

Bikali College

**P.O.: Dhupdhara, Dist: Goalpara, Assam, Pin-783123
(Affiliated to Gauhati University, Guwahati-781014, Assam, India)**



**Academic and Administrative Audit Report
(2021-22 and 2022-23)**

Bikali College

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Academic and Administrative Audit (AAA) is an essential practice to ensure and maintain the standard of excellence in a Higher Education Institution. An efficient administrative system and regular auditing mechanism are the bedrock for a quality-oriented academic system. The AAA is a comprehensive evaluation process that assesses the efficiency, effectiveness and quality of academic and administrative functions within an education institution.

Academic Audit: is a scientific and systematic method held periodically to review the academic processes in the institution. Components assessed in the audit include the curriculum, teaching and learning, research and development, student support services, library and learning resources, student performance and outcomes, feedback mechanisms, community outreach and innovation.

Administrative Audit: is a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes an assessment of the governance and leadership, human resources, financial resources and budgeting, infrastructure and facilities, policies and procedures, regulations, compliance, ICT and digital infrastructure.

The AAA enhances the quality of the institution through timely review and documentation. It thereby aids in preparing strategies and making informed decisions for the progress of the institution. Regular AAA is the hallmark of excellence in any higher education and institution and is an indispensable practice in academic progress.

The AAA aims to:

- Give a peer evaluation based on quality standards.
- Subject all departments to external evaluation.
- Identify areas of improvement and provide recommendations.
- To promote transparency in the institution's operations and decision-making
- To hold the institution accountable to all stakeholders
- To ensure the institution complies with relevant rules and regulations.

The objectives are:

- To assess the curriculum, teaching and learning
- To assess the assessment and evaluation

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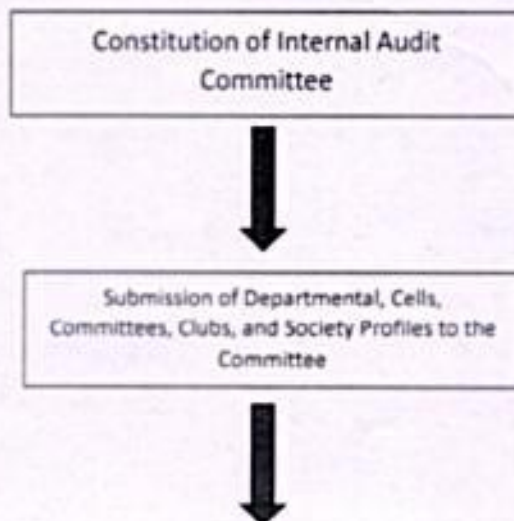
- To assess research, innovation and extension activities
- To assess the infrastructure and learning resources in place
- To assess student support and progression
- To assess governance, leadership and management
- To assess the Best Practices of the institution

The audit process strictly followed a proforma structured by the IQAC for the evaluation based on:

- i. Course contents
- ii. Teaching-Learning Process
- iii. Results
- iv. Feedback Mechanism
- v. Research and Innovation
- vi. Infrastructure and Facilities
- vii. Departments
- viii. Other academic as well as extension activities

