



SAMAGURI COLLEGE

SAMAGURI, NAGAON, ASSAM, PIN-782140

Website - www.samagurimahavalaya.co.in

e-mail - samaguricollege@gmail.com



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (AAA)

2017-2022 (for five years)



“Tamaso Ma Jyotirgamaya” - Lead me from Darkness to Light.

Vision of the Institution

To create responsible citizens for the betterment of humanity

Mission of the Institution

Endeavors to-

- Impart quality education
- Promote scientific temperament for a progressive society
- Create environmental awareness for sustainable development.

1. About the Institution

Samaguri College is situated on the bank of river Kalong in a peaceful and pleasing atmosphere. The College was established in 1990 as a result of the initiative of some educationists, social activists and the local people of Samaguri. These people keenly felt the necessity of a college in Samaguri. The vision of this group of people was to provide higher education to the economically and educationally backward rural people of Samaguri area. Samaguri College is the only institution of higher education in Samaguri Constituency. Gradually Samaguri College has been expanding and developing. The college was provincialized in 2013 and included in the 2(f) 12 (B) in November, 2013. The university grants commission also has been offering financial assistance to the college.

Samaguri College team is always dedicated to the value based quality education. It gives top most priority to all the students and always ready to provide all possible help to them. Samaguri College always tries to maintain a congenial atmosphere for all round development of the students as well as society.

2. Institutional Information

01	Name of the College	Samaguri College
02	College Information	
a)	Date of establishment of the College letter No. and date of approval Govt. sanction University approval	28/02/1990 Ec-res.No.93/24/293(16)dt.06/11/93
b)	Whether the College belongs to Rural/Urban Area	Rural
c)	Whether recognized by UGC under 2f & 12B (If Yes, Give details)	Yes. 14/11/2013 2f&12B F.No.8-488/2013(CPP-IC)
d)	. Students Intake Capacity . Student Admitted	700 458 (2021-22)
e)	Status of the College Affiliated /Autonomous	Affiliated
f)	AISHE Code	C-17358
g)	Whether Re-Accredited / Accredited by NAAC	No.
h)	Website Address	www.samagurimahavidalaya.co.in
i)	Year of Provincialization	2013
j)	Number of Faculty and staff of the College	Faculty-23, Staff-14
k)	Number of Sanctioned faculty and staff of the College	Asst. Professor-13 Tutor Asst. Professor-08 2 post yet to be verified Sectioned Staff-13 1 post is in the process
l)	Enrollment of Students (UG)	2017- 654, 2018- 577 2019- 440 2020- 332 2021- 458
m)	Total Campus area	10 Bigha, 2 Katha, 2.58 Lecha's
n)	Recognition & Affiliation	Sectioned 2(f) and 12(b) of UGC Act 1956, in 2013, Affiliated under Gauhati University since 2010

3.	Particulars of Principal	
a)	Name	Dr. Indrajit Bezbarua
b)	Academic Qualification	M.A. PhD
c)	Details of experience . Teaching . Administration	22 Years 8 months 2 months 10 days.
d)	Date of Appointment of Principal	01/06/2022

Departments and Programme Offered

Sl. No.	Departments	Programme Offered
1	Assamese	B.A Hon/Regular
2	Arabic	B.A Regular
3	English	B.A. Regular
4	Education	B.A Hon/Regular
5	Economics	B.A Regular
6	Geography	B.A Hon/Regular
7	History	B.A Hon/Regular
8	Hindi	MIL
9	Political Science	B.A Hon/Regular

3. Academic and Administrative Audit (AAA)

Academic and Administrative audit is a system to control and maintain high standard in the field of higher education. It is a continuous process of self introspection for better growth of the institution. The main objectives of academic audit are to examine and enhance the quality of academic aspects of institution of higher education. The main purpose of administrative audit is assessing the efficiency and effectiveness of the operating system of the administrative procedure, policies, decision, feedback, control mechanism, and so on. The administrative audit would certainly make the functionaries to ascertain the strength and weakness of the operating system in general and pin out the areas in particular, and to ascertain where the function is stagnated and affected and where special attention is required along with man and material.

