



# **Academic & Administrative Audit (AAA)**

**Period of Audit: 2018-19 to 2020-21  
(Three Academic Year)**

**Beltola College, Kamrup(M)  
Assam**

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On request of the authority of Beltola College vide Letter No BC/2015/notice/FILE /102 (1)/1798(B) dt 18/02/2022 a team of two members consisting of Dr Apurba Saikia, Principal, Furkating College & Dr Satyendra Nath Barman, Principal, B Borooah college, Gauhati visited the college on 02/03/2022 with a view to conducting Academic & Administrative Audit of the college. It is being carried out with a view to reviewing, assessing, evaluating academic & administrative aspects of the college based on a number of predetermined benchmarks & to suggest measures for strengthening all important aspects of the college.

During the visit, the team interacted with the principal, IQAC Team, GB Members, teaching & non-teaching staff & other stakeholders on various aspects of the college, inspected available facilities & verified all important documents. Entire process of audit was carried out as per following Visit Schedule.

### Visit Schedule

**Date : 02-03-2022**

Time	Activity
9 AM	Welcome & Briefing by Principal
10 AM	Interaction with IQAC Coordinator & Core members of IQAC
11 AM	Presentation by Department, Interaction & document verification
12-30 PM	Meeting with students, Alumni & Parents
2 PM	Meeting with Non-Teaching Staff
2-30 PM	Visit to Library, Computer Lab, Sports & other facilities
3.00 PM	Report preparation
3-30 PM	Meeting with Principal, members of IQAC
4.00 PM	Exit Meeting

### **Section I : General Information**

1.1 Year of Establishment of the college	1983
1.2 Year of Provincialization of the College	2013
1.3 Year of recognition under 12(B) Section of UGC Act	2013
1.4 Location of the college	Located at the North East side of Guwahati Metropolitan city amidst tribal & adivasi people & at the Assam-Meghalaya Border area
1.5 Number of Faculty run by the college	One ,Arts (UG)

1.6 Academic Programme of the college	Academic Programme -08 Name 1. BA in Assamese 2. BA in English 3. BA in Hindi 4. BA in Economics 5. BA in Education 6. BA in Political Science 7. BA in Philosophy 8. BA in History
1.7 Number of Certificate Courses run by the college	05
1.8 Number of sanctioned post & number of Faculty members on roll.	Sanctioned Post-21  Number of Faculty Members on roll -19
1.9 Enrolment in the Current Year	Total -532 Male--222 Female-310
1.10 Accreditation status of the college	Applied for the 1 <sup>st</sup> Cycle Assessment in 2022.

## Section II : Criterion wise observation, Comments:

### (a) Curricular Aspects :

Key Indicators of the Criterion	Observation & Comments
➤ Curricular Planning & implementation	➤ A well planned & documented mechanism is in practice for curricular delivery . Based on Academic Calendar of the affiliating university ,the college prepares its own Academic Calendar for smooth conduct of its academic activities.
➤ Academic Flexibility	➤ CBCS mode is in practice in all academic programme. Students have the freedom to choose any subject combination out of eight subjects offered by the college. ➤ Besides core subjects, the college runs five self –financed certificate courses.
➤ Curriculum enrichment	➤ Cross cutting issues such as Gender, Human Values, Environment , Sustainability etc are integrated in to the curriculum. Students of the college are involved in Project Work, Internship 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 suggestion of its stakeholders.



