



**Academic &  
Administrative Audit  
(AAA)**

**Period of Audit: 2021-2022 to 2022-2023**

**(Two Academic Year)**

**Haflong Govt. College  
Haflong, Dima Hasao, Assam**

# Academic & Administrative Audit

(AAA)

Haflong Govt. College

Haflong, Dima Hasao, Assam

Period of Audit: 2021-2022 to 2022-2023

(Two Academic Year)

On request of the authority of Haflong Govt. College, a team of two members Dr. Thangkim Haolai, Retired HOD, Department of English, ex Co-ordinator, IQAC, Haflong Govt. College & Mrs. Bharati Thaosen, Retired HOD, Department of History also ex Co-ordinator, IQAC, Haflong Govt. College visited the college on 11<sup>th</sup> November 2023 with a view to conduct Academic & Administrative Audit (AAA) of the college. It is being carried out with a view to reviewing, assessing, evaluating academic and administrative aspects of the college based on the number of predetermined benchmarks and to suggest measures for strengthening all important aspects of the college.

During the visit, the team interacted with the principal, IQAC team, teaching and non teaching staff and other stake holders on various aspects of the college, inspected available facilities and verified all important documents. Entire process of audit was carried out as the following visit schedule.

## Visit Schedule

Time	Activity
9.00AM	Welcome and briefing by Principal
10.00.00AM	Interactions with IQAC Co-ordinator and core members of IQAC
11.00 AM	Presentation by Departments, Interaction and verification
12.30PM	Meeting with Students, Alumni & Parents
2.00PM	Meeting with Non-Teaching staff
2.30 PM	Visit to Library, Science Laboratories, Computer Labs, Gym & other sports facilities and Hostels.
3.30 PM	Report Preparation
4.00PM	Meeting with Principal and members of IQAC
4.30 PM	Exit Meeting

## Section-I: General Information

1.1 Year of Establishment of the college	1961
1.2 Year of taking over by the Govt. of Assam of the College	1975
1.3 Year of recognition under 12(B) section of UGC Act	2014
1.4 Location of the college	Haflong Govt. College is situated in the heart of the Haflong Town. All the three streams have independent compounds, which are separated by different landscapes. The Arts Block at the top stair, the Science Block at the next stair followed by Commerce Block at the next stair, while the Professor's Quarter, Boy's Hostel and Women's Hostel are at the lowest stair.
1.5 Number of departments run by the college	UG 13 PG 02
1.6 Academic Programme of the college	<b>Total Programmes : 27</b> B A (Honours) with English B A (Honours) with Political Science B A (Honours) with History B A (Honours) with Philosophy B A (Honours) with Bengali B A (Honours) with Economics B Com Honours B Sc with Botany Honours B Sc with Chemistry Honours B Sc with Mathematics Honours B Sc with Physics Honours B Sc with Zoology Honours B A with English B A with Political Science B A with History B A with Philosophy B A with Bengali B A with Assamese B A with Economics B Com B Sc with Botany B Sc with Chemistry B Sc with Mathematics B Sc with Physics B Sc with Zoology M A in History M A in Political Science
1.7 Number of certificate courses run by the college	Total Courses: 04 Assamese Certificate Course (Reading/Writing/Speaking), Higher secondary (Arts, Science & Commerce)

1.8 Number of sanctioned post and number of Faculty members on roll	<b>Total sanctioned Post:</b> (1)Govt of Assam:69 (2) Autonomous Council: 33 <b>Number of Faculty members on roll:</b> 77 (In Session 2021-2022) & 72 (in Session 2022-2023)
1.9 Enrolment in the last completed year.(2022-2023)	Total: 1903
1.10 Accreditation status of the college	Accredited for First Cycle.

## Section II: Criterion wise observation and comments

### (a) Curricular Aspects:

Key indicators of the criterion	Observation & Comments
> Curricular planning & implementation	Based on the academic calendar of Assam University, the college prepares its own academic calendar for smooth conduct of its academic activities. A well planned and documented mechanism is in practice for curricular delivery.
> Academic Flexibility	Students have the freedom to choose courses out of the 13 disciplines offered by the college since CBCS mode is in practice in all academic programmes.
> Curriculum Enrichment	Cross cutting issues such as Gender, Human values, Environment, sustainability etc. are integrated into the curriculum. Some students of the college are involved in Project works, Dissertation, etc.
> Feedback System	Feedback from the stakeholders is collected through a well prepared mechanism. After analysing the feedback report, the college takes initiatives to fulfil suggestions of stakeholders.

