension activities covering important areas like Swach Bharat Abhiyan/Cleanliness, Awareness on Yoga, AIDS, Awareness on legal provision against sexual harassment, Self-defense training programmes for girl students, Awareness on Environmental issues, Covid Awareness programmes, awareness on moral values, various programmes organized by electoral literacy club, celebrating and observing different occasions relevant to the regional and national importance and so on.

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- Organizing seminar, group discussion, Assignment students are almost common in all departments. The institution and some departments are also organizing study tours for the students.
- College is also engaged with organizations outside the campus. In this context, some of the active MoUs signed during the last five years, which are available in the College website.

MoU signed during last 5 years-

MoU has been signed with	Date of Signing	Department/Institution
Maibang Degree College	04.07.2018	Institution wise
West Silchar College	03.12.2019	Institution wise
Nilam Bazar College	04.06.22	Institution wise
Netaji Chatra Yuba Sangstha (NGO)	26.02.2021	Institution wise
Divine Foundation (NGO)	22.02.2020	Institution wise

Infrastructure and Learning Resources:

The physical infrastructure of the Satya Ranjan College is at developing stage. Some notable highlights of the available infrastructure and learning resources are mentioned below: -

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As the institution is newly provincialized and has to depend on limited financial resources its infrastructure is in the process of development. It is a single stream (Arts) college and having 8 (eight) departments viz- English, Bengali, Arabic, Manipuri, Economics, Political science, Philosophy and History. All the departments have their own sitting arrangements with a table, chairs and book shelf etc. The college has adequate number classrooms and one smart classroom with LCD projector, TV etc. The institution does not have a complete auditorium rather a big classroom is used as auditorium whenever required. Mostly the programmes, seminar, workshop etc. are conducted in this hall. The institution has a sickroom where first aid facility is available and in case of an emergency, students are taken to the nearby community health center. There is a separate room for NCC and NSS. The institution has also separate common room for both girls and boys. The college campus is enabled with Wi-Fi facility and mostly the campus area is under CCTV surveillance, which is installed in different places of the institution including classrooms, library, office room etc. which helps to maintain discipline and safety and security of the students and staffs. There is a central library with a reading arrangement for both teachers and students. The institution also has a gymnasium and a yoga Centre but as there is no permanent/ temporary physical trainer so, the physical training classes are conducted by a teacher-in-charge. A generator and an inverter is available for supplying power during power cuts. Both staff and students take initiative in maintaining cleanliness of the institution. The library of the college is partially automated with online subscription.

Student Support and Progression:

Satya Ranjan College is aware about the importance of additional support and care required for the progression of its students. This is especially important due to the challenging socio-economic ambience prevalent among majority of the learner's families. In this aspect, the effort of the college and its outcomes are highlighted as follows: -

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- 1) Faculty members always encourage the students to pursue higher studies. As a result of which adequate number of graduated students from all 8 departments have been reported to enroll themselves in the Higher Education Institutions (HEI) for attaining different degrees such as M.A, B.Ed, LLB, Del.Ed etc.
- 2) Faculty members also encourage the students for various competitive examinations. Coaching & Guidance is also provided to the students for various competitive examinations. As a result, a number of students have able to placed themselves in various Govt. & private Jobs.
- 3) The college has an active Alumni Association.
- 4) The college is providing scholarships and freeship to the students under the different schemes.
- 5) The college follows reservation policy for students' admission (As per Govt. norms)
- 6) The college follows zero tolerance policy towards gender discrimination and sexual harassment in the institute.
- 7) The College follows a time bound grievance redressal mechanism both online and offline for students.
- 8) The college organize different skill development programmes from time to time.
- 9) The college organizes Sports week, cultural week, Self-defense training programme for girls for encouraging student's participation.