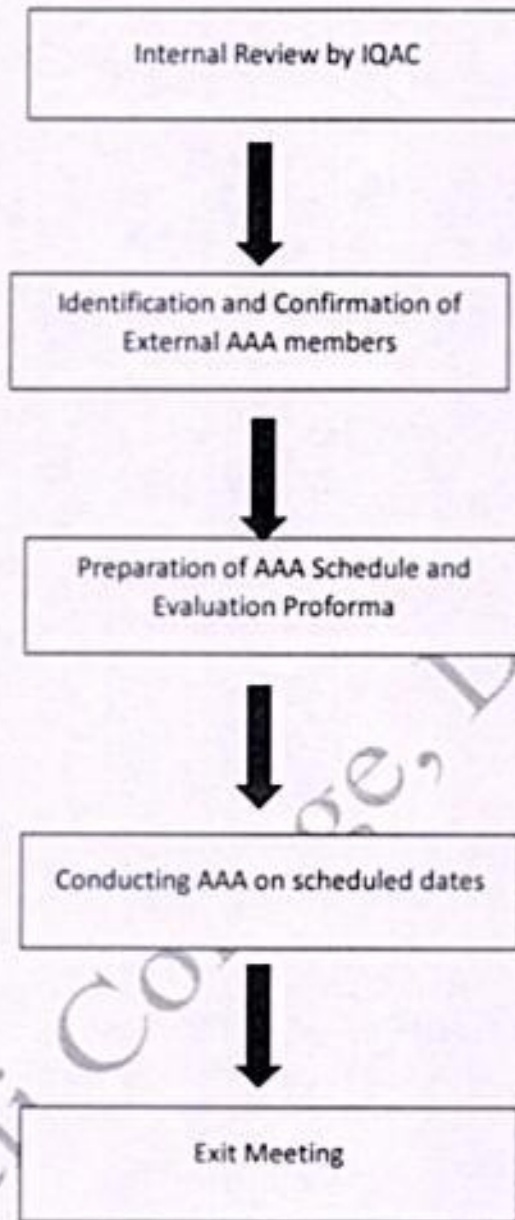
Process involved

The process involved in the AAA by all members involved is given below. The internal audit was carried out for the academic sessions 2021-22 and 2022-23 by the IQAC before the external AAA.



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The Report will have the following components:

- Remarks on each aspect of the criteria assessed
- Strengths
- Weakness
- Opportunities
- Challenges
- Recommendations

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Internal Audit Committee Members:

The Internal Audit Committee for the Academic Sessions 2021-22 and 2022-23 was constituted by the Principal, Bikali College of the following members:

1. Dr. Monoj Gogoi, Principal and Chairman
2. Dr. Prasanta Chakrabarty, Vice-Principal
3. Rakhee Naiding, IQAC Coordinator
4. Dr. Dhanmoni Kalita, Assistant Coordinator, IQAC
5. Dr. Monalisha Roychaudhury, Former Coordinator IQAC, Advisor
6. Bhupati Das, Former Coordinator, IQAC, Advisor
7. Pradip Hazowary, Office Assistant

External Audit Members:

1. Dr. Prasanta Sarma, Director, Students' Welfare, Cotton University, Guwahati, Assam
2. Dr. Subhash Barman, Principal, Goalpara College, Goalpara, Assam
3. Dr. Lalit Rabha, Principal, Dudhnoi College, Assam

Academic and Administrative Audit Schedule

Date: 18.08.2023.

Time	Programme
9:00 AM	Meeting of the AAA Team
9:30 AM	Introductory Meeting with the Principal, Bikali College
9:45 AM	Principal's Presentation to the AAA team members
10:45 AM	Visit to the Departments by AAA team
1:00 PM	Lunch Break
1:45 PM	Visit to assess the facilities of the college such as canteen, auditoriums, playgrounds, NSS, NCC etc
2:30 PM	Interaction with different stakeholders such as students, management, teaching staff, alumni and parents
3:30 PM	Preparation of AAA Report
4:00 PM	Submission of AAA report and Exit Meeting

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Overall Report of Academic and Administrative Audit Report Committee

An academic and administrative audit was conducted to review the mechanisms of Bikali College for monitoring and strengthening the academic quality and standards. A three-member external committee from peer institutions and various disciplines reviewed the departments and expressed their views.

The Principal of Bikali College has done a commendable job in facilitating the entire process and the work put in by all departments is highly appreciated by the Principal. The Heads of the departments, IQAC coordinators and staff were requested to implement the suggestions of the experts in their respective departments. This academic exercise was an immense help and a fruitful endeavour to ensure effective implementation of the curriculum, and improve teaching, learning and evaluation methodologies.

The curriculum implementation of all programmes has been designed to ensure effective delivery. Efforts to enrich the curriculum through certificate and add-on courses are commendable. The college also has been making concerted efforts towards multidisciplinary learning and skill-based learning through regular seminars, workshops, invited lectures and trainings. The outcome-based paradigm is followed by the college in implementation of the curriculum.

Bikali College offers programmes from UG to PG levels and has all three streams-Arts, Science and Commerce, the latter two self-financed as well as the PG courses. The college has 53 full-time teaching staff and 1490 students for the current academic year. The teacher-student ratio stands at a 1:28 ratio. The laboratories are equipped with adequate facilities. The computer lab is a state-of-the-art facility. However, it is to be added that there is room for improvement, especially in the Science labs. The college has facilities for differently-abled students such as wheelchairs, ramps, scribes and disabled-friendly toilets. The central library has 26,700 textbooks and reference books, journals, videos, access to e-resources, digital library with Learning Management System (LMS), OPAC and E-content resources. The library has good collection of rare books and manuscripts.