## Teaching, Learning and Evaluation

Key indicators of the criterion	Observation & Comments
Student Enrolment and Profile	> Admission process of the college is transparent and well administered. > Statutory Reservation Policy of the Govt. of Assam is followed. However most of the students belong to Scheduled Tribes as the population nearby belong to different ST communities. Students from other categories also get enrolment if they apply.
Catering to Student Diversity	> Enrolment of students is carried out with diverse



	<p>socio-economic background.</p> <p>&gt; A significant percentage of students belonging to BPL, ST (Hills) get admitted in the college.</p>
<b>Teaching &amp; Learning Process</b>	<p>&gt; Teachers of the college practice varieties of teaching methods to make teaching-learning method effective and successful.</p> <p>&gt; Interactive and participatory approach to teaching as well as individual &amp; collective learning experience makes teaching-learning process relevant to the learners.</p> <p>&gt; Programme Outcome and Course Outcomes are defined and intimated to the learners and teachers.</p> <p>&gt; Adequate measures are taken to the slow &amp; advance learners and large numbers of student are slow learners.</p> <p>&gt; Some of teachers use ICT tools in teaching and also various online platforms.</p>
<b>Teacher Profile and quality</b>	<p>&gt;29 faculty members out of 77 on roll have PhD/NET/SLET.</p> <p>&gt;Some teachers attended Refresher Courses and Faculty Development Programmes</p>
<b>Evaluation Process &amp; Reforms</b>	<p>&gt;University guideline with regard to conduct of internal evaluation is strictly followed. Internal Evaluation is made transparent.</p>
<b>Student Performance &amp; Learning Outcomes</b>	<p>&gt;Student Performance in the final examinations is average.</p> <p>Pass Percentage in 2021-2022: 54.01%</p> <p>Pass Percentage in 2022-2023: 39.46%</p>
<b>Student Satisfaction Survey</b>	<p>&gt;Student Satisfaction Survey is conducted through feedback system</p>

### (c)Research, Innovations & Extension:

Key Indicators of the Criterion	Observation & Comments
<b>Research Publication &amp; Awards</b>	<p>&gt;A few Article in Books/Chapters with ISBN is published by some of the faculty members.</p>
<b>Extension Activities</b>	<p>&gt;A dynamic NCC(Boys), NCC (Girls), NSS Unit carries out extension activities like cleanliness drive, awareness programme, distribution of relief materials to victims of natural disasters, Swachh Bharat, World Environment Day, Yoga</p>

	Day, Students Day, Gandhi Jayanti etc. are observed. >In recognition of its social services, Raksha Mantri Padak has been awarded to college NCC cadet.
Linkages	>In the greater interest of the students the college has established linkages with District Sports Association, Dima Hasao
Collaboration	>MoU for Students' & Faculty Exchange & other collaborative activities with a number of institutions is as follows. Lumding College, IGNOU and KKHOU

**(d)Infrastructure & Learning Resources**

Key Indicators of the Criterion	Observation & Comments
Physical Facilities	>Infrastructural facilities are found to be adequate to carry out daily activities & to meet needs of students for their all-round development It also has two girls hostels and two boys hostel, an auditorium, badminton and volleyball courts.
Library as a Learning Resource	>Besides text & reference books, the library has subscription to N-List facility of Inflibnet.
IT Infrastructure	>The college has two computer labs for the use of students. Out of 60 computers available in the college, 30 nos computers are used for academic purposes. Other IT tools such as Smart Board, LCD Projector etc. have been installed & WiFi facility is also available in the campus.
Maintenance of Campus Infrastructure	>Some maintenance works of the infrastructure facilities are conducted by Public Work Department.

**(e) Student Support & Progression**

Key Indicators of the Criterion	Observation & Comments
Student Support	>Free ship is provided to students belonging to Below Poverty Lines as per the fee-waiver scheme of Government of Assam >Facilitates students in getting scholarship under various schemes of Central & State Government. >Career counselling & guidance programmes are arranged to help students for placement in jobs.
Student progression	>Some of the passed out students go for higher studies in different higher educational institutions and universities.
Placement	> Some of the passed out students got placement in different government and private jobs, however campus recruitment drive has not yet been undertaken in the institution.
Student Participation & Activities	>Students of the college participated in Inter-College Football Tournaments organised by Assam University, Silchar regularly. Many cadets of NCC & NSS have won medals in State/National Level Sports Competition.
Alumni Engagement	>It has an Alumni Association which is involved in some activities are carried out in association with the college authority.

**(f) Governance, Leadership & Management:**

Key Indicators of the Criterion	Observation & Comments
Institutional Vision & Leadership	>Extension activities have been undertaken in tune with its Vision & Mission. The college practices participatory & decentralized management.
Strategy Development & Deployment	> Institution has a perspective plan for strategy development and deployment.
Faculty Empowerment Strategies	>Institution encourages professional development programme for its teaching &



	non-teaching staff & facilitates in their participation in RCs, OCs & STCs.
<b>Financial Management &amp; Resource Mobilization</b>	>To maintain financial discipline, the finance accounts of the college have been audited till the financial year 2020-2021 by the Auditors from State Government.
<b>Internal Quality Assurance System</b>	>The IQAC has initiated various quality enhancing measures such as innovation in teaching with the introduction of online teaching, feedback from stakeholders, its analysis & action taken report, installation of ICT tools for effective curricular activities, signing MoU with other institutions, preparation and submission of AQAR reports etc.