## Teaching, Learning & Evaluation :

Key Indicators of the Criterion	Observation & Comments
➤ Student Enrolment & Profile	<ul style="list-style-type: none"> <li>➤ Admission process of the college is transparent &amp; well administered.</li> <li>➤ Statutory Reservation Policy of the concerned authority is strictly followed.</li> </ul>
➤ Catering to Student Diversity	<ul style="list-style-type: none"> <li>➤ Enrolment of students is carried out with diverse socio-economic background.</li> <li>➤ A significant percentage of students belonging to BPL , Adivasis &amp; Tribal families get admitted in the college.</li> </ul>
➤ Teaching ,Learning Process	<ul style="list-style-type: none"> <li>➤ Teachers of the college practice variety of teaching method to make teaching-learning process effective &amp; successful.</li> <li>➤ Interactive &amp; Participatory approach to teaching as well as individual &amp; collective learning experience makes teaching-learning process relevant to the learners.</li> <li>➤ Adequate measures are taken for the slow &amp; advance learners.</li> <li>➤ Teachers use ICT tools in teaching &amp; also various online platform .</li> </ul>
➤ Teacher Profile & Quality	<ul style="list-style-type: none"> <li>➤ Three faculty members out of 19 on roll have PhD .</li> <li>➤ Organize Faculty Development Programme which help in updating the level of knowledge of the teachers.</li> <li>➤ Teachers also attend RCs, OCs &amp; use online resources which help in learning &amp; keeping abreast with the latest development of respective subjects.</li> </ul>
➤ Evaluation Process & Reforms	<ul style="list-style-type: none"> <li>➤ University guideline with regard to conduct of internal evaluation is strictly followed .</li> </ul>
➤ Student Performance & Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Considering location of the college &amp; socio-economic condition of the people of its surrounding areas, the college maintains a satisfactory the pass percentage .</li> </ul>
➤ Student Satisfaction Survey	<ul style="list-style-type: none"> <li>➤ Student Satisfaction Survey is conducted through online mode.</li> </ul>

## (c) Research, Innovations & Extension :

Key Indicators of the Criterion	Observation & Comments
➤ Research Publication & Awards	➤ Article in Books/Chapters with ISBN is published by the faculty members.
➤ Extension Activities	<p>➤ A dynamic NSS Unit carries out extension activities like cleanliness drive, awareness programme, distribution of relief materials to flood victims, Swachh Bharat , Swachhata Pakhwada Programme &amp; World Environment Day, Gandhi Jayanti etc are observed .</p> <p>➤ In recognition of its extension services, a Certificate of Excellence has been awarded to the college by Helping Hand old Age Home and SPARSHA-A socio environmental development organization.</p>
➤ Linkages	<p>➤ In the greater interest of students the college has established linkages with following institutions.</p> <ul style="list-style-type: none"> <li>• NR Ice Industry.</li> <li>• Daffodil Nursery</li> <li>• Photo Fashion</li> <li>• Beltola Students' Library</li> <li>• Beltola Mazhipara L.P School</li> <li>• Betkuchi High School.</li> <li>• Lokhra M.V School</li> <li>• Barsajai Nimna Buniyadi School</li> <li>• Tsangpo Valley Academy</li> <li>• ITF Tang Soo Do Sports Association Of Assam</li> </ul>

➤ Collaboration	➤ MoU for students' & faculty exchange & other collaborative activities with a number of institutions. List of such institutions is as follows. Pragjyotish college Sabda bharati Kanya mahabidyalaya Daffodil college of Horticulture and Nursery S.B..Deorah College Dispur College NR Ice Industry Pandu College Dimoria College Bichtra Pratibha Education Foundation
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**(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.
➤ Library as a Learning Resource	➤ Besides text & reference books, the library provides e-resources under N-List Services.
➤ IT Infrastructure	➤ Out of 53 Laptop/Desktop available in the college ,49 nos Laptop/Desktop 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	➤ There are well established procedures & policies for maintaining & utilizing physical, academic & support facilities of the college. The college authority has constituted a number of committees to take care of infrastructure & other facilities

**(e) Student support & Progression :**

Key Indicators of the Criterion	Observation & Comments
➤ Student Support	➤ Free ship is provided to more than 40 % students of the college under Fee Waiver Scheme of Govt of Assam, ➤ Facilitates students in getting scholarship under various schemes of Central & State Government. ➤ Career counselling & guidance programme are arranged to help students for appearing in various competitive exams.
➤ Student Progression	➤ Some of the passed out students go for higher studies.



