# ACADEMIC AND ADMINISTRATIVE AUDIT

OF

PANIGAON OM PRAKASH DINODIA COLLEGE

PANIGAON

NORTH LAKHIMPUR

ACADEMIC AUDIT REPORT

OF

PANIGAON OM PRAKASH DINODIA COLLEGE, PANIGAON, NORTH LAKHIMPUR

The report prepared is the result of the inspection/ examination of the facts and documents as regards the academics and academic governance of the college. The committee examines and cross verified the records and facts that are prepared by the college in strict adherence to the terms of reference given by the academic audit committee. Upon thorough checks and verifications, the committee records/ endorses a few observations and recommendations.

It is to be noted that records presented by the college authority bear testimony of the facts. The committee testifies what are presented in the report.
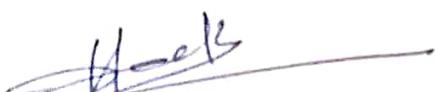
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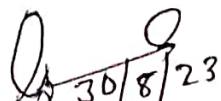
30/8/23
Mr. Gopal Chetri
Vice Principal
Lakhimpur Commerce College

Profile of the College

Introduction

Nestled among the lush greenery and vast paddy fields, Panigaon OPD College is dedicated to impart knowledge and skills among the young and bright minds of the vast area under Telahi and Kamalabaria Mouza. The institute was established in the year 1984 with the aim to cater to the needs of higher education of the socio-economically backward and inquisitive students of this area. The ruminations and discussions for establishing a college in the area had begun in the early 1980s. The first consensus upon this matter was taken in a meeting held on 10th October, 1982 in the premise of Solal Gaon L. P. School. After two years, the earnest and resolute efforts of far-sighted and conscious masses resulted in establishment of this college. The first classes were held at Panigaon Higher Secondary School with 65 students from 14 September, 1984

A renowned businessman and social worker Mr. Om Prakash Dinodia generously contributed 1 lakh rupees at the beginning and constructed the permanent building at the expense of 4 lakhs rupees. Complying with the wishes of this munificent patron, the college was named after him. Since its inception, the college is thriving to provide its students quality education and skills with a bunch of resourceful and trained faculty in a suitable atmosphere.

The college is affiliated to Dibrugarh University. Currently, we offer courses in Higher Secondary Course in Arts under Assam Higher Secondary Education Council and B.A. (both Pass and Honours) in Assamese, Economics, Education, English, History, Philosophy, Political Science and Sociology. Moreover, A study centre of KKHSOU is situated in the college to help the desirous people to pursue higher education through open and distance learning. With the objective of economic welfare of the area, the college is thinking to re-introduced a one year certificate course in Handloom and Textiles under its Centre of Handloom and Textile Training from this year which was initially started in 2015.

Present status

The college has undergone a sea change with the passage of time. It has introduced Four Years Under Graduate Programme this year. To provide better facilities to the student community the infrastructure of the college has been augmented to a great extent. The college has developed various facilities like multi-purpose gymnasium, yoga center, indoor stadium, smart class-room, ICT enabled classrooms, conference hall, museum, a sick room, common rooms for girls, boys and facullty members respectively and a spacious canteen. The college also has a well-equipped computer center with internet facility. The strength of the library is enhanced with procurement of additional books, computers and N-list subscription.

Academic Strength

Present Student Strength: 387
Student-Teacher Ratio: 16.83:1
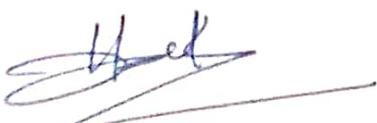
Name of the Dept	Programme	No. of Sanctioned Post
Assamese	UG	4
Economics	UG	3
Education	UG	3
English	UG	3
History	UG	3
Philosophy	UG	2
Political Science	UG	3
Sociology	UG	2

SWOC

Institutional Strength:

- Good infrastructure
- Located amidst greeneries
- Clubs for developing of hobbies.
- Students' responsive flexible education system.
- Cells and Wings for Extension Activities and ISR.
- Dedicative Teaching and Non-teaching Staff
- Robust Management System
- Well Equipped Library Facility
- Well-Equipped Games and Sports, Gymnasium and Yoga facilities

Institutional Weakness:

- Lack of teaching and non-teaching staffs.
- Heavy work load
- Learners' confidence level
- Technical difficulties
- Lacks sufficient number of publications viz., books, book chapters, articles in UGC Care-listed journals etc.
- Lacks sufficient number of National and International Level seminars/Workshops
- Insufficient MRP, (Both Major and Minor), Internship, Collaborations, MoU's,
- Insufficient Add-on/Certificate/Diploma Courses
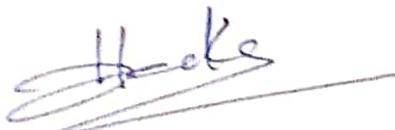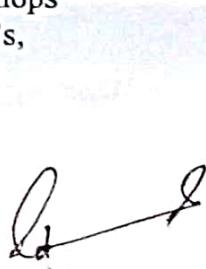
Institutional Opportunity:

- Scope for innovation and e-learning
- Strengthen skills: problem solving and critical thinking
- Eco-friendly environment
- Gender neutrality
- Expansion of ICT Enabled Classrooms
- Utilizing the college non-built campus to a rich source of internal resource mobilization
- Solar energy plant, Water-harvesting plant, pisci-culture, farming, horticulture, floriculture etc. can also be implemented
- CCC can be strengthened to ensure employability, students can be provided with coaching courses for ACS, IPS, CEC, JEE, NIIT and other competitive examinations.
- More number of Add-on, SEC, Diploma/Certificate Courses, B-Voc Courses etc. for students' employability/self-employability.
- Courses on performing arts like, music, dance, drawing, playing musical instruments etc. can be introduced in collaboration or signing MoU's with competent authorities.

Institutional Challenges:

- Unequal distribution of ICT infrastructures
- Digital illiteracy
- Digital device
- Geographic, economic and ethnic backwardness of the catchment area.
- Insufficient entry-level educational efficiency of the students.
- Lack of sufficient teaching staff in several departments causing heavy workload.
- Lack of student enrolment in several departments.
- High drop-out

Observations:

Curricular Aspects

Panigaon OPD College is affiliated to Dibrugarh University. The College follows the curriculum developed by Dibrugarh University. For effective delivery of curriculum most of the departments are maintaining lesson plan and course progress record in the teacher's diary and Academic Activity Register. The college follow academic calendar of Dibrugarh University with necessary modifications as per needs. Moreover, add on/ Certificate programmes are offered and conducted by several departments.

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. The college should offer more need-based add on/ certificate courses. Remedial classes should be provided to students on regular basis.

Research, Innovation and Extension

The overall research culture in the College needs to be strengthened. Several departments, units and cells are conducting very effective extension activities. Involvement of the students in those activities should be encouraged. The faculty members should be encouraged to apply for research projects through various government and non-government organization.

Infrastructure

The College has adequate infrastructure facilities for all academic activities. The infrastructure is well maintained. The library and IT facilities are also adequate. The college auditorium and boys' hostel are under construction and should be completed soon. More computers may be provided for students' use, more toilets for students may be constructed.

Students support and Progression

Placement of the students and progression to higher education are encouraging. Students need more encouragement for participation in extra- curricular activities. The institution should organize more sports and cultural programmes and ensure effective participation of students. More programmes on career counselling and guidance to prepare students for various competitive examinations may be organized by the institution.

Governance and Leadership

A major number of teaching staff have participated Faculty Development Programmes, Faculty Induction Programme/Orientation programmes. The non-Teaching staff should participate in more professional development activities. Faculty members should be encouraged to participate in more refresher, FDPs, FIPs and should be provided assistance by the institution.

Recommendations

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

- College needs to establish a language lab.
- Research culture needs improvement.
- Proper documentation is required for all activities.
- For effective delivery of Academic Activities Register to be maintained for every course.
- Academic calendar to be prepared at department level following the affiliating University's calendar.
- Students should be involved in the extension activities. More collaborations need to be established for faculty exchange, students exchange etc.
- Teachers should be encouraged to participate in FDPs/ FIPs/ Orientations and should be provided with assistance.
- The institution should organize more sports and cultural programmes and ensure effective participation of students. More programmes on career counselling and guidance to prepare students for various competitive examinations may be organized by the institution.
- The college should offer more need-based add on/ certificate courses. Remedial classes should be provided to students on regular basis.