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Infrastructure for sports includes a field for various games (Football, Cricket, Hockey, Handball, Volleyball, Basketball, Badminton, Kabaddi, etc.), a multi-purpose sports utility facility.

The college promotes various extra-curricular activities through organised units such as NCC, NSS, Extension Cell etc. These units train students in leadership roles and promote a sense of social responsibility. It is mandatory for hostel students to participate in Nature Club activities. Bikali College is also recipient of the Unnat Bharat Abhiyan project and is actively involved in various extension and outreach activities among the adopted villages under the scheme. The college actively participated in vaccination camps during the pandemic. Staff are also actively involved in SVEEP activities to create voter awareness.

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Strengths:

- Healthy combination of experienced and new dynamic faculty members in the Arts stream.
- Self-financed HS and UG courses in Science and Commerce and PG courses in Assamese and Geography which have been running successfully with the aid of civil society organisations.
- Good environment and scope for interdisciplinary learning which is well suited for implementation of NEP-based curriculum.
- Curriculum enrichment is done with Add-on courses, certificate courses, MOOCs and skill- based training and orientations.
- A good number of students from outside the state (Meghalaya) are enrolled in the college.
- ICT Based Course Plan and ICT Based Logbook are good practices adopted by the college
- The overall pass percentage of the college is satisfactory with more than 80% pass percentage. The science stream has recorded a 100% pass percentage during the assessment period.
- Adequatenumber of extension and outreach activities in the neighbourhood which has built good rapport and communication with the local society.
- The central and digital library is equipped with state-of-the-art facilitieswith good collection of books and manuscripts.

Weaknesses:

- Resource mobilization for research and projects is weak.
- Science and Commerce streams are yet to be provincialized hampering the flow of resources and quality assurance.
- There is less enrolment inthe Science and Commerce streams.
- Lesser number of faculty with PhDs and research experience.
- Socio-economic backwardness of the area leading to higher dropouts despite freeship and scholarships.
- No sanctioned posts for hostel staff, laboratories, sanitation, night-watchman increasing the financial burden of the institution
- There is a lack of placement cell in the institution.
- Lack of a startup or incubation centre.

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Opportunities:

- Scope for collaboration with industry, state placement cells and units for internships and conduct placement drives.
- The district provides a huge opportunity for research and area studies.
- Integration of ICT brings greater opportunities for incorporating newer and advanced technology in teaching, learning such as MOOCs, and virtual labs.
- New courses can be developed and offered expanding into emerging fields while also ensuring that they are in tune with the needs of the region.
- There is scope for partnership with international and overseas institutions and organisations and to attract international students.
- Opportunities are present to access more grants, sponsorships, and endowments for the development of the college.
- The campus location and its green locale also provide a huge opportunity to become a model for green practices.
- With an ever-increasing number of female students as well as higher number women in the workforce, there is scope for the college to become a model for gender equity, safety and security.

Challenges:

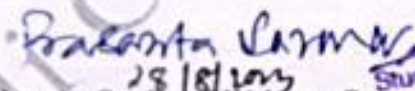
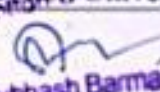
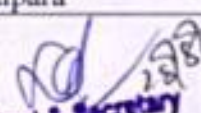
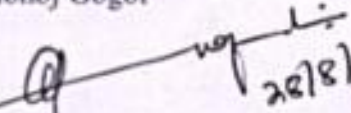
- There is increasing competition from other colleges in the locality especially with regards to the Science and Commerce streams.
- Socio-economic backwardness of the area poses a threat to enrolment and the risk of higher dropouts.
- Loss in academic sessions due to a variety of reasons such as seasonal festivals, and non-academic duties.
- Area-based issues such as human-elephant conflict, and inadequate roadways especially in the interior areas from which the students hail, pose a challenge to the academic progress.
- Keeping up with and responding to a rapidly changing scenario especially in the post-pandemic period has been a challenge.
- Technological changes have also brought threats such as cyber security threats, IPR and data privacy concerns.
- Procedural formalities delay and sometimes hinder innovation.

