



Academic Audit Report

AY: 2021-22



**Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya,
Tulungia-783383**

1. Members:

a. External:

1. Dr. Bhaskarjyoti Bora,
Professor, Dept. of Commerce, Gauhati University
2. Dr. Hemanta Kumar Sarma,
Professor, Dept. of Mathematics, Gauhati University

b. Internal:

1. Dr. Pranjal Morang, Principal (i/c)
2. Dr. Kaushik Khisore Phukon, Co-ordinator, IQAC
3. Ms. Banasri Deka, Librarian

2. Profile of the College

2.1 Introduction:

Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya, Tulungia is one of the premier institutions of Higher Education in Assam. This institution was established in the year 2017. Initially it was started with Commerce stream but later the Government of Assam approves to initiate the Science stream.

It is a Model College established under the co-venture of the Central Government and the Government of Assam. The college is an outcome of the centrally sponsored scheme named "Rashtriya Uchchattar Shiksha Abhiyan (RUSA)" launched in 2013 by the Ministry of Human Resource Development, Government of India which aims at providing strategic funding in higher educational institutions throughout the country. Funding is provided by the Central Ministry through the State Governments and Union Territories, which in coordination with the Central Project Appraisal Board, to monitor the academic, administrative and financial advancements taken under the scheme. The college was inaugurated on 30th August 2017 by Dr. Himanta Biswa Sarma, Honourable Health, Finance; Education Minister, Govt. of Assam. The academic session commenced on 31st August 2017 and since then it has been functioning as a Model Degree College to inculcate higher education among the rural masses of Bongaigaon district of Assam. Presently the college has a teaching strength of thirty-eight teachers serving in both commerce streams under different departments, viz., Accountancy, Commerce, Management, English, Environmental Science, Economics, Mathematics, Statistics, Assamese, Information Technology

and Physics, Chemistry, Botany, Zoology respectively. Besides, the college has a Central library and a computer laboratory. In addition to the teaching staff, there is ten non- teaching staff in different cadre. PDUAM, Tulungia is a residential college offering hostel accommodation for girl students only. The college is situated in close proximity to the National Highway no. 37. It is located within the vicinity of the village, Tulungia, covering an estimated area of 22 bighas of land and has a provision for further expansion. The village is situated in the bank of river Kujiya and Manah. The Northern part is surrounded by Kakoijana and Bortila (a grazing field) as well as the Southern part is covered by North Salmara and Deohati. The Eastern part is surrounded by Amtola village. Similarly the Western part is covered by Kamarpara and Bakhargaon village. The areas surrounding the college are endowed with a substantial natural resource based on bamboo and fish ponds. Besides this, the area is acclaimed for its breathtaking scenic beauty which offers a potent scope for tourism. Majority of the villagers residing around the college are educationally and financially backward. Although, there is adequate number of schools in and around the locality, the opportunities to pursue higher education are few. The college claims to develop the intellect of our students as it offers Commerce and Science education under the guidance of a dedicated, energetic and experienced faculty, working along with an efficient administrative staff. The transport and communication facilities in the area are convenient. The college is well connected with its district headquarter i.e. Bongaigaon as well as to the state capital. Located on a site which is renowned for its historical past and impressive local scenery, the college stands out with a magnificent building, equipped with modern digital e-classrooms and well-furnished central library. PDUAM, Tulungia is the outcome of the thoughtfulness and initiative of a few eminent visionaries and the college has retained the essence of their vision; which is to promote Commerce and Science education to the underprivileged and downtrodden sections of the society. Here, in PDUAM, Tulungia, the faculties are committed to train our students to acclaim a distinguished position in their careers as we endeavor to dispense an environment of academic excellence.

2.2 Vision

We stand to impart accessible, affordable and excellent value-based quality education to enable our students to achieve their full potential and to gain employability in a competitive business world/Job market.

