

**ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT  
OF BRAHMAPUTRA DEGREE COLLEGE. ( Period from 1<sup>st</sup> July/2017 to 30<sup>th</sup> June/2022).**

Academic and Administrative Audit Team report  
Brahmaputra Degree College  
Place- Bakulguri, District-Lakhimpur, State- Assam (India).

<b>SECTION : GENERAL</b>	<b>INFORMATION.</b>
1. Name & Address of the Institution:	Brahmaputra Degree College, Po-Bakulguri, Dist:- Lakhimpur, State:- Assam Pin-787055
2. Year of Establishment.	5 <sup>th</sup> August, 1993.
3. Current Academic Activities at the Institution ( Numbers).	09 Under Graduate programmes.
• Departments/Centres :	09
• Programmes/Courses offered.	BA Honours: Assamese BA Honours: Economics BA Honours: Political Science BA Honours: History BA Honours: Sociology BA Honours: Education. BA Pass Course/Generic in Philosophy. B.A Pass Course/Generic in English B.A Pass Course/Generic in Hindi.
• Permanent Faculty Members:	27
• Permanent Support Staff :	11
• Students :	322
4. Three major features in the institutional context ( As perceived by the Peer Team) :	<ol style="list-style-type: none"> <li>1. Provincialise College affiliated to Dibrugarh University and recognised under 2(f) and 12(B) of UGC Act.</li> <li>2. More than 90% Students belong to ST Community Specially from Mising Tribe</li> <li>3. The College is located purely in Rural Remote area in North bank of Brahmaputra river.</li> </ol>
5. Dates of Visit of the Peer Team ( A detailed visit Schedule may be included as Annexure ) :-	Attached.
6. Composition of the AAA Team which undertook the on-site visit :	
<b>Chairman :</b>	<b>Dr. Manash Jyoti Neog</b> Principal, Harhi College, Gobindapur, Dhakuakhana, Dist:- Lakhimpur, Assam.
<b>Member :</b>	<b>Dr. Dandiram Pegu</b> Assistant Prof. (Sr) & HoD. Department of Economics Silapathar Town College, Silapathar, Dhemaji, Pin-787059 Assam.
<b>Principal :</b>	<b>Mr. Gunindra Nath Pegu.</b>
<b>IQAC Co-ordinator :</b>	<b>Mr. Dhrubajyoti Konwar.</b>

BRAHAMAPUTRA DEGREE COLLEGE  
SCHEDULE OF VISIT OF AAA TEAM  
DATE OF VISIT: 17/02/2023.

Time	Programme
10:00 am	Meeting with Principal and discuss the key issues on Academic and Administrative Audit.
10:45 am.	Presentation by Co-ordinator, IQAC, Brahmaputra Degree College.
11:15 am.	Meeting with IQAC Members.
11:30 am.	Departments Visit.
13:00 pm.	Visit to library, Canteen, Sports facilities, others facilities etc.
13:30 pm	Visit to Office.
14:00 pm	Lunch break.
14:30 pm.	Meeting with Head of the Departments.
14:45 pm	Preparation of AAA Report by the Members.
15:30 pm	Discussion with the Principal about the Report.
16:15 pm.	Exit meeting and Submission of the Report.

*AAA Report of Brahmaputra Degree College*

### About the Brahmaputra Degree College

Brahmaputra Degree College was established in 1993. The College is affiliated to Dibrugarh University, Assam. In the year 2013, the college is provincialized by Government of Assam and according included under 2(f) and 12(B) of UGC Act. The college is accorded permanent Affiliation to Dibrugarh University in the year of 2007-2008.

#### 1. Curricular, Teaching Learning and related aspects

- The College is affiliated to Dibrugarh University and it follows the syllabus, and guidelines framed by the BOS of affiliating University.
- College has an academic committee of HODs who develops academic calendar based on the affiliating university academic calendar
- The Academic Committee of the college prepares academic plan of the college on the basis of academic calendar provided by the affiliating university.
- By strict adherence of academic calendar of the college, the Routine Committee of the college develops a common routine for all the departments.
- As per guidelines of the Affiliating University, the institution introduced CBCS in 2019, and several SEC courses, Generic Elective courses are offered to the students. Hence, the academic flexibility is concerned; College provides sufficient academic flexibility to the students. Teaching plans consisting of unit wise lesson plans and completion periods are prepared.
- College identified slow learners and advanced learners, accordingly remedial classes, tutorials, assignments, etc are organized for slow learners and advanced learners are given opportunity to take leadership part within the college campus as well as out of the college..
- Learning outcomes are properly defined and communicated to all the stakeholders.
- Following modern teaching-learning methodologies are used by the institution:
  - ICT in teaching-learning
  - Provisions of tutorial classes, doubt clear sessions
  - Group discussion
  - Project works.
  - Role play
  - Students are encouraged to join co-curricular activities including NSS. In general pass percentage of students is encouraging.
  - During Corona pandemic and lock down period, teachers engaged classes through various online platforms such as Zoom, Google Classroom etc.
  - Special lectures, talks, etc are organized by some department from as per the needs.
  - Feedback system is adopted by the institution and taken from all the stakeholders.

- Examination system is well maintained and governs as per the rules of Controller of Examinations of Dibrugarh University. Every year an Examination Committee is formed to look into examination related matters, evaluation process, students grievances etc. The some of the faculty members are actively participated both in internal Assessment and external Evaluation process of Affiliating University.

