

Academic Audit 2019-2020



Morigaon College
Affiliated to Gauhati University
NAAC Accredited B Grade Institute with CGPA 2.47



20 February 2021

1. Members of the Academic Audit:

- a. Prof. Utpal Sarma, Gauhati University
- b. Dr. Amarjit Sing Bhui, Principal Lanka College
- c. Dr. Sarat Borkatoki, Principal, Nagaon College
- d. Prof. Jogen Chandra Kalita, Gauhati University

2. Visit Schedule:

<u>Schedule For Academic Audit</u>	
Group-A	
20-02-2021	
Breakfast-9.30 AM	
Team Discussion-9.45AM	
Science Building	
<i>DEPARTMENT NAME</i>	<i>TIME (AM)</i>
Chemistry	10.00-10.30
Botany	10.35-11.05
Mathematics	11.10-11.40
Physics	11.45-12.15
Assam type Building	
<i>DEPARTMENT NAME</i>	<i>TIME (PM)</i>
Hindi	12.20-12.50
Assamese	12.55-1.25

Lunch Break(1.30-2.30)pm

Assam type New Building	
<i>DEPARTMENT NAME</i>	<i>TIME (PM)</i>
Computer Science	2.35-3.05
Zoology	3.10-3.40

Tea Break(20 Minutes)
Valedictory Function(4.40-5.40)pm

<u>Schedule for Academic Audit</u>	
Group-B	
20-02-2021	
Breakfast-9.30 AM	
Team Discussion-9.45AM	
Front Building	
<i>DEPARTMENT NAME</i>	<i>TIME (AM)</i>

English	10.00-10.30
Political Science	10.35-11.05
Economics	11.10-11.40
Library Building	
<i>DEPARTMENT NAME</i>	<i>TIME (AM/PM)</i>
Commerce	11.45-12.15
Philosophy	12.20-12.50
History	12.55-1.25
Lunch Break(1.30-2.30)pm	
<i>DEPARTMENT NAME</i>	<i>TIME (PM)</i>
Education	2.35-3.05
Anthropology	3.10-3.40
Geography	3.45-4.15
Tea Break(20 Minutes)	
Valedictory Function(4.40-5.40)pm	

3. Profile the College

3.a. Introduction

Established on July 1, 1964, Morigon College affiliated to Gauhati University is a co-educational institute offering 04 UG programmes in Arts, Science and Commerce and BCA, 02 PG programmes in Geography and Zoology, Vocational courses on Food processing, Mass communication and Journalism and 01 PGDC programme on Disaster management. The laboratory of Department of Chemistry is recognized by Gauhati University as capable of facilitating advanced research works.

Morigaon College is affiliated to Gauhati University and recognized under Section 2 (F) and 12 (B) of UGC. It was accredited by NAAC in the year 2005, 2010, 2018 and awarded B grade in all the assessments.

The college is situated on the eastern side of Morigaon town and is 70 kms away from Dispur, the capital of Assam. It has a total campus area of 9.91 acre and build up area of 10,607.43 sq.meters. It has boys hostel, girls hostels, principal quarter, indoor stadium, auditorium and play ground.

The college has various committees and cells such as Anti ragging committee, Grievance and redressal cell, sexual harassment cell and unit of NCC and NSS for both boys and girls students, for students support and smooth conduct of other activities. Morigaon college library has enriched with text book, reference books above 40,000, along with e-journal and e-books.

3.b. Present status

The college has now prepared for the 4th cycle of NAAC accreditation through preparing perspective plane on the basis of seven criterion of NAAC format.

The IQAC is reconstructed after the third cycle of NAAC visit. The IQAC is preparing mechanism and SOP for each cells and committees for developing the overall system college. The IQAC has also reconstructed, re-evaluated and statistical analysis of students, teacher's, alumni, parent's and administrates feedback system.

The IQAC has ready to introducing few value added course under supervision of few departments. The college has also ready for introducing PG programmes on English, Assamese, Political Science, and Mathematics.

The college has also taken place renovation of class rooms with well-equipped ICT facilities. The college campus has fully wi-fi facilities for faculty and administrative branch. The college has MOU with different institution for students training and internship.