2.3 Mission:

We seek to-

- a. Provide adequate opportunities of higher education to the socially backward class and promote education among the minorities, differently able and girl students.
- b. Serve towards the upliftment of the student community and to create capable human resources equipped to deal with the modern world and its challenges.
- c. Empower the students through skill-based training to develop their personality and professional competency as well as mold them into responsible citizens.
- d. Create a conducive environment for learning, using supportive and effective methods provide with the help of ICT.
- e. Apply innovative methods of teaching-learning process, use new approaches of education to enhance the equality of learning.

2.4 Present status:

The college is having fourteen departments in Commerce and Science stream. Apart from two provincialised streams (Commerce & Science), the College provides some add on certificate programs. At present there are total thirty eight (38) numbers of sanctioned posts in teaching positions. The college is having three (3) library staff, three (3) office assistant and six (6) fourth grade staff. NSS wing of the College are very active through which the students are engaged in giving service to the society. In the new millennium, the scenario in higher education has undergone unprecedented changes. The present day challenges have been brought out by globalisation, privatisation and liberalization on one hand and our exorbitantly high expectations on the other. Further, in order to cope with the logistical challenge in its transition from general degree courses to implementing NEP 2020, the stakeholders must prepare to work with more devotion and challenge. The PDUAM, Tulungia is striving hard to face these challenges with renewed vigour and enthusiasm.

3. Methodology of the Audit:

A format in tune with the current NAAC assessment accreditation framework has been prepared as shown in the Annexure-1. The metrics are considered where the academic department needs to be involved. Weights for each metric 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

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

*For Departments of Science Stream total weight has been considered 425, as the students of first batch yet to be appeared in the final examination.

4. Departmental CGPA

The CGPA for the departments as per the methodology stated above are shown as below.

Sl No	Name of the Department	CGPA
1	Accountancy	3.30
2	Management	3.21
3	Finance	2.86
4	Economics	2.67
5	Information and Technology	3.10
6	Statistics	3.10
7	Environmental Science	3.15
8	Mathematics	3.15
9	English	2.91
10	Assamese	2.98
11	Physics	2.79
12	Chemistry	2.54
13	Botany	2.80
14	Zoology	2.90

5. Observations:

5.1. Curricular Aspects

PDUAM Tulungia is affiliated to Gauhati University and it follows the curriculum developed by Gauhati University and delivering courses under CBCS from 2019-20. The departments of the college follow the master routine prepared by the Academic Development Cell. The courses are distributed amongst the faculty members in the respective departments. All departments prepare and maintain a Teaching plan, and lesson plan; and reviews timely the course progress for the effective delivery of the curriculum. Also, all the faculties maintain a teacher's log book which records the classes and the topics taught in the classes on a daily basis. Study materials are provided to the students wherever necessary. Remedial classes are arranged and conducted for slow learners. For effective planning of academic activities, the departments also prepare a departmental academic calendar following the institutional academic calendar prepared according to the affiliating University's academic

calendar. With the start of the academic year, the students are made aware of the scope of the academic programs, syllabus, and course outcomes.

5.2 Teaching Learning Aspects

The college follows a student-centric learning method, for effective delivery of the curriculum. A detailed course and lesson plan for participative learning is maintained to enhance the learning experiences of the students. Apart from conventional classroom teaching, group discussion, brainstorming sessions, presentations, field trips and social awareness programs are conducted. The internal examination is conducted by the departments from time to time as per the departmental academic calendar for the teaching plan and CIE. The departmental academic calendar for teaching and CIE includes class tests, home assignments, practical assignments, academic project work, students' seminar, mentoring, co-curricular activities, etc. The departments also have a student mentoring system where each faculty is appointed as the mentor for a certain group of students. Each appointed mentor monitors the students' activities by keeping in touch with them and assessing their learning skills, as well as dealing with various academic and non-academic concerns that affect their performance. The departments of the college identify the slow and advanced learners from their performance in the class test and have its own individual mechanism for imparting lessons to both groups and improving the performance of slow learners. All the important notifications relating to examination, class, allotment of assignments both theory and practical, extracurricular activities, departmental programmes, etc are intimated to the students through various means, mainly, the college notice board, departmental WhatsApp groups and Google Classrooms. All the departments keep a record of students' attendance properly and allots marks as per the weightage of University guidelines. The department also redresses students' grievances regarding the internal evaluation and rearranges internal exams for those students who missed internal exams due to illness or participation in college extracurricular activities.