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Recommendations:

- An action plan for the implementation of the NEP needs to be prepared fostering a more inclusive, innovative and flexible higher education system.
- The college website interface can be made to be more user-friendly.
- College should endeavour to recruit more full-time faculty members to improve the teacher-student ratio.
- College should recruit more non-teaching staff and provide them with professional training.
- Internships should be introduced to enhance experiential and hands-on learning.
- Feedback should be collected from more stakeholders.
- Strategies for slow and fast learners should be devolved and implemented in a more systematic manner.
- More e-contents need to be prepared and added to the LMS.
- Research and innovation environment needs to be strengthened.
- Resource mobilization especially for research and projects needs to be strengthened.
- More faculty members should be encouraged to enroll and complete PhD.
- Faculty members should be encouraged to take membership in professional bodies
- MOUs with industry to be created to create scope for training, internships and placements.
- A placement cell needs to be established.
- IIC needs to be made functional.
- Alumni Association needs to be registered and records to be maintained properly.
- Language Lab needs to be resumed.
- Students' progression to higher education needs to be improved.
- Regular FDPs to be conducted for the benefit of all faculty members.

1	Dr. Prasanta Sarma,  28/8/2023 Director, Students Welfare, Cotton University, Guwahati.
2	Dr. Subhash Barman  (Dr. Subhash Barman) Principal Goalpara College Goalpara
3	Dr. Lalit Rabha  Principal & Secretary Dudhnoi College Dudhnoi
4	Dr. Monoj Gogoi  28/8/2023 PRINCIPAL BIKALI COLLEGE DHUPDHARA

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Profile of the College

1	Name of the College and Contact Details	BIKALI COLLEGE, DHUPDHARA, GOALPARA PIN-783123, ASSAM www.bikalicollege.org
2	Name and Designation of the Head of the Institution	Dr.MonojGogoi, Principal
3	Year of Establishment	1982
4	Affiliating University	Gauhati University
5	NAAC Accreditation Cycle	3 rd Cycle completed in 2016 and accredited with B Grade
6	UGC Recognition (2F and 12B)	Yes (Date of recognition is 12.1.2004.
7	Type of college	Provincialised, Co-education
8	Number of students during the current academic year	1490
9	Number of full-time teachers	53
10	Whether institutional data submitted to AISHE	Yes (Code- C-17168)
11	Period covered under academic audit	2021-22 and 2022-23 (2 Years)

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1. Curricular Aspects

Sl No	Item	Remarks by Assessor
1	Implementation of Annual Institutional Plan/Academic Calendar	The college has an academic calendar with clear delineation of working days, assessment schedules, events, and its implementation is monitored by the Academic Council and IQAC
2	Whether the Academic Calendar is circulated among the students	The Academic Calendar is shared on the college website, WhatsApp, departments and QR codes
3	Maintenance of Departmental Activities Register	The departments maintain proper records of activities conducted per the Academic Calendar
4	Add-on Courses	College offers ample certificate courses such as Sanskrit, Computer Application, SWAYAM-NPTEL, Aquarium making, etc
5	Project, Field based study and internships for students	College imparts field study and experiential learning per the syllabus
6	Feedback from stakeholders	Students and teacher feedback has been collected through Google Form and physical forms
7	New UG, PG, vocational courses introduced (if any)	NIL
8	Maintenance of students' attendance register	Students' attendance registers are properly maintained with attendance monitoring done by respective departments
9	Participation of teachers in curriculum development, design etc	Question Paper Setting of Gauhati University 1. Dr. Seemashree Daimary in November 2022 Bodo (Honours Elective) BOD-HE-5026 2. Dr. Seemashree Daimary in November 2022 Bodo (Regular Generic) BOD-RG-5016 Member of CCS, UG, Gauhati University, Department of Geography 1. Dr. Bonti Bordoloi (since 2016)

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2. Teaching, Learning and Evaluation

Sl No	Item	Remarks by Assessor
1	Are students' enrolment profiles digitized and well documented?	Students' enrolment details and records are well maintained as well as digitized
2	Number of students from other states	International students: 2021-22- 0 2022-23-0 Other states: 2021-22- 18 2022-23- 20
3	Maintenance of ICT Based Logbook, Course Plan, Course Progress and Completion Records by teachers	Faculty members prepare ICT Based Course Plan, maintain individual ICT Based Logbook, Course Progress and Completion Reports
4	Tutorials-Assignments, Student seminars, projects etc	Tutorials, Assignments, Projects and seminars are held regularly
5	Conduct of internal evaluation	Internal Examination conducted per university regulations and as given in Academic Calendar
6	Programme wise result analysis	Results 2021 (Refer to Annexure 1) Results 2022 (Refer to Annexure 1)
7	Mentoring	College has a robust mentoring system to guide and monitor holistic development of each student
8	Remedial	College conducts remedial classes, and they are reflected in the Routine. Separate attendance register is maintained of remedial classes.
9	Teachers update their personal profiles regularly	Teachers update their profiles on a quarterly basis
10	Student-teacher ratio (full time teachers only)	28:1
11	Number of teachers with NET/SLET/MPhil/PhD	38
12	Pass percentage of students in the latest completed academic year	Satisfactory