Aims and objectives of AAA

The aims and objectives of AAA can be stated as follows:

1. The setting and maintenance of academic standards.
2. The qualities of student are learning opportunities.
3. Development in quality enhancement.
4. The need for greater integration between academic planning, research assessment and quality assurance.
5. The recognition of the importance of quality enhancement.

Importance of AAA

1. To conform that the arrangement for quality assurance are fit for purpose and conform to the institution's role and mission.
2. To provide assurance that the standards of higher education align with expectation.
3. To ensure that students have access to appropriate learning opportunities through taught provision, private study and supported learning.
4. To promote and enhance quality teaching and learning.
5. To conform that students are fully supported in their academic and personal development.
6. To encourage strategic development that enriches the curriculum and enhances student's opportunities for employment and career development.

The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the IQAC has structured a pro forma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the department includes:

- i. Course content
- ii. Teaching - Learning Process
- iii. Examination and Evaluation system
- iv. Results
- v. Other activities
- vi. Infrastructure
- vii. Department Administration

Process Involved:

The process involved for the AAA by the external members is given below:

The meeting of AAA committee was fixed on 09-09-2022. The AAA team was assisted IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, head of the departments and the coordinators of different committee during which Principal overview of the institute, developments and the achievements made. Members of the team were briefed about the objective of the audit and the procedure involved.

The list of documents and facilities for verification for the department level evaluation, the infrastructural facilities in the department such as classroom, teaching aids and interaction with the teaching staff and non-teaching to know the academic and administrative performance is attach herewith. The members visited the Lt. Phulmai Bora Memorial library and had interaction with librarian. They also went around the college campus. The Committee after completing all stages of inspection and interactions prepared the AAA report for the college covering the summarized observations and recommendations.

Academic and Administrative Audit Process and Schedule

Time	Visit	Activity
12.30 pm	Department Visit	<ul style="list-style-type: none">• Meeting with the faculty• Visit the classroom• Verification of the document• Interaction with the faculty
11.30 am	Visit to Library	<ul style="list-style-type: none">• Interaction with the Librarian
11.30 am	Visit to IQAC	<ul style="list-style-type: none">• Interaction with the Coordinator,• Interaction with the coordinator of different cell

		<ul style="list-style-type: none"> • Verification of documents.
12 pm	Visit to administrative office	<ul style="list-style-type: none"> • Interaction with the office staff • Verification of the documents
2 pm	Lunch	Lunch
3 pm	Report preparation and meeting	<ul style="list-style-type: none"> • Report writing and exit meeting with Principal, faculty, HoD, coordinators and office staff.

As per the name suggested and their consent, academic and administrative Audit Committee for the year 2021-2022, consisting of the following members were constituted by the Principal.

Sl no	Department Visit	Name of the external member	Designation	College	Time
1	IQAC	Dr. Sanjay Kanti Das	Associate Prof, Coordinator IQAC	Lumding College	11.30 am
		Mr. Biman Acharjee	Associate Prof, Coordinator RUSA	Lumding College	do
2	Geography,	Dr. Sagar Baruah	Retd. Principal, GB President Rupahi College, Nagaon & Udali College, Lanka, Hojai	Khagarijan College	12.30 pm to 2 pm
	Hindi				
	Arabic				
	English	Dr. Amar Gautam	Academic Registrar	RTU, Hojai.	
	Education				
	Political Science	Dr. Mrinal Kanti Paul	Principal,	Lumding College	
	Economics	Dr. Sanjoy Kanti Das	Associate Prof, Coordinator IQAC	Lumding College	
	History				
	Assamese	Prof. Biman Acharjee	Associate Prof, Coordinator RUSA	Lumding College	

3	Library Visit	Dr. Sagar Baruah	Retd. Principal, GB President Rupahi College, Nagaon & Udali College, Lanka, Hojai	Khagarijan College	11.30 am
		Dr. Amar Gautam	Academic Registrar	RTU, Hojai.	
		Dr. Mrinal Kanti Paul	Principal,	Lunding College	
4	Office Visit	Dr. Sagar Baruah	Retd. Principal, GB President Rupahi College, Nagaon & Udali College, Lanka, Hojai	Khagarijan College	12 pm
		Dr. Amar Gautam	Academic Registrar	RTU, Hojai.	
		Dr. Mrinal Kanti Paul	Principal,	Lunding College	

4. Criteria wise Observation and Comment

4.1. Curricular Aspects:

Curriculum Planning and Implementation-Curriculum is the essential ingredient of any education system regardless of the education level. Samaguri College is affiliated to Gauhati University scrupulously follows the curriculum prescribed by the University. The college is offering UG Arts program in subjects with honours follows the CBCS curriculum from 2019.