5.3 Research, Innovation and Extension

The faculties of the college are engaged in research activities. Many of them have Ph.D and M.Phil Degrees while some of the pursuing the same. Research activities of the faculty members of the college are encouraging. They participate in Induction/ Orientation programmes, faculty development programmes, refresher courses, and short-term courses from time to time. They contribute and publish their research papers, articles and

chapters in books, and in national and international journals. They also participate and present research papers in national seminars, webinars, workshops, etc. and provide research guidance to the 6th-semester students for their project work. The college has conducted a State Level Conference on “Exploring Start Up Opportunities & Quality Learning Through NEP-2020” from 4th - 6th March, 2021. The college publishes a research journal, PDUAMT Business Review, an International Peer-Reviewed Annual Journal, the first volume of which was inaugurated in 2019. The Research and Development Cell of the college publishes a newsletter annually. The Department of Environmental Science of the college has collaboration and MoU with Department of Environmental Science, Dimoria College for faculty and student exchange programmes.

The NSS wing of the College is highly active in carrying out different extension activities. Extension activities of the college involve - an orientation program for new volunteers, a village awareness program regarding the upliftment of villagers in Tulungia, Road repairing program, special camp in the adopted village Tulungia which focused on hygiene and sanitation aspect of different households and students, campus cleanliness drive, Swachhata Pakhwada, Freedom Run 2.0, Fit India Run creating awareness among people about the benefit of being fit, Flood relief camp, Awareness on Covid-19 vaccination. The NSS volunteers prepared face masks and distributed them among the people. They also attended different webinars for NSS related awareness activities during Covid-19 lockdown period. They organised Covid-19 Vaccination camp in collaboration with the Sub-divisional Medical Officer. The 72nd Van Mahotsav was celebrated where a variety of saplings have been planted in the college campus. They performed a street play on Say No To Drugs creating awareness among the villagers and students. It is worth mentioning that the volunteers participated in North East and NSS Festival 2020 and have been awarded the best dance award in the program. The students from all the Departments have also participated in all the above-mentioned programmes as volunteers of NSS.

Moreover, it is worth mentioning that the important days of national and international importance are observed by the college such as International Yoga Day, Republic Day, Independence Day, NSS Day, Teachers’ Day, World Environment Day, National Youth Day, National Girl Child Day, World Blood Donor Day, World No Tobacco Day etc and all the Departments have taken active participation in this regard. Furthermore, the Birth and Death anniversary of renowned personalities, Gandhi Jayanti, are also observed in the college.

The committees, cells and the departments of the college have also carried out extension activities which include - Educational Awareness Programme for the women in Tulungia part II, an awareness meeting on the “Role of Banking Sector in Entrepreneurship Development among Rural Masses”, a survey on social economic conditions of women in Tulungia, Health

Awareness Program for women health, Participation in Brahmaputra literary festival 2019 and Guwahati International Film Festival 2019, free one-month basic computer course for students, provided free food materials among the villagers during Covid-19 pandemic. Programmes like Financial Literacy among self-help was organised, Financial Planning and Income Tax Return Filing were organised. As a best practice of the college financial assistance is provided to the poor and meritorious students every year. Several Departments also contribute towards the distribution of awards to the meritorious students of the college.