➤ Placement	➤ Placement support has been provided the passed out students mainly in Private Firm & Companies.
➤ Student Participation & Activities	➤ Students of the college have won medals in National Level Sports Competition.
➤ Alumni Engagement	➤ It has a registered Alumni Association under which various academic & extension 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	
➤ Faculty Empowerment Strategies	➤ Organizes professional development programme for its teaching & non-teaching staff & facilitates in their participation in RCs, OCs & STCs .
➤ Financial Management & Resource Mobilization	➤ To maintain financial discipline, the college conducts both internal & external audit regularly.
➤ Internal Quality Assurance System	➤ The IQAC has initiated various quality enhancing measures such as innovation in teaching with the introduction of online teaching, conducting field survey by students under supervision of teachers, feedback from stakeholders ,its analysis & action taken report , installation of ICT tools for effective curricular delivery ,co-curricular & extra-curricular activities, signing of MoU for faculty & student exchange programme ,environment awareness programme etc.

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

Key Indicators of the Criterion	Observation & Comments
➤ Institutional Values & Social Responsibilities	<p>➤ Maintaining gender equity is one of the focus areas of the college. Programme such as International Women's Day, Self-defence programme are organized .</p> <p>➤ Measures taken by the college for promoting environment al consciousness &amp; sustainability include observation of World Environment Day, Plantation &amp; Cleanliness Drive, use of LED bulbs, installation of Solar light, construction of Rooftop Greenhouse Garden, practice of saying 'No' to Plastic, Smoking, Horn,</p>

	<p>Garbage and Pollution etc.</p> <ul style="list-style-type: none"> <li>➤ Takes care of disables by providing facilities to them.</li> <li>➤ 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.</li> </ul>
➤ Best Practices	<ul style="list-style-type: none"> <li>➤ To make the campus pollution free &amp; eco-friendly is one of the best practices of the college.</li> </ul>
➤ Institutional Distinctiveness	<ul style="list-style-type: none"> <li>➤ Emerging as a college to produce worthy manpower for diverse field.</li> </ul>

### Section III : SWOC Analysis :

#### Strength:

- 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.
- Participatory & decentralized management.
- Collaborative approach for faculty & student exchange.
- A green & clean campus

#### Weakness:

- Socio-economic background of majority of the students not favourable to introduce any self-financed courses
- Limited academic flexibility.
- Need immediate steps in the area of research & publication.
- Lack of support from industry & corporate sector.

#### Opportunities:

- After provincialization 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:

- 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.

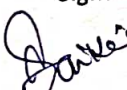
#### Suggestions & Recommendations:

- Keeping in mind Vision & Mission of the college, a Perspective/Strategic Plan should be prepared on priority basis.
- Measures should be taken to introduce Commerce & Science Faculty.
- To form a Research & Publication Cell for motivating & encouraging research & publication activities among the faculty members.
- To focus on strengthening IT infrastructure & online resources in library.
- To introduce skill development programme in collaboration with NSDC, ASDM etc.
- To establish linkage with reputed institutes of Gauhati City for all-round development of students.
- To motivate student to participate in Inter-College, State, National & International sports & cultural events.
- To prepare a database of all passed out students which will be helpful in career counselling & guidance & also in their placement.
- To appoint a Physical Instructor for promoting sports activities including NCC.
- The IQAC should play a dynamic role in initiating quality enhancing measures.

#### Declaration :


This Academic & Administrative Report of Beltola 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.

Signature of the members of Academic & administrative Audit Team .

  
Principal  
Furkating College  
Date.....

Principal

Furkating College

  
(Dr Satyendra Nath Barman)

Principal  
PRINCIPAL  
B. BOROOAH COLLEGE  
B Borooah College, Gauhati