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Governance, Leadership and Management:

The institution has decentralized governance system with proper well-defined and inter-relationships. Some notable points pertaining to the Governance, Leadership and Management are presented below:

- 1) The principal of college being head of the institution is the overall head of both the academic and administrative affairs of the college.
- 2) The college has created a decentralized structure for decision making where the committees of different department edge their decisions with college committees of the staff council. The Heads of all the departments work independently with the help of other faculty members of their departments.
- 3) The college has vision and mission statements well displayed for all stakeholders.
- 4) The college has rationally prepared financial budget and all expenditure are appropriately audited.
- 5) Regular meetings of Governing Body are convened to discuss all the key issues of the functioning of the college. Minutes of the meetings are made available.
- 6) There are also various decentralized committees in the college to look after various academic and administrative affairs including purchase, maintenances of the campus.

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- 7) The Electoral Literacy Club is active and works in co-ordination with the college administration.
- 8) The college prepared a dynamic strategic plan for the first cycle of NAAC Assessment and Accreditation in 2023. The plan represents the collective effort of administrators, faculty, staff, students, aluminizes and community stakeholders.

The strategic plan has the following goals: -

- a) Empowering students through Holistic education with proper guidance by all faculties of the institution.
- b) Develop and strengthen academic programmes with full dedication and efficiency.
- c) Encourage faculties to do research work, Faculty Development Program, Refresher Course to enhance their academic career.

Welfare Measures for teaching and non-teaching staff

The college has a well-defined welfare policy for the employees, which is uploaded in the college website. Increments, Pension (NPS) and gratuity benefits are provided to the all employees of the college as per Govt. provisions. The employees are also allowed to avail different Leaves as per policies of State/Central Govt. Financial assistance is provided to the Teaching faculties for attending workshop, seminar, FIP, FDP, publications etc. The college authority encourages the significant contributions of the stakeholders for institutional growth, fundamental role in fund mobilization of any member is always being recognized by the institution. Academic excellence of every staff is being recognized by the institution so that others could be motivated.

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Quality Assurance, Community engagement/ Outreach, Best Practices



The Internal Quality Assurance Cell (IQAC) is constituted as per the guidelines of NAAC to find out overall quality in teaching-learning, administrative and co-curricular activities. The IQAC coordinates with all stakeholders allied with Administration, Academic affairs and Extension Activities which include Academic Coordinators, Head of the departments, Conveners of different cells, Head Assistant and other non-teaching staff of the college. The IQAC under the guidance of the principal has evolved well defined method to ensure quality index of academic and administrative activities. The college has dynamic website for benefits of the students and all stakeholders. The institution provides equal opportunities and facilities for both girls and boys. The college administration takes proper responsibilities for girls' students by all means. There is no gender discrimination. The staff members of this college always take efforts to maintain the decency of both male and female students and staff. In various events of the college, all the students irrespective of gender get the same opportunity to show their talent and ability. The institution always gives priority to the women and that's why, like other male faculty members, the college has included women faculty members also in different cells like governing body, admission committee, examination committee, Internal Complaints committee, Anti-ragging committee, Grievance redressal cell, Women's cell etc.

Recommendations

- 1) College is expected to remain vigil and monitor constantly to upkeep the required quality in all the key areas to ensure output of the best human resources overcoming the inherent challenges arising out of regional disadvantages.
- 2) College has well placed Alumni network. Enhanced alumni engagement is recommended to get the benefits of better visibility and encouraging the current batches of students.