Samaguri College has a systematic mechanism analysing the objectives of the curriculum.

- The college publishes a detailed prospectus about necessary information of the college.
- Each academic session starts with a student induction programme.
- The academic calendar, the course design and development program of `Gauhati

University are followed by this institution.

- On the basis of the Academic calendar of the affiliated university the IQAC of Samaguri prepares an Academic and Co-Curricular Calendar in accordance of the institution.
- Making a planned class routine by consulting all the HoDs of the departments.
- Each department rearrange the class routine with remedial class according to their work-load.

4.2. Student-centric methods are used in teaching learning process.

- The college library is enhanced with numbers of books.
- The principal and IQAC monitor the program at regular interval (Quarterly progress report)
- Making good use of ICT tools.
- Making the class student-friendly.
- Each teacher designs a lesson plan of his/her own.
- Field Study and Educational Trips to places having curriculum relevance.
- Environmental Awareness program on different issues are done.
- Disaster Management Training programme on Natural calamities organized by IQAC time to time.
- Invited talks on current and important issues are organized timely.
- To develop co-curricular activities of students training programmes on fields are organized.

4.3. Curriculum Flexibility and Curriculum Enrichment:

Samaguri College follows the syllabus offered by affiliating University. It is Semester base, follows CBCS Course from 2019 onwards. For Curriculum enrichment the IQAC has prepared an Academic Calendar in accordance with the Academic Calendar of Gauhati University for the college incorporating different programme on social issues related to gender education, environment and sustainability, human value, etc. The departments and the Cells are entrusted the responsibility to carry out the programmes with the aims to enrich curriculum. New five self-Financed certificate courses on Yoga, Nursery, Computer Literacy, Spoken English and Drama have been introduced from academic year 2022-23.

4.5. Feedback System:

Feedbacks are collected in Offline mood from the students, parents, alumni, and teachers through well prepared mechanism. Feedbacks are analysed and steps are taken for further improvement.

4.6. Catering to Students Diversity:

Students are admitted on merit basis and with diverse socio-economic background. Seats are reserved for SC, ST, OBC and Minority students as per Government rule. Major part of admitted students is belonging to BPL families.

5. Teaching- Learning process:

Teachers use student-centric methods, such as experiential learning (practical), participative learning, problem solving, lecture cum discussion, assignment. Classes are taken according to the class routine prepared by Academic committee. Teachers come to class well prepared and have lesson plan. Besides, students are taken for field trips, excursion to supplement the curriculum. To assess the learning level of students all department take class test, group discussion, assignment and presentation etc. Some special programmes are arranged for slow learners and advance learners.

5.1. Teachers Profile:

There are total 23 teachers and 8 of them have NET/SLET/M.Phil. The teachers continuously enrich themselves by attending FDP, OP, RC, training programmes. College also organizes FDP, Seminar, and Training programme to keep the faculty up to date with the latest methodologies.

5.2. Evaluation Process and reforms: Samaguri College follows the instruction of Gauhati University in regard to evaluation process. College conducts internal assessment according to the guideline provided by the parent University.

6. Research Innovation and Extension

6.1. Research Publication:

The teachers of the institute publish their research paper in different Journals notified on U.G.C website. They also publish their articles and research papers in books as well national and international level journals. There are 5 books published by various cells of the institution. They are as Chinton (2013), Green View, Seminar Proceeding Volume (2016),

Xupan (2017), Anbeshan (2018), Anbeshan-II(2019), Chinton-2 (2020) and Manoh Aru Prakriti (2021) Edited by Dewajit Borah, Assistant Professor, Geography Department and published by Samaguri College Teachers Unit, Geography Department and Research and Extension Cell. These publications include articles and research papers on diverse field of study. In order to enhance research the College has signed Memorandum of Understanding with University.