3.c. Academic Strength

Name of the Dept.	UG/ PG/ Both UG PG	No. of teachers	Number of students	Seat Capacity	No. of value added/ Certificate program offered
Chemistry	UG	04	25	30	No
Botany	UG	06	17	25	No
Zoology	UG/PG	06/01	47/15	60/15	No
Physics	UG	04	13	25	No
Mathematics	UG	04	22	30	No
Anthropology	UG	03	17	25	No
Assamese	UG	06	29	40	No
English	UG	04	43	40	No
Economics	UG	04	20	30	No
Geography	UG/PG	04/04	45/15	45/15	No
Hindi	UG	03	21	30	No
History	UG	03	18	20	No
Philosophy	UG	04	16	20	No
Political Science	UG	04	79	45	No
Computer Application	UG	02	30	50	No
Education	UG	04	50	50	No
Commerce	UG	05	98	115	No

4. Methodology of the Audit:

A questionnaire in tune with current NAAC assessment accreditation framework has been prepared as shown in the Annexure-1. The metrics are considered where academic department need to be involved. Weights for each metrics are fixed as per their importance for enhancing the quality of the College. A score in the scale of 0-4 is provided based on validation by the audit committee members on the claim made by the departments of the College. CGPA for every department has been evaluated using the following formula.

$$CGPA = \frac{\sum_{metrics} \text{Score in the individual metric} \times \text{Weights of the metric}}{\text{Total Weights (500)}}$$

The CGPA for individual departments are shown in the Table-1.

Table-1

Sl No	Name of the Department	CGPA
1	Geography	2.37
2	Political Science	2.29
3	Zoology	2.13
4	Chemistry	1.97
5	Economics	1.89
6	English	1.83
7	Botany	1.82
8	Mathematics	1.79
9	Anthropology	1.78
10	Assamese	1.71
11	Physics	1.67
12	Education	1.65
13	Commerce	1.60
14	Hindi	1.57
15	Computer Application	1.44
16	Philosophy	1.24
17	History	1.08

5. Observations:

a. Curricular Aspects

Morigaon College is affiliated to Gauhati University. The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum most of the departments are maintaining lesson plan and course diary. However, the detail lesson plan with course progress record needs to be institutionalise. Departments follow academic calendar of Gauhati University. For effective planning of activities academic department can prepare an academic calendar specific to the department following the affiliating University's calendar. Add on/ Certificate programmes are conducted by several departments.

b. Teaching Learning Aspects

Assessment of learning levels after admission to identify slow and advanced learners should be more robust. Though the College follows students centric learning method for effective curriculum delivery however, a detail unit wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The College maintains mentoring system. But documentation of the mentoring system is not adequate. All the departments conduct internal examination as per requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation. Program Outcome, Program Specific Outcomes and Course Outcomes are described in the syllabus. Evaluation the attainment of the learning outcomes to be evaluated properly.

c. Research, Innovation and Extension

The overall research culture in the College needs to be strengthened. Several departments are conducting very effective extension activities. Involvement of the students in those activities should be encouraged. Squeezy.in is an exemplary innovation. Such efforts should be encouraged.

d. Infrastructure

The College has adequate infrastructure facilities for all academic activities. The infrastructure is well maintained. The library and IT facilities are also adequate.

e. Students support and Progression

Several Departments conducting capacity building and skill enhancement activities for the students. Placement of the students and progression to higher education are encouraging. Students need more encouragement for participation in extra-curricular activities.

f. Professional development activities

Several teachers are participating in FDP. The rest of the teachers should also regularly participate in FDPs.

6. SWOC Analysis

Strength of the Institute:

- (i) The college has adequate land and buildings
- (ii) It provides education to poor and unprivileged students
- (iii) Dedicated staff and vibrant, culturally talented and disciplined students
- (iv) Effective participation of students in extension activities.
- (v) Safe and secured environment
- (vi) Green environment
- (vii) Hostel facilities for girls, boys, research scholars and faculty.
- (viii) A well equipped library with sufficient books and journals.

Weakness of the institute:

- (i) Inadequate numbers of add on courses.
- (ii) Lack of Industry-institution collaboration.
- (iii) Weak placement activities.
- (iv) Inadequate use of ICT in teaching-learning.
- (v) It lacks systematic annual appraisal mechanisms for quality up gradation.

- (vi) Research activities on low-key basis.
- (vii) Absence of support staff in laboratories.

Opportunities:

- (i) The college has the opportunities for introduction of more industry orientation technical programmes/courses.
- (ii) To arrange FDPs /National level/International level conferences.
- (iii) Scope for interdisciplinary and sponsored projects.
- (iv) Scope for involvement of digital literacy with community.
- (v) It has ample possibilities to undertake innovative and incubation centres for entrepreneurship and development project.
- (vi) Institute can take initiative for the students interested in sports, extra- curricular and cultural activities for choosing their profession.
- (vii) It has also the opportunities for extra rural funding research and infrastructural developmental schemes.