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3. Research Innovation and Extension

Sl No	Item	Remarks by Assessor
1	Research Grants received	NIL
2	Research papers/books/book chapters published	27
3	Research papers presented	32
4	Seminars/ Workshops/Conferences conducted	35
5	MOUs and Linkages	23 Functional and Active MOUs and Linkages
6	Extension and Outreach Activities	28 Extension and Outreach Activities conducted in the last 2 academic years
7	Awards and Recognitions for extension	The institution has received recognition certificates from several public institutions for their outstanding extension activities
8	NCC and NSS activities	Bikali College has vibrant and active NCC and NSS units who conduct Plantation Drives, Health Camps and Cleanliness Drives on a regular basis. Besides, the Extension Cell and Vasundhara Nature Club are two other active units who regularly collaborate with the NSS and NCC in such outreach and extension activities. All hostel students are members of Vasundhara Nature Club.
9	College has IIC	Bikali College has registered with the IIC and is currently in preparation of creating an atmosphere of innovation, startups and livelihood generation.

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4. Infrastructure and Learning Resource

Sl No	Item	Remarks by Assessor
1	College Library	The college has a state-of-the-art central as well as digital library. The library houses 26,700 books, journals, e-resources OPAC LMS.
2	Availability of question papers	The library as well as departments have a stock of old question papers, which are digitized as well. QR codes are available in the academic blocks for easy access.
3	Maintenance of daily record of library visitors	The library maintains daily records of visitors and student and faculty footfall. The library awards prizes such as Best Readers every year.
4	Number of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS etc	Total classrooms: 43 Classrooms with Interactive Boards: 9 Classrooms with projectors: 9
5	Availability of Wi-fi and internet within the campus	Wi-Fi is available in the Administrative Block, Library and Arts Block
6	Students' recreational amenities	Canteen, Playground, Multipurpose Sports Utility Centre
7	Computer/Language Lab	Digital Lab with 50 working computers No Language Lab but college is presently working on acquiring software for language lab.
8	Facilities for students with disabilities	Wheelchair, Scribe and ramp
9	Girls' and Boys' common room	Girls' Common room is available. Presently, there is no Boys' Common room.
10	Hostel Facilities	There is 1 boys' hostel with 50 seating capacity. There are 2 girls' hostels with 100 and 24 seats respectively.
11	Sports Facilities	There is 1 Multipurpose Sports Utility Centre, Basketball court, volley ball court and outdoor stadium for sports.

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5. Student Support and Progression

Sl No	Item	Remarks by Assessor
1	Students' Representatives and their role	The Bikali College Students' Union is a platform which gives representation to the students and functions as per the Lyngdoh Commission rules. The students are furthermore represented in several other units such as Electoral Literacy Club, Anti-Ragging Cell, Grievance Redressal, Discipline Maintenance, NSS, NCC, NEP Saarthi, YUVA Tourism Club, Nature Club, different departmental societies and forums.
2	Students' participation and achievements in games and sports	The students organize and participate in different co-curricular activities through the platforms mentioned above. Hostel committees also regularly hold extracurricular activities.
3	Capacity building and skill enhancement initiatives by college	The IQAC, Career Counselling and Guidance Cell, Entrepreneurship and Skill Development Cell and various other units regularly hold skill development and enhancement.
4	Career Guidance and Counselling	The Career Counselling and Guidance Cell is active and also held placement training in collaboration with Tata Consultancy Services-Youth Employment Programme.
5	Alumni Association and its contribution	The Alumni Association is active but yet to complete registration process.
6	Grievance Redressal Mechanism	The Grievance Redressal Cell is active and ensures redressal mechanism is smooth. The cell oversees general and internal assessment grievance. The office takes care of final examination related grievance.
7	Anti-Ragging Cell Record	Ragging is seen to be minimal in the college and the cell is active. Anti-ragging awareness is conducted annually and squads are active.
8	Drinking Water Facility	Adequate number of RO in the college
9	Healthcare Facility	First aid boxes are available in the common room and students' union room. Bikali Model Hospital is at a distance of 500 metres from the college.
10	Record of students' progression to higher education	Departments and IQAC keep a record of students' progression. Progression can be improved.
11	Record of students benefitted by scholarships and freeships	Departments and IQAC keep a record of students' progression. Placements can be improved.