5.4 Infrastructure

PDUAM, Tulungia has been offering the commerce stream in the year 2017 and science stream in 2021 as well. There are adequate numbers of sufficiently spacious, hygienic and well-ventilated classrooms available for students as well as 2 E-classrooms with projectors and digital boards to make the learning process more effective. Classrooms are equipped with sufficient numbers of desks and benches and necessary teaching materials. The students of the college are also enjoying the facilities of the Central Library which has sufficient seating capacities for individual reading as well as for group discussions. The activities inside the classroom and the college campus are strictly monitored by 12 CCTV cameras installed at different locations. The college also possesses a well-furnished computer laboratory with 19 computers which helps in teaching practical topics that are quite important in the current accounting world. Computers are also available to the students at the central library. Separate toilets for both boys and girls on both the ground and the first floor are also available to the students which are also friendly to the specially-abled students. Moreover, the college is also providing hostel facilities to the girl students with 64 seating capacity and also a gymnasium for maintaining physical fitness.

5.5 Students support and Progression

The institution makes efforts to provide necessary assistance to students, to acquire meaningful learning experiences and to facilitate their holistic development and progression. It has a Career Counselling Cell, and Grievance Redressal Cell to support the students. Orientation Programmes are organized at the beginning of the academic session, and the students are introduced to the course curriculum. It has identified the slow learners, and extra attention is given to them to bring them to par with the rest of the students. Remedial classes and tutorials are also arranged to identify their problems and keep track of their progress. It has a student mentoring system where each faculty is appointed as the mentor for a certain group of students to monitor the students' various academic and non-academic activities. According to the needs of the students capacity building and skill enhancement initiatives undertaken by the

institution includes soft skills, communication skills, life skills (yoga, physical fitness, health and hygiene) use of ICT. A well-functioning NSS unit has brought many laurels to the college. It actively conducts various programmes ranging from plantation programme, Cleanliness drive, health camp, vaccination drive, blood donation camp, etc. which benefits both the students and the community and improves the self-esteem and confidence among the students. The institution promotes active participation of the students in social, cultural and other co-curricular activities to facilitate the development of various skills and competencies and foster holistic development. The career counselling cell plays an important role in enhancing the skills of the students and encourages students from time to time on matters relating to higher education and various career prospects and opportunities. There is a transparent mechanism for the timely Redressal of student grievances including sexual harassment and ragging cases. No sexual harassment and ragging cases have been reported in the college till date. The institution is concerned with students' progression to higher studies and/or to employment. A number of students are pursuing higher education in recognised universities and some of the students got placed in various government and non-government organisations.

5.6 Professional development activities

All the faculties of the institution are concerned with their individual professional development and participate in a variety of workshops and faculty development programs. Several faculties participated in NEP-related webinars also. During the current academic year, all the faculties of the department also attended different professional development programs relating to research methodology, teaching pedagogy and refresher course in the domain of commerce and science.

6. SWOC Analysis

6.1 Strength

- 1) All the faculty members are well-trained and converged with ICT learning tools.
- 2) Adoption of the students-friendly teaching-learning method.
- 3) All the faculty members are serving the departments against the sanctioned post except Department of Chemistry.
- 4) Students are always involved in conducting departmental extension activities.
- 5) The qualified and energetic faculty members have served and/or are serving the institution through responsible positions in Governing Body, Exam Board, IQAC and various cells.
- 6) The college organizes community outreach and extension activities by inculcating social responsibility among the students and equipping them with skills and life values to face the challenges of life thereby contributing towards nation-building.

- 7) The departments encourage the essence of research temperament. Therefore, all the faculty members are self-motivated and actively engaged in research activities also.
- 8) The departments have their own departmental library.
- 9) Maintaining good and cordial relationships with teachers and students.

6.2 Weaknesses

- 1) Insufficient funding to arrange extension programmes.
- 2) Inadequate physical infrastructure such as computers for practical sessions.
- 3) Another academic barrier is the lack of well equipped laboratories in the science departments.

