

ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT OF PURBANCHAL COLLEGE, SILAPATHAR

ACADEMIC AND ADMINISTRATIVE AUDIT TEAM REPORT OF Purbanchal College, Silapathar Place: Silapathar District: Dhemaji State: Assam	
Section I: GENERAL	Information
1. Name & Address of the Institution:	Purbanchal College, Silapathar, District: Dhemaji, Assam-787059
2. Year of Establishment:	1996
3. Current Academic Activities at the Institution (Numbers):	02, Disciplines (Arts and Commerce)
• Departments/ Centres:	13
• Programmes/ Courses offered:	B.A. Honours: Assamese B.A. Honours: Economics B.A. Honours: Education B.A. Honours: English B.A. Honours: Geography B.A. Honours: History B.A. Honours: Mathematics B.A. Honours: Philosophy B.A. Honours: Political Science B.A. Honours: Sociology B.A. Non-Honours B.Com. Honours: Accountancy and Finance B.Com. Honours: Business Management B.Com. Honours: Banking and Insurance
• Permanent Faculty Members:	Permanent: 39; Contractual: Nil; Guest Faculty: Nil
• Permanent Support Staff:	18
• Students:	753
4. Three major features in the institutional Context (As perceived by the Peer Team):	• Provincialised College affiliated to Dibrugarh University and recognised under 2(f) and 12(B) of UGC Act. • More than 80% Students belongs to ST Community. • The college has been smoothly running B.A. & B.Com. programmes and has enrolled the students of other state specially from Arunachal Pradesh.
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:	
Chairman:	Dr. Chaytanya Bora Principal, Tinsukia Commerce College Sripuria, Tinsukia-786145, Assam
Member :	Dr. Dibya Doley Principal I/C, Silapathar Town College, Dhemaji, Assam
Principal:	Dr. Rose Kumar Kutum
IQAC Co-ordinator:	Mr. Ratul Dutta

AAA Report of Purbanchal College, Silapathar



29/04/2023
Principal & Secretary
Purbanchal College Silapathar
 Date:

29/04/2023
Principal
Tinsukia Commerce College
Tinsukia

29/04/2023
Principal I/C
Silapathar Town College
 Date: 29/04/2023

PURBANCHAL COLLEGE, SILAPATHAR

Schedule of Visit of AAA Team

Date of Visit: 29-04-2023

Time	Programme
10:00 am	Meeting with Principal and discuss the Key issues on Academic and Administration Audit
10.15 am	Interaction with Faculty Members
10:45 am	Presentation by Coordinator, IQAC, Purbanchal College, Silapathar
11.15 am	Meeting with IQAC Members
11:30 am	Visit to the Departments
13:00 pm	Visit to library, canteen, sports facilities, others facilities
13:30 pm	Visit to office
14:00 pm	Lunch Break
14.30 pm	Interaction with Head of the Departments and Faculty Members
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

h.s.
29/04/2023
Principal & Secretary
Purbanchal College Silapathar
Date

am
29/04/2023
Principal
Purbanchal Commerce College
Silapathar
Date

h
Principal i/c
Silapathar Town College
Date... 29/04/2023

AAA Report of Purbanchal College, Silapathar



Report of Academic and Administrative Report

About Purbanchal College, Silapathar

Purbanchal College, Silapathar is situated in Silpathar Town, Dhemaji District, Assam. The college is affiliated to Dibrugarh University, Dibrugarh and offers 14 undergraduate programmes. CBCS is introduced in all the programmes from 2019 as per the guideline of Dibrugarh University. Curriculum prescribed by Board of Studies of Dibrugarh University is followed by the college for all these programmes. College is going to implement NEP 2020 in its all programmes from 2023. The college has one ODL centre under Dibrugarh University. College offers 06 Under Graduate Programmes and 08 Post Graduate Programmes under ODL system.

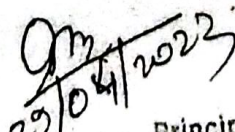
It has been seen that faculty members prepare academic diary, teaching plan, lesson plan, etc. to make the teaching learning process effective. For effective curriculum delivery, institution exhibits a systematic plan and policy for academic, providing support, assessment and evaluation.

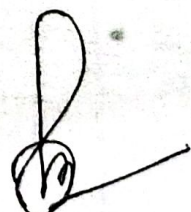
Most commonly, faculty members practice the teaching strategies viz. Lecture method, participative learning, projects, field trips, seminars, group discussion, mock interviews, etc. PPT, LMS, Google Meet, WhatsApp, YouTube Videos, e-study materials and Zoom platforms are used as teaching tools during pandemic.

As an affiliated institution, college incorporates some of the courses which address the cross-cutting issues such as gender, human values, environment and sustainability and professional ethics. The college offers two UG programmes both English and Assamese Medium with focus on *Choice Based Credit Systems (CBCS)*.