B. G. G. G.
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Principal

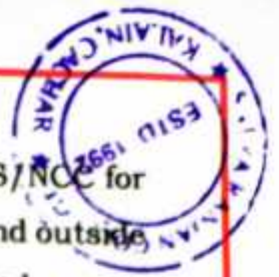
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- 3) Pro-active actions by students; units including student union, NSS/NCC for supporting healthy and environmentally friendly practices inside and outside the campus with publicity as means of awareness are recommended.
- 4) Up gradation of ICT facilities including Wi-Fi bandwidth, software may be taken into consideration.
- 5) Feedback system mainly in online mode from different stakeholders be implemented.
- 6) System of seed money for pursuing research project by the faculty may be introduced.
- 7) More certificate & Add-on courses may be introduced for students benefit.
- 8) Stocks of books in library should be increased.
- 9) College needs appropriate measures to reduce the drop outs of enrolled students. Awareness programs among the parents are needed in urgent.
- 10) The college building needs immediate renovation and an Auditorium Hall needs to be built subject to the availability of the fund.
- 11) Faculties should take appropriate measures in the area of publication in regard to research papers in the UGC listed journals.
- 12) New Subjects and programmes including Honors courses in rest subjects may be introduced.

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Principal
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Declaration by the Principal of Satya Ranjan College



I have gone through the observations made by the Academic and Administrative Audit Team as mentioned in this report.

B. C. Goswami
14.6.2022

Seal & Signature of the Principal-Satya Ranjan College

Principal
Satya Ranjan College, Kalam

Signatures of the Members of Academic and Administrative Audit Team:

Sayed Ahmed Barbhuiya

1. **Dr. Sayed Ahmed Barbhuiya**, Principal West
Silchar College, Barpeta cum Secretary
West Silchar College
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Dr. Dhriti Kanta Rajkumar
14/6/22

2. **Dr. Dhriti Kanta Rajkumar**, Principal. Silchar
College, Kabirgram, Silchar

Principal
SILCHAR COLLEGE

Date: 14.06.2022

Place: Kalain, Cachar, Assam

Action Taken Report on Recommendation of Academic and Administrative Audit

Sl. No.	RECOMMENDATION	ACTION TAKEN
1.	College is expected to remain vigilant and monitor constantly to upkeep the required quality in all the key areas to ensure output of the best human resources overcoming the inherent challenges arising out of regional disadvantages.	All the teachers have been asked to update themselves constantly and adopt various techniques of teaching-learning process with documentation.
2.	College has well placed alumni network. Enhanced alumni engagement is recommended to get the benefits of better visibility and encouraging the current batches of students.	The alumni have been asked to conduct programmes to motivate the students towards excellence.
3.	Pro-active actions by students; units including students' union, NSS/NCC for supporting healthy and environment friendly practices inside and outside the campus with publicity as means of awareness are recommended.	The NCC/NSS have been asked to conduct more awareness programmes and extension activities on various social and environment related topics.
4.	Upgradation of ICT facilities including Wi-Fi bandwidth, software may be taken into consideration.	ICT facilities will be upgraded phase wise depending upon the availability of fund. The IQAC is directed to take necessary steps to upgrade the software.
5.	Feedback system only in online mode from different stakeholders be implemented	The IQAC has been directed to report the status of online feedback.
6.	System of seed money for pursuing research project by the faculty may be introduced.	The proposal will be placed before the GB depending upon the availability of fund.
7.	More certificate and Add-on courses may be introduced for students benefit.	Discussion has been held to introduce different certificate courses and Add-on courses.

8.	Stocks of books in library should be increased	Proposals for purchasing new books will be placed to GB for approval and for subscription/renewal of N-LIST and other E-journals.
9.	College needs appropriate measures to reduce the dropouts of enrolled students. Awareness programs among the parents are needed in urgent.	Teachers have been asked to create awareness programmes and be friendly with students to reduce the dropout rate.
10.	The college building needs immediate renovation and an Auditorium needs to be built subject to the availability of fund.	Renovation will be done after getting the fund.
11.	Faculties should take appropriate measures in the area of publication in regard to research papers in the UGC listed journals.	Teachers have been urged to involve themselves more in writing research papers in UGC listed journals. Financial assistance will be provided (if necessary)
12.	New subjects and programmes including Honours courses in rest subjects may be introduced.	Verbal discussions with the authorities of university has been held to seek the feasibility, to start the process after having required infrastructure other things has been recommended by the university authority.


 Principal
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