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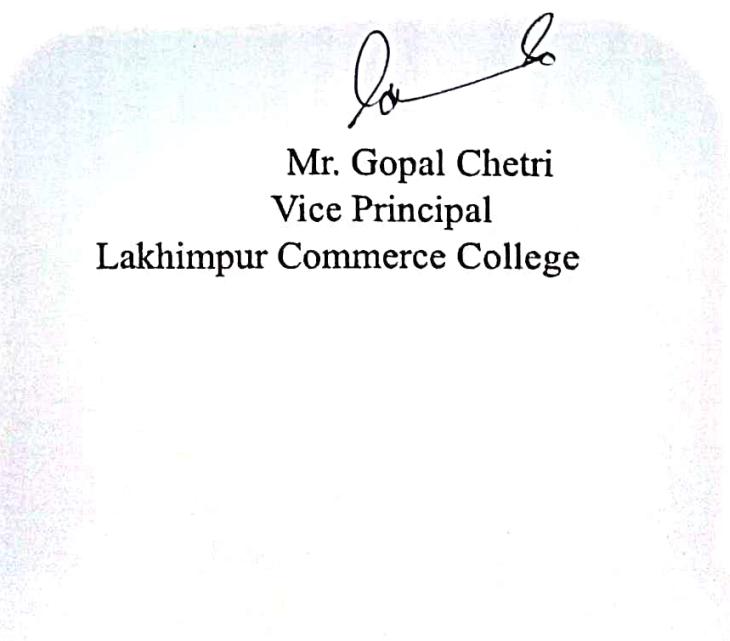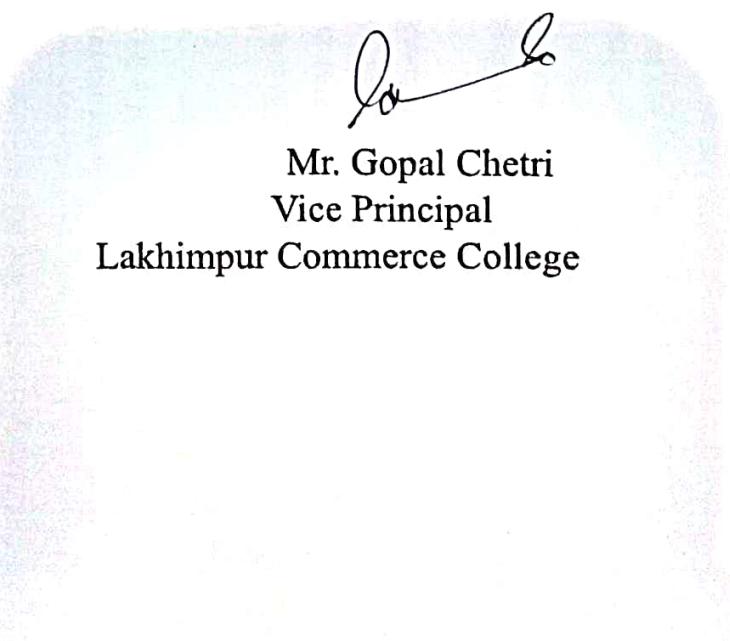
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Recommended Benchmark along with the earlier Benchmarks for the QnMs of

Affiliated/Constituent College Manual

Criterion 1 – Curricular Aspects

Key Indicator- 1.2 Academic Flexibility

Metric	Description	4	3	2	1	0
1.2.1 QnM	Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the last five years	>=25	15-25	5-15	1-5 ✓	0
1.2.2 QnM	Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM, NPTEL etc. as against the total number of students during the last five years	>=50%	35%-50%	20%-35%	10%-20% ✓	<10%

Key Indicator- 1.3 Curriculum Enrichment

Metric	Description	4	3	2	1	0
1.3.2 QnM	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	>=35% ✓	20%-35%	10%-20%	5%-10%	<5%

Key Indicator- 1.4 Feedback System

Metric	Description	4	3	2	1	0
1.4.1 QnM	Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website	A ✓	B	C	D	E

Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed, action taken and feedback hosted on the institutional website
B. Feedback collected, analysed and action has been taken
C. Feedback collected and analysed

D. Feedback collected (at least from any two stakeholders)
E. Feedback not collected

Criteria 2- Teaching- Learning and Evaluation

Key Indicator- 2.1 Student Enrolment and Profile

2.1.1 QnM	Enrolment percentage	>=80%	60%-80%	40%-60%	30%-40%	<30%
2.1.2 QnM	Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)	>=80% ✓	60%-80%	50%-60%	40%-50%	<40%

Key Indicator- 2.2 Student Teacher Ratio

2.2.1 QnM	Student – Full time Teacher Ratio (Data for the latest completed academic year) Formula: Students: Full time teacher	<20:1 ✓	20 – 30 :1	30 – 40 : 1	40 – 50 :1	> 50 :1