6.2. Extension Activities:

The teacher plays the very important role for transferring knowledge. The teachers of Samaguri College always share their knowledge on various innovative and valuable issues. The institution called renowned persons and agencies to share their knowledge with the students and the staff. Awareness Programmes on Health Insurance, Vigilance Awareness, Digitalization of transaction, Digital India Awareness Camp, Blood Donation Awareness Camp, Celebration of World Environment day etc. are organized to aware and motivate the students to establish a healthy society. On the other hand, various seminars and workshops are organized to impart the knowledge from the Resource persons.

The extension programmes are also a part of creating realization and inclination for safety, healthy and cognizance. For e.g. Role of Teachers and Parents in the Physical and Mental Development of Children, Road safety rally, Swatch Bharat Abhiyan etc. are arranged in time to time. Samaguri College has signed MOU with NGOs to boost extension activities. In the time of Covid-19 the College family quickly undertook awareness campaign, distributed mask, sanitizer in the adopted village. There was Covid Care Centre in the college where teachers supervised.

7. Infrastructure and Learning Resources

Physical facilities:

The available facilities for curricular and co-curricular activities are:

7. 1. Class Rooms:

Samaguri College is a single stream college having 8 departments with major/honor out of 9 departments. The college has adequate classroom accommodation for smooth and uninterrupted conduct of classes. There are separate class rooms for each major/honor course attached to its department. There are separate halls as well as rooms for each class to hold

general/regular classes. There is a smart classroom which makes education more productive by closing learning gaps and accelerating progress. Samaguri College has a well ventilated separate conference hall with 100 seats capacity on the ground floor for conducting seminar, workshop and other academic exercises. The departments of Geography and Education have separate departmental laboratories with required equipments for their practical. Separate computers have been provided for geography practical purpose.

7.2. Hostel: Samaguri College has Girls Hostel Facility with limited seat capacity. The hostel is in the College campus and has warden to look after the girls and to control the entire environment of the hostel.

7.3. Common facilities:

College Canteen: There is a canteen in College campus which is a centre for refreshment. It provides different food items to all students, staff, workers and others within the campus. Traditional foods are available in the canteen to keep students away from junk food. Plastic disposal dishes and glasses are avoided to keep the campus plastic free.

7.4. Recreational facility:

There are common room for teachers and students, both boys' and girls'. The teachers' common room has refreshment facilities and pure drinking water system it is spacious and accommodative with proper lighting, well equipped furniture's with shelves and steel Almirah for each department. There are separate boys' and girls' common room with adequate toilet facilities and with proper furnishing. Even two incinerators have been installed in the girls' common room for maintaining women health during menstrual time.

7.5. Libraries as Learning Resources:

Samaguri College have Lt. Phulmai Bora Memorial library which is donated by a social activists Mr. Dilip Kr. Bora in the name of his mother Lt. Phulmai Bora in the year 2018. The library has text books and reference books approximately 4000. Besides, there are News papers, Periodicals, Research journals etc. The library automation system is on process.

8. Students Support and Progression

8.1. Student Mentoring and Support

There are regular students mentoring system in the college. Teachers mentor students from their own departments. During pandemic teachers mentored the physical and mental health of student in online mood. Students of Samaguri College receive the government benefits of Fee Waiver Scheme. They also get scholarship from state and central government. The ST/SC/OBC/ and Minority Cell make aware the students from these category about the different facilities reserved for them. The total 70.46% students have been benefited from the session 2017-18 to 2021-22. The College provides awards in the name of Mahendra Das to proficient students securing highest marks at the end of semester examination from 2016. This award is sponsored by the family of late Mahendra Das.

8.2. Student Progression

Samaguri College encourages student's participation in games and sports. Students participate in inter district and inter college sports. Teachers accompany them as guide to different events. The students and alumni of Samaguri College who participated in hockey and football in national team also won medal. Besides, students also take part in other co curricular activities like essay competition, quiz, and poem writing cultural Rally. Recently students from Economics department won first prize in essay competition.