Faculty members adopt teaching strategies like Lecture methods, participative learning, cooperative learning, inquiry based learning; role play, experiential learning, field work, etc. The feedback on curriculum and curriculum delivery system is taken from the students, alumni, guardian and teachers of the college. The feedback is analyzed and action taken report is prepared on the basis of the feedback.


29/04/2023
Principal & Secretary
Purbanchal College, Silapathar


29/04/2023
Principal
Dibrugarh Commerce College
Tinsukia


Principal i/c
Silapathar Town College
Date: 29/4/23



1. Curricular, Teaching Learning and related aspects

- The College has been maintaining planned documentation for effective curriculum delivery. Academic calendar of affiliating university is followed to implement and complete the courses of different programmes. IQAC in support of the faculty members of the college ensures effective curriculum delivery in a planned manner.
- The College is affiliated to Dibrugarh University and it follows the syllabus and guidelines framed by the BOS of affiliating University.
- College has a strong IQAC committee who develops academic calendar based on the academic calendar of the affiliating university.
- It has been seen that faculty members prepare academic diary, teaching plan, lesson plan, etc. to make the teaching learning process effective. For effective curriculum delivery, institution exhibits a systematic plan and policy for academic, providing support, assessment and evaluation.
- By strict adherence of academic calendar of the college, the Vice-Principal with the help of Admission 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.
- Few Add-on courses are approved by the affiliating university which is highly commendable initiatives by the members of the college.
- College identified slow learners and advanced learners, accordingly remedial classes, tutorials, assignments, etc are organized for slow learners and advanced learners are given project works.
- Learning outcomes are properly defined.
- Following modern teaching-learning methodologies:
 - ICT in teaching-learning
 - Provisions of tutorial classes, doubt clear sessions
 - Group discussion
 - Project works
 - Role play

AAA Report of Purbanchal College, Silapathar

Principal i/c
Silapathar Town College
Date... 09/11/23

29/04/2023
Principal
Tinsukia Commerce College
Tinsukia



29/04/2023
Principal & Secretary
Purbanchal College, Silapathar

- Students are encouraged to participate in co-curricular activities including NSS.
- In general pass percentage of students is encouraging.
- Teachers engaged classes through various online platforms such as Zoom, Google Classroom etc. during pandemic.
- Special lectures, talks, etc. are organized by some department from as per the needs.
- Feedback system is adopted by the institution.
- Examination system of the college 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. Some of the faculty members actively participate both in internal Assessment and external Evaluation process of Affiliating University

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

- Purbanchal College, Silapathar has two disciplines-Arts and Commerce with 39 permanent faculty members of which 12 faculty members has Ph.D. degree, 22 with M. Phil. Degree.
- Faculty members of the college are committed towards teaching and research activities. And they have been publishing research papers/articles, books, chapters in national and international journals regularly. They also pursue research projects (MRP-UGC). Thirteen Minor Research Projects are undertaken by the Faculty Members.
- In relation to the extension activities of the Faculty Members of the college is concerned, they provide support services to various Government agencies such as role of presiding officer, evaluator of Gunotsav, etc. Few faculty members act as Resource persons in events like-women empowerment programme, environment awareness programme, etc.
- The institution's values are reflected through its extension activities. In this regards, the college engages the students in different extension activities. Most prominent extension activities undertaken by the college 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.



AAA Report of Purbanchal College, Silapathar

[Signature]
Principal i/c
Silapathar Town College

Date... 29/04/23

[Signature]
29/04/2023
Principal
Tinsukia Commerce College
Tinsukia

[Signature]
29/04/2023
Principal & Secretary
Purbanchal College Silapathar
Date...

- Participation of the stakeholders in different extension activities of the institution within and outside the campus are commendable.
- Few active MoUs are visible.

3. Infrastructure and learning Resources:

- The college is situated in Silapathar town of Dhemaji District and spread over 3.25 Acre of land.
- More than 75% build-up area reflects that the college attempts to utilize available land optimally.
- There are 53 rooms in total. Out of which, 22 class rooms including 06 class rooms with ICT facilities, 02 laboratory, 01 conference hall with ICT facilities with required furnishing. One computer laboratory is equipped with 40 computers with updated license software. Moreover, college has separate library with reading room, Boys and Girls Common Room, Playground, Multi Gym, well furnished Indoor Stadium, separate office for IQAC with computers, etc.
- It has necessary sports infrastructure viz. playground, gym centre, etc. It is observed that the college has been organizing annual sports and cultural events such as kabaddi, badminton, football, other athletic field and tracks etc. Some students are participated in sports and cultural activities at university level.
- College has a well furnished Girls' Hostel with intake of 50.
- Library of the college is partially automated with SOUL 3.0 of INFLIBNET. It has about 10,000 Text books, 2000 Reference Books, 8 periodicals and sufficient E-Resources which make the library useful for the users.
- College has an established infrastructure maintenance policy. Various committees like Planning and Development Committee, Purchasing Committee, etc are visible and active for maintenance of infrastructure is concerned. It is seen that the institution utilizes all available resources effectively and optimally.
- College is permitted to provide distance programmes under DODL of Dibrugarh University which supports drop out students and employees for pursuing higher studies.