Key Indicator- 2.4 Teacher Profile and Quality

2.4.1 QnM	Percentage of full-time teachers against sanctioned posts during the last five years	>=75% ✓	65%-75%	50% –65%	40%-50%	<40%
2.4.2 QnM	Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)	>=75%	60%-75%	50%-60%	30%-50% ✓	<30%

Key Indicator- 2.6 Student Performance and Learning Outcomes

2.6.3 QnM	Pass percentage of Students during last five years	>=90%	80%-90% ✓	70%-80%	60%-70%	<60%

Criteria 3- Research, Innovations and Extension

Key Indicator 3.1- Resource Mobilization for Research

3.1.1 QnM	Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)	>=15	10-15	5-10	1-5	<1

Key Indicator 3.2- Innovation Eco system

3.2.2 QnM	Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years	>=40	30-40	20-30	5-20	<5

Key Indicator 3.3-Research Publications and Award

3.3.1. QnM	Number of research papers published per teacher in the Journals notified on UGC care list during the last five years	>=10	5-10	3-5	>0-3	0
3.3.2. QnM	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years	>=10	5-10	3-5	>0-3	0

Key Indicator 3.4- Extension Activities

3.4.3 QnM	Number of extension and outreach programs conducted by the institution through NSS/NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years	>=40	20-40	10-20	5-10	<5

Key Indicators 3.5 – Collaboration

3.5.1. QnM	The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the- job training, research and other academic activities during the last five years	>=20	15-20	10-15	1-10	<1

Criterion 4 – Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities

4.1.2 QnM	Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)	>=25%	10%-25%	5%-10%	1%-5%	<1%

Key Indicator- 4.3 IT Infrastructure

		<=5:1	5-15:1	15-30:1	30-40:1	>40:1
4.3.2. QnM	Student – Computer ratio (Data for the latest completed academic year)		✓			

Key Indicator – 4.4 Maintenance of Campus Infrastructure

		>=25%	20%-25%	10%-20%	1%-10%	<1%
4.4.1 QnM	Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)	✓				

Criterion 5-Student Support and Progression

KeyIndicator-5.1 Student Support

		>=70%	60%-70%	50%-60%	40%-50%	<40%
5.1.1 QnM	Percentage of students benefited by scholarships and freeships provided by the Government, Non-Government agencies and Philanthropists during last five years	✓				

		A	B	C	D	E
5.1.2 QnM	Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills	✓				

		>=40%	30%-40%	20%-30%	5%-20%	<5%
5.1.3 QnM	Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years	✓				

		A	B	C	D	E
5.1.4 QnM	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances	✓				

4. Timely redressal of the grievances through appropriate committees					
KeyIndicator-5.2 Student Progression					
5.2.1 QnM	Percentage of placement of outgoing students and students progressing to higher education during the last five years	>=60%	40%-60%	30%-40% ✓	10%-30%	<10%
5.2.2 QnM	Percentage 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)	>=10% ✓	7%-10%	4%-7%	1%-4%	<1%
KeyIndicator-5.3 Student Participation and Activities					
5.3.1 QnM	Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years	>=30	20-30 ✓	10-20	5-10	<5
5.3.2 QnM	Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)	>=30	20-30	10-20	5-10	<5 ✓
Criterion 6- Governance, Leadership and Management					
Key Indicator- 6.2 Strategy Development and Deployment					
6.2.2 QnM	Implementation of e-governance in areas of operation 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination	A ✓	B	C	D	E
Key Indicator- 6.3 Faculty Empowerment Strategies					

6.3.2 QnM	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years	>=50%	40%-50%	20%-40%	5%-20% ✓	<5%
6.3.3 QnM	Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years	>=50%	40%-50% ✓	30%-40%	10%-30%	<10%

Key Indicator- 6.5 Internal Quality Assurance System

6.5.2 QnM	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s)/ membership of international networks 3. Participation in NIRF 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc	A	B ✓	C	D	E

Criterion 7 - Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

7.1.2 QnM	The Institution has facilities and initiatives for 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and non-degradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment	A ✓	B	C	D	E
7.1.3 QnM	Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following 1. Green audit / Environment audit	A ✓	B	C	D	E

2.	Energy audit		
3.	Clean and green campus initiatives		
4.	Beyond the campus environmental promotion and sustainability activities		