Pass out students from Samaguri College obtained seat in different Universities for post graduation. Considerable number of students has obtained jobs in government and private sector, police constable, TET teacher, advocate, private teacher and office assistant. At present college alumni's are college Teacher, UDA, Junior assistant and Principal of Junior College. Once the students pass out and leave the college, communication with him/her remains through Alumni Association of the college.

9. Governance Leadership and Management

Governing Body: As per guidelines formulated by the Govt. of Assam and updated resolution books are available.

Academic Committee: Notifications and updated resolution books are available.

Building Committee: Notifications and updated resolution books are available

Purchase Committee: Notifications and updated resolution books are available.

Examination Committee: Internal examinations are conducted according to the guideline of parent University. Center Committee select AOC for the end semester examination and examinations are conducted according to the guidelines of affiliated University.

IQAC: Samaguri College has IQAC which was formed in 2014 according to UGC guidelines with a vision to ensure quality education to bring change in the society. There are 23 Committees to carry out the different functions. The IQAC formulate policies and execute through different cells.

Mandatory Committees: There are mandatory Committees formed according to government guidelines. They are Grievance Redressed Cell, Anti Sexual Harassment cell, Anti ragging Cell, ST/SC/OBC and Minority Cell.

Other Committees: For smooth functioning of the college and for promotion of different activities IQAC have 25 cells. The college has a Women Cell, the cell works for gender equality and women empowerment, organizes various awareness activities and extension activities such as women empowerment, gender discrimination and gender equality, health and hygiene. Grievance Redressed Cell to look after the grievances/ complaints/ suggestions of different stake holders especially the student's community and find immediate solution of the complaints. Information Counseling Guidance Cell to provide academic and career counseling for students. Some other cells are- Publication Cell, Transport management Cell, NSS, Cultural & Literary Activity Cell, ICGC, Extension Cell, Sports Committee, Hostel Management Cell, Research Cell, Yuva Tourism and Sports Club, Campus Beautification and Canteen Management Committee.

➤ **Some Important Information:**

Alumni Association	Yes
Office Automation	Partial
Service Book	Available and updated
Institutional Website	Functioning and updated
Attendance System	Yes, as per state government rule and direction
Canteen	Yes
Hostel	Yes, only for girls with limited seat capacity
Sports Facility	Available, for outdoor and indoor
Parking Facility	Available for motorcycle, bicycle and car.
Existing welfare Measures	Child care leave for female faculty and staff Collective financial assistance provided to needy and poor for the improvement of the community.
Sewage disposal	Yes, partial.
Rain water Harvesting	No
Waste management	Traditional
Green Campus Initiatives	Yes
Language Lab	On process
Computer Lab	On process

Institutional Vision and Leadership

The vision and mission of the institution is communicated to the students, teachers, staff and other stakeholders through the college prospectus, academic calendar, and website and college magazines. Students are informed about the vision, mission and objectives of the institution. The entire college staff tries to realize the vision and mission of the college in a

manifold way like providing student centered academic and personal enrichment opportunities.

Faculty Empowerment Strategies:

The IQAC of College arranges programme on Faculty development. Resource persons, Social Activists are invited time to time for talks.

Financial Management and Resource Mobilization:

Samaguri College is a provincialized College. It is regularly audited by the internal and external financial auditor. The college has applied for Govt. audit which is not conducted till now.

Internal Quality Assurance System:

IQAC is usually called the Central nervous system of a college. IQAC set up norms for teaching learning process, structure and methodologies, arranges FDP, Seminar, training programme for teaching and non teaching staff. IQAC with its different cells organizes various programmes for academic and co curricular activities in the College and keep records.

10. Institutional Values and Best Practices

Institutional Values and Social Responsibilities:

Samaguri College promotes value based education. The academic calendar of the college has made provision to celebrate the local and national festivals. On Republic day, Gandhi Jayanti, Independence Day, Constitutional Day, world Aids day, Women's day, world Environment day, Yoga Day, Ban Mahotsav, No Smoking Day, Programmes like debate, quiz, talks, extempore speech, essay competition, Cycle rally, plantation and swatch Abhiyan, are organized and ensured students participation. NSS, NCC and Red Ribbon Club undertake extension activities like flood relief, awareness programme on social issues, blood donation which enhance the social responsibility among the students and develop humanistic value. College family actively responds to the emerging situation and tries to mitigate the consequences.