## 2. Aspects related to Faculty, Research, Innovations and Extension

- Brahmaputra Degree College is a single faculty college with 27 faculty members of which 04 faculty members has PhD degree, 04 with M.Phil Degree. Faculty members of the college are committed to publish research papers/articles, books, chapters and pursue research projects. Faculty members are regularly publishing research papers, articles, book chapters in national and international journals.
- Faculty members of the college extend support services to Government agencies such as evaluator of Gunotsav, etc. Some of the faculty members act as Resource persons in events women empowerment, environment awareness programme, etc.
- Institution is committed to perform various extension activities some of the major extension activities of the institution are: tree plantation drive, observance of Republic Day, Independence Day, Gandhi Jayanti, Teachers' Day, Death Birth Anniversary of Renowned Personalities of regional and national importance, National Unity Day, National Voters day, International Yoga Day, World Environment Day, NSS Day, Awareness Program on Tobacco burden and Cancer Control, Swachha Abhiyan/cleanliness drive, Awareness Program on Legal Rights of Women etc.
- The institution is active in engaging the organizations and institutions from outside the campus. Till now, five MoUs were signed which are active.

## 3. Infrastructure and learning Resources:

- Spread over in 45 Bigha of land, Brahmaputra Degree College utilizes its land properly. About 30 % of build up area reflects optimum utilization of available land resources.
- The College has sufficient number of classrooms with ICT facilities, separate departments with classrooms, seminar hall, administrative block, office of the Principal, teaching blocks with adequate number class rooms, rest-room facilities for students, students' union office, canteen, library, NSS office, girls' and boys' common room, etc.
- Computer lab of the college has sufficient number of computers with updated licensed software and Wi-Fi facilities.
- College has a Women Hostel which is well furnished.
- The library of the college is partially semi-automated and used SOUL 2.0 of INFLIBNET. OPAC system is adopted which make the library system user friendly. An adjacent computer lab helps the students to search e-resources. Sufficient number of Text books, Reference Books and periodicals make the library useful for the students.

- Maintenance of infrastructure is concerned; Institution forms a campus maintenance committee to maintain all the available campus facilities. It is seen that initiatives are taken to utilize all available resources effectively and optimally.

#### 4. Student Support and Progression

- Students support and progression to the higher education is satisfactory. Faculty members are keen to support and motivate the students to pursue higher education.
- Brahmaputra Degree College Students' Union is democratically elected students' Union. The union is highly active and organizes different sports, cultural events in the college. The union also supports the college authority in different activities.
- Various Committees/councils of the college have well representation of students and students' bodies such as IQAC, Anti Ragging Cell, sports committee, discipline committee, library committee, NSS, Admission Committee, Anti Sexual Harassment cell, placement cell, etc. of the college.
- Mentor-Mentee System helps in adopting the students and conducting academic and personal counseling.
- Alumni Association of the college is processing for register. The association contributes both financially and non-financially to the institution.
- IQAC of the college in support of students union and Alumni Association organize coaching, awareness programmes to encourage students for appearing competitive examinations such as Banking Services, Railways, SSC, etc.

#### 5. Governance, Leadership and Management

- Vision of the college is properly defined and it is reflective in the activities of the institution. Based on the vision statement, initiatives are taken by the institution to promote value-added education which is socially relevant.
- The governing body of the college is formed as per the regulation of Department of Higher Education, Government of Assam. Governing body is well representation of the stakeholders of the college.
- All the major decisions of the college are taken by using decentralization principles. Different committees are formed to perform the activities of the institution.
- Participative and decentralization management system is one of the primary aspects of institution management. The management of the college follows principles of participative and decentralization management system. Budgetary practices are visible in appropriation of the available fund of the college.
- Institution follows both external and internal auditing practices in the field of effective financial management.

#### 6. Institutional Values and Best Practices

- It has been seen that the prime focus of the institution is holistic development of the stakeholders. Such initiatives focus Gender equity, safety and security of the girls student, socio-economic development, initiatives for sustainable environment, etc
- Waste management policy of the college is also encouraging.
- The green campus initiative of the college is commendable
- NAAC format is used in defining and performing best practices
- The academic and qualitative activities of the college are monitored by IQAC

#### Recommendations

- An effective policy needs to be taken for minimizing the drop-out ratio.
- Classroom teaching should be accompanied with ICT
- Sports facilities needs to be developed
- Library of the institution needs to be enhanced with more Research Journals and News Papers.
- Initiatives are required to organize national seminars, conferences, workshops, etc.
- IQAC cells needs to be more active.
- Active engagement of outside organizations is need of the hour.
- Need to take composite approach to develop students' awareness about their role in the society, their self development, etc
- Skill development programmes can be started

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

Signature of the Head of the Institution



Seal of the Institution

Signatures of the Members of AAA Team:

Sl. No	Name		Signature with date
1	Dr Manashjyoti Neog Principal Harhi College.	Chairperson	 17.02.23. Principal Harhi College Date.....
2	Dr. Dandiram Pegu Asstt. Prof.(Sr) & HoD Department of Economics Silapathar Town College.	Member	 17/02/2023 HoD Department of Economics Silapathar Town College, Silapathar Date

Place: Bakulguri, Dist: Lakhimpur, Assam.

Date: 17/02/2023.

AAA Report of Brahmaputra Degree College