**(g) Institutional Values & Best Practices:**

<b>Key Indicators of the Criterion</b>	<b>Observation &amp; Comments</b>
<b>Institutional Values &amp; Social Responsibilities</b>	<p>&gt;Maintaining gender equity is one of the focus areas of the college. Programme such as International Women's Day, yoga Day etc are organised</p> <p>&gt;Measures taken by the college for promoting environmental consciousness &amp; sustainability include observation of World Environment Day, Plantation &amp; Cleanliness Drive, use of LED bulbs, installation of Solar Panels, Rain-water harvesting systems, practice of 'No' to Plastic, Garbage and Waste management systems etc.</p> <p>&gt;Takes care of disables by providing facilities like ramp etc.</p> <p>&gt;The campus of the college is green with trees of different varieties. Awareness programme are held regularly to make the campus plastic free, a well formulated mechanism is in practice to dispose of all sorts of garbage generated in the campus in collaboration with Municipality Board.</p>
<b>Best Practices</b>	>Empowering the under privileged tribal, rural and hill area people of Dima Hasao who otherwise do not have excess to higher education is one of the best practices of the



	college.
<b>Institutional Distinctiveness</b>	>Institutional distinctness is being the only higher educational institution to provide undergraduate and postgraduate programme in diverse discipline in a socio-economically disadvantaged and remote area.

### Section- III: SWOC Analysis:

#### Strength of the College

- >Diversity in students' enrolment.
- >Presence of sincere, dedicated & committed faculty members.
- >Growth in infrastructure in conformity with academic growth.
- >Playing a leadership role in the entire area.
- >Co-curricular & extra-curricular programmes are conducted for all-round development of students.
- >Collaborative approach for faculty & student exchange.
- >A green & clean campus.

#### Weakness of the College

- >Socio-economic background of majority of the students are not favourable to introduce any self-financed courses.
- > Lack of post of librarian and proper management of learning resources.
- > Poor maintenance of IT infrastructure.
- >Limited academic flexibility.
- >Need immediate steps in the area of research & publication.
- >Lack of support from industry & corporate sector.

#### Opportunities of the College

- >After taken over by Govt. of Assam & inclusion under section 12(B) of UGC Act, now the college can apply for fund from various funding agencies.
- >With the improvement of infrastructure facilities, the college is in a position to undertake various co-curricular & extra-curricular activities.

>A good relationship with the neighbourhood communities may help the college in undertaking various extension & outreach programme.

>Based on situational advantage, the college is in a position to explore new initiatives.

### **Challenges of the College**

>To improve pass percentage.

>To attract students with good academic background.

>To strengthen infrastructural facilities.

>To provide placement to passed out students.

>To upgrade the college in to a multidisciplinary campus as per NEP-2020.

### **Suggestions & Recommendations:**

>Keeping in mind Vision & Mission of the college, a Perspective/Strategic Plan should be prepared on priority basis and implemented accordingly

>Measures should be taken to introduce post graduate programmes in different departments

>Research and publication should be enhanced by the faculty members

>To focus on strengthening overall IT infrastructure with adequate maintenance.

> Measures should be taken to introduce some of the important and necessary departments like Education, Computer Science etc.

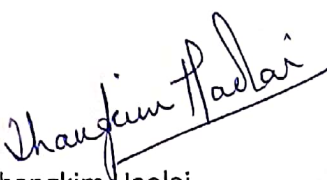
>To appoint a Physical Instructor for promoting sports activities.


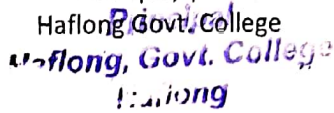
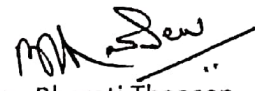
>The IQAC should play a dynamic role in initiating quality enhancing measures.

**Declaration:**

This Academic & Administrative Report of Haflong Govt. College is prepared after examining all the facts & documents given by the college authority. Norms & guidelines of NAAC with regard to AAA have been strictly followed in preparing the report.

Date: 11<sup>th</sup> November 2023

  
Dr. Thangkim Haolai  
Retd. HOD  
Department of English

  
Dr. Sarbojit Thaosen  
Principal, i/c  
Haflong Govt. College  
  
  
Mrs. Bharati Thaosen  
Retd. HOD  
Department of History

**Signature of the members of Academic & Administrative Audit Team.**