The main purpose of the extension activity is to give training the students on social responsibility. The extension cell, NSS unit, women cell arranges programme on swatch Abhiyan, environmental awareness, gender sensitization and ensure students participation to inculcate social value and to aware the people of the society about various social issues. These extension activities help the common people to protect themselves and maintain adequate measures during the time of any social emergency.

Institutional Distinctiveness:

Samaguri College is located in rural areas. It has been taking adequate steps to bring social changes to these remote areas since its inception. The college staff continuously trying its level best to educate the poor and under privileged section of society to bring them to the main stream. Teachers establish friendly relations with students which go beyond classroom. Samaguri College has eco friendly campus. Plastic use is strictly prohibited in the campus. The college family has quick response to any social emergency and tries to mitigate the consequences.

11. Suggestions and Recommendations of the Auditors

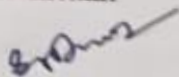
The IQAC of Samaguri College well managed the academic activities and other activities very efficiently and is a vibrant way. Each department of the college manages the academic records very nicely and found as per the quality norms of NAAC. However, after visiting and interaction with IQAC coordinator and HoD of departments the following suggestions and recommendations are forwarded—

1. There is an urgent need of construction of separate department. The department must be well furnished and provided with sufficient number of books etc.
2. Academic diary needs to modify as per academic requirements only.
3. The IQAC of the college needs to update the name and functioning of some cells and committees. There must be some administrative committees which need to be constituted by the administration of the college.
4. The library of the college needs to be enriched by adding more text and reference books and journals.
5. The AAA committee urged for promoting non-cash transaction for maintaining proper financial records.

6. The AAA committee further suggested for conducting NAAC awareness programmes so that all the stakeholders of the college get inspiration for quality enhancement.
7. The IQAC of the college is requested to implement the guideline forwarded by NAAC and DHE Govt. of Assam.
8. Feedback collection needs to be done under URL system (online) and action taken report needs to be prepared accordingly. Further SSS (student satisfaction survey) needs to be conducted annually.

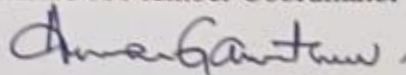
Signature of the Members of Academic and Administrative Audit Team

Signature of Chairman



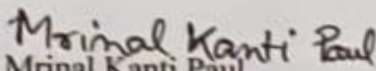
Dr. Sagar Baruah,
Retired Principal
GB President of Rupahi
College, Nagaon & Udali
College, Lanka, Hojai

Signature of Member Coordinator



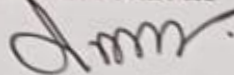
Dr. Amar Gautam
Academic Registrar,
RTU, Hojai

Signature of Members



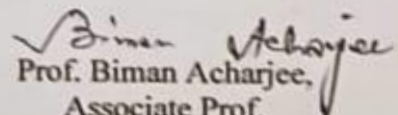
Dr. Mrinal Kanti Paul,
Principal, Lumding College

Signature of Members



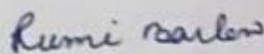
Dr. Sanjay Kanti Das,
Associate Prof,
IQAC Coordinator,
Lumding College

Signature of Members



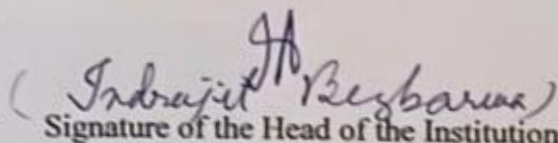
Prof. Biman Acharjee,
Associate Prof,
Coordinator RUSA,
Lumding College.

We have gone through the observation, suggestions and recommendations of AAA Team as mentioned in the Report.



Signature of the IQAC Coordinator

Co-ordinator-IQAC
Samaguri College
Samaguri, Nagaon



Signature of the Head of the Institution

Samaguri College
Principal
SAMAGURI COLLEGE

Photos of the AAA, Samaguri College