[Signature]
29/04/23
Principal & Secretary
Purbanchal College, Silapathar

[Signature]
29/04/23
Tinsukia Commerce College
Tinsukia

[Signature]
Principal i/c
Silapathar Town College
Date... 29/04/2023

4. Student Support and Progression

- Majority of Students are supported financially under freeship programme of Department of Higher Education, Government of Assam.
- The college has an active Students' Union. Purbanchal College Students' Union is a democratically formed student council. Students' Union of the College supports the authority in different academic and non-academic activities of the college. It also organizes sports, cultural, literary events in the campus.
- Students progression to higher education and other professional education is concerned, college needs to inculcate some means of belief among the students.
- Participation of students and students' union is visible in different affairs of decision making process of the college. Different Committees/councils of the college have well representation of students and students' bodies such as Internal Quality Assurance Cell (IQAC), Yoga Centre Management Committee, Internal Complaints Committee, Publication Cell, College Health and sanitation Club, Education Tour & Excursion Committee, Anti Grievance and Anti Ragging and Redressal Cell, Insurance Cell, Women Hostel Management Committee, Women Cell & Sensitization Committee, Library committee, NSS, etc. of the college.
- Mentor-Mentee System is visible and works accordingly.
- College has an Alumni Association which supports the authority of the college in both academically and financially.
- IQAC of the college is formed as per the NAAC guideline. IQAC regularly prepares and uploads AQAR Data, etc. It helps the departments and faculty members in preparation of Teaching Plans, class routine etc. It organizes seminars, workshops, FDPs, etc. for both teaching and non-teaching members of the college.

5. Governance, Leadership and Management

- Vision of the college "To make the College a base of Academic Excellence Catering the Needs and Aspirations of the Educationally, Socially and Economically backward population of this region. The college aims at providing higher education imbued with value and quality which develops potentiality, adaptability and sense of peace, harmony, brotherhood, social justice, morality, spirituality and nationalism" is well defined and reflected on the institution's activities.

AAA Report of Purbanchal College, Silapathar



[Signature]
Principal
Purbanchal College, Silapathar
Tinsukia
Date: 29/04/2023

[Signature]
Principal i/c
Silapathar Town College
Date: 29/04/2023

- As per the regulation of Department of Higher Education, Government of Assam, the Governing Body of the College is formed. The Governing body is well representation of the stakeholders as per the regulation of the Higher Education.
- Decentralization and participation principles are followed for taking all the major academic and non academic decisions. Different committees are formed and which are active.
- Budgetary practices are visible to appropriate the available fund of the college.
- Both external and internal auditing practices are adopted by the institution. No major financial objections are pending according to the authority of the college.

6. Institutional Values and Best Practices

- Best Practices of the College needs to be defined as per NAAC format.
- College initiates certain activities for holistic development of its stakeholders. Such activities focus on environmental sustainability, self defense programme for girls, socio-economic survey, cleanliness drive in nearby areas, Swachh Bharat Abhiyan, entrepreneurship development programme, etc.
- College needs to develop a scientific waste management policy.
- The green campus initiatives can be enlarged.
- Qualitative initiatives need to be enhanced for both academic and non-academic affairs.

Recommendations

- College needs to take initiatives for organizing FDPs, Seminars, Workshops, etc.
- Drop-out of students is the major threat for higher education; therefore, college needs to develop a scientific policy to minimize the drop-out ratio.
- ICT should be used more extensively.
- More certificate courses can be started.
- Enhance Library resources.
- IQAC and its cells need to play prominent role in academic affairs of the college.
- Students should be encouraged to participate in different sports events.

AAA Report of Purbanchal College, Silapathar

29/04/2023
Principal & Secretary
Purbanchal College, Silapathar

Principal
Tinsukia Commerce College
Tinsukia

Principal i/c
Silapathar Town College
Date... 29/04/2023



- Alumni can be engaged in more extensive means.
- Coaching for competitive examination such as banking, railways, etc can be started.
- 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] 29/04/2023

Signature of the Head of the Institution

Seal of the Institution
Principal & Secretary
Purbanchal College, Silapathar
Date:

Signatures of the Members of AAA Team:

Sl. No	Name	Designation	Signature with date
1	Dr. Chaytanya Bora Principal Tinsukia Commerce College	Chairperson	<i>[Signature]</i> 29/04/2023 Principal Tinsukia Commerce College Tinsukia
2	Dr. Dibya Doley Principal, I/C Silapathar Town College, Dhemaji, Assam	Member	<i>[Signature]</i> Principal I/C Silapathar Town College Date: 29/04/2023

Place: Silapathar

Date: 29/04/2023

AAA Report of Purbanchal College, Silapathar