6.3 Opportunities

- 1) Adoption of more effective teaching and learning methods.
- 2) Introducing add-on courses on career development and skill enhancement for the students.
- 3) Inculcating accounting education and scope for providing quality higher education to students belonging to socio-economically backwards and disadvantaged rural areas.
- 4) Involvement of the department in community work.
- 5) MOU with other educational institutions.
- 6) The college's NSS units are quite active and have organised numerous events for the benefit of students and the development of the country.
- 7) As a co-educational institution, the college has made an effort to promote inclusivity in all areas, including gender, language, economic diversity, etc.

6.4 Challenges

- 1) It is a challenge to reduce the rate of student absenteeism.
- 2) The higher secondary duty assignments hamper the progression towards higher education.
- 3) As most of the students belong to a financially poor family background and vernacular medium, it is a challenge to impart higher education in English.
- 4) Unavailability of playgrounds, indoor stadium facilities, and auditorium poses great challenge to manage the co-curricular activities.
- 5) Managing funds for academics, co-curricular academics and extension activities is a challenge to the institution

7. Recommendations

- 1) physical and academic infrastructure have to be enhanced with due consultation with the state government.
 - 2) More number of green practices may be initiated.
 - 3) Library and computer lab. facilities have to be enhanced.
 - 4) There should be more extension programmes and facilities for co-curricular activities may be increased.
- Overall, The college has been functioning well as per stated objectives.

(Dr. Pranjal Morang)

Principal (i/c)

PDUAM, Tulungia

Bhaskarjyoti Bora 01/06/2023

(Dr. Bhaskarjyoti Bora)

Professor

Dept. of Commerce

Gauhati University

Hemanta Kr. Sarma 01/06/2023.

(Dr. Hemanta Kumar Sarma)

Professor

Dept. of Mathematics

Gauhati University

Annexure-I

Name of the Department:

Year of Establishment:

Head of the Department:

Academic Session:

Metric No	Description	Response	Weightage
	Total No. of Seats (Major)/Hons/Others		
	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/MOOC offered during :		10
1.2.3	Percentage of students enrolled in Add on /Certificate programs/MOOC last year		10
1.3.1.	Following issues are integrated to curriculum: (Response-Yes/ No) a. Business Ethics b. Soft skills c. Computer literacy d. Environment and Sustainability e. Corporate governance f. Project work g. Enterprenureship		10

1.3.2	Percentage of students undertaking project work/field work/Internships		20
2.2.2	Student- Full time teacher ratio		40
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences, learning using ICT		40
2.4.2	No. of Teachers with PhD/NET/SET/SLET		25
2.5.1	Mechanism of internal/external assessment is transparent and grievance redressal system is transparent, time-bound and efficient		40
2.6.1	Teachers and students are aware of the stated programme and course outcomes of the Programmes offered by the institution.		25
2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institution.		20
2.6.3	Pass percentage of final year Students in the last year		45 (Excluded for Science Stream)
3.1.1	Grants received from Government and non-governmental agencies for research projects / endowments in the institution in the last 5 years		10
3.2.2	Number of Seminars/conferences/workshops including on Research Methodology, Intellectual Property Right (IPR) & Entrepreneurship conducted during the year		5
3.3.1	Number of papers published per teacher in the Journals notified on UGC care list during the year		10
3.3.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year		15
3.4.1	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development		10
3.4.2	Number of awards and recognitions received for extension activities from government / government recognised bodies		5
3.4.3	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 collaboration with industry, community and NGOs during the year)		20

3.5.1	No. of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research & other academic activities during the year		20
4.1.1	Availability of adequate infrastructure & physical facilities viz., classrooms, laboratories, ICT infrastructure, facilities for cultural and sports activities, gymnasium, yoga centre, etc. in the institution		20
5.1.2	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 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	Percentage of placement of outgoing students & students progressing to higher education		25 (Excluded for Science Stream)
5.2.2	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)		5 (Excluded for Science Stream)
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level		10
5.3.2	Average number of sports and cultural programmes/competitions in which students of the Institution participated during the year		5
6.3.3	Percentage of teaching & non- teaching staff participating in FDP, Professional Development/Administrative Training Programs during the year		10
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.		20