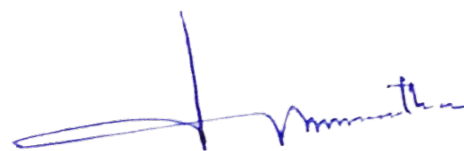
Challenges:

- (i) Resource Mobilization for augmentation of physical and learning infrastructure for development.
- (ii) The college is located in an economically backward district & the students have poor socio-economic background.
- (iii) Absence of industries in the area for collaboration.
- (iv) Encouraging the faculty members to take up research and publications.
- (v) Due to locational disadvantage and poverty, the parents are reluctant to send their children for higher education.
- (vi) The students, in general, prefer to study in vernacular language.
- (vii) Encouraging students for competitive examinations and higher education.
- (viii) Girl students with varied socio-economic background.

7. Recommendations

Based on the finding the members of the audit committee recommends the following for enhancing the quality of the College:

- i. College needs to establish a language lab
- ii. Research culture needs improvement
- iii. Proper documentation is required for all activities
- iv. Laboratory bearer to be engaged in the laboratories
- v. Best practices of individual department for various aspects need to be institutionalise.
- vi. For effective delivery of curriculum course file to be maintained for every course
- vii. Academic calendar to be prepared at department level following the affiliating University's calendar
- viii. Students should be involved in the extension activities
- ix. More collaborations need to be established for faculty exchange, students exchange, internship etc.
- x. Teachers should participate in FDP programmes to enhance teaching quality.



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Morigaon College.



Dr. Amarjit Sing Bhui,
Principal, Lanka College.



Dr. Sarat Borkatoki,
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Prof. Jogen Chandra
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Gauhati University



Prof. Utpal Sarma,
Gauhati University

Template for Academic Audit

Annexure-1

Name of the Department:

Year of Establishment:

Head of the Department:

Metric No	Description	Response	Weightage
	Total No. of Seats (Major)		
	Total No. of Students at present		
	No. of sanctioned faculty positions		
	No. of filled up faculty against sanctioned posts		
	No. of other faculty		
1.1.1.	The Institution ensures effective curriculum delivery through a well-planned and documented process: (Response-Yes/ No) a. Lesson plan is maintained by the teachers b. Course progress record is maintained by the teachers c. Course completed in stipulated time d. Feedback on teachers collected from the students e. Internal examination results are analysed and necessary action taken		10
1.1.2.	The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/ No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE		5
1.2.2	Number of Add on /Certificate programs offered during : 2019-20		10
1.2.3	No. of students enrolled in Certificate/ Add-on programs last year		10

1.3.1.	Following issues are integrated to curriculum: (Response-Yes/ No) a. Professional Ethics b. Gender c. Human Values d. Environment and Sustainability		10
1.3.2	No. of courses that include experiential learning through project work/field work/internship		10
1.3.3	No. of students undertaking project work/field work/internships		10
2.2.1	Department assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners		30 QLM (100 words)
2.2.2	Student- Full time teacher ratio		20
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences		20 QLM (100 words)
2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process.		15
2.3.3	Ratio of mentor to students for academic and other related issues		15
2.4.2	No. of Teachers with PhD		20
2.4.3	Average teaching experience of full time teachers in the same institution		20
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode		15 QLM (100 words)
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient		15 QLM (100 words)
2.6.1	Teachers and students are aware of the stated Programme and course outcomes of the		15 QLM

	Programmes offered by the institution.		(100 words)
2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institution.		15 QLM (100 words)
2.6.3	Pass percentage of final year Students in the last year		30
3.1.1	Grants received from Government and non-governmental agencies for research projects / endowments		5
3.1.2	No. of research projects funded by government and non-government agencies		5
3.1.3	Number of Seminars/conferences/workshops conducted		5
3.2.1	Number of papers published per teacher in the Journals notified on UGC website		5
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings		10
3.3.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development		10
3.3.2	Number of awards and recognitions received for extension activities from government / government recognised bodies		10
3.3.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in		20

	collaboration with industry, community and NGOs)		
3.3.4	No. of students participating in extension activities at 3.3.3. above		20
3.4.1	No. of collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc		10
3.4.2	Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc.		10
4.1.3	No. of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc		10
5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills Options: A. All of the above B. 3 of the above C. 2 of the above D. 1 of the above E. none of the above		10
5.2.1	No. of placement of outgoing students		10
5.2.2	No. of students progressing to higher education		15
5.2.3	No. of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)		5
5.3.1	Number of awards/medals for outstanding performance in		10

	sports/cultural activities at university/state/national / international level		
5.3.3	No. of number of sports and cultural events/competitions in which students of the Institution participated		5
6.3.3	No. of number of professional development /administrative training programs organized		5
6.3.4	of teachers undergoing online/face-to-face Faculty development Programmes (FDP)		5
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.		20 QLM (250 Words each)