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6. Governance, Leadership and Management

Sl No	Item	Remarks by Assessor
1	To realise the institutional mission and vision	The college has an active Governing Body which oversees the functioning and management of the college.
2	Distribution of work among the academic and administrative staff	The roles and responsibilities are decentralized and functions through proper management.
3	Faculty Development programmes conducted	The IQAC conducts FDPs in collaboration with GU, KKHSOU, and agencies such as ICT Academy, OKDISCD etc
4	Staff Welfare Initiatives	The college has undertaken several welfare initiatives for the staff.
5	Financial Management and Audit of Finances	The college's major source of fund is the Government. The college also receives fund from Bikali Mouza Unnayan Samiti every annually for the upkeep of the Self-Financed Courses. The college has Annual Budget Committee, Purchase Committee and Construction Committee. The college prepares its annual budget and proper utilization to optimize teaching-learning process and is monitored through a decentralized and transparent mechanism. The accounts are then submitted to an external Chartered Accountant for auditing. The audited statement with utilization certificates are submitted to the concerned authorities.
6	Resource Mobilization	The college takes adequate steps for resource mobilization and utilization.
7	Quality Assurance Initiatives of the IQAC/Regular Meetings/Participation in NIRF etc	The IQAC is active and conducts regular reviews of the processes. It was established in 2009 and is currently preparing for the 4 th Cycle of NAAC accreditation as well as NIRF registration.
8	Implementation of e-governance in areas of operation	The office staff is efficient, and e-governance is in place.
9	Professional development programmes and training for non-teaching staff	College conducts adequate FDPs and professional training.
10	Number of teachers undergoing FDP (Online/Offline)	Arts Faculty members undertake adequate number of FDPs. The staff from Science and Commerce need to be encouraged to undergo FDPs each year.

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7. Institutional Values and Best Practices

Sl No	Item	Remarks by Assessor
1	Measures undertaken to ensure gender equity	The college has an active Women's Cell and a newly established Internal Complaints Committee which both undertake regular sensitization programmes on gender issues. The NCC Unit has reservation for female students. The Women's Cell has resolved to undertake a Gender Audit.
2	Measures undertaken to provide an inclusive environment, bring tolerance and communal harmony	The college has a no-discrimination policy and is inclusive of all cultures, castes, religions, languages, genders etc. The college conducts cultural festivals of different communities to sensitize the college fraternity about the diverse cultures of the region and create a culture of harmony and tolerance.
3	Best Practices undertaken by the institution	<ol style="list-style-type: none">1. Digital Literacy Mission2. Adult Literacy Programme
4	Waste Management	<ol style="list-style-type: none">1. There is a biodegradable waste pit2. There is a MOU in place for plastic waste disposal with Dayal Recycling House, Boko3. E-waste recycling mechanism is under process.
5	Water Conservation facilities available in the institution	Construction of a rainwater harvesting system is under process.
6	Green Campus Initiatives and if Green Audit/Energy Audit has been undertaken	The college is making preparation for Green Audit and Energy Audit.
7	The Institution has prescribed code of conduct for students, teachers, administration and other staff	The institution has a prescribed code of conduct for students, teachers and staff which is circulated through prospectus, and signages. Orientations are also conducted to create awareness on the same.
8	Institutional Distinctiveness	The PG courses in Geography and Assamese are the distinct feature of Bikali College as it is the only college in Goalpara district offering the courses. These courses are run with aid from the local society especially the Bikali Unnayan Mouza Samiti. Additionally, the college boasts of a strong female participation in its workforce as well as learners with 90% percent female faculty members and more than 65% percent female students.

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Annexure I

Programme-wise Results Analysis 2021

Programme	Appeared	Passed	Percentage
BA	288	274	95.13
BSc	31	28	90.32
BCom	45	41	91
MA	18	17	94.4

Programme-wise Results Analysis 2022

Programme	Appeared	Passed	Percentage
BA	279	250	89.6
BSc	19	19	100
BCom	53	50	94
MA	34	27	79.4