

REPORT OF ACADEMIC & ADMINISTRATIVE AUDIT (AAA)
Period of Audit: 2018-19 to 2022-2023



Habraghat Mahavidyalaya
Krishnai, Goalpara, Assam, India
PIN: 783126

Report of Academic & Administrative Audit (AAA) For Habraghat Mahavidyalaya, Krishnai

Period of Audit: 2018-19 to 2022-23

1. Preface

Habraghat Mahavidyalaya, Krishnai invited a three-member committee comprising of (i) Dr. Dandadhar Sarma, Professor, Department of Zoology, Gauhati University, Guwahati Assam(ii) Dr. Dharmendra Nath, Principal, S. B. Deorah College, Guwahati, Assam and (iii) Dr. Lalit Ch. Rabha, Principal, Dudhnoi College, Dudhnoi, Goalpara, Assam for Academic and Administrative Audit (AAA) of Habraghat Mahavidyalaya, Krishnai, vide letter No. HMV/IQAC/11 dated 07-05-23. The members of the AAA committee visited the College on 15-05-2023 and conducted the detail audit through visits to the administrative sections, academic Departments, Library, Canteen, Sports facilities, including places having notable activities and various infrastructure facilities of the College. The team also held series of meetings with relevant stakeholders of the College including Governing body, teaching staff, non-teaching staff, students, hostel wardens, parents/guardians, and alumni.

The agenda of the AAA visit is provided below.

Schedule for Academic & Administrative Audit (AAA)	
Date	15-05-2023
Time	Programme
09:00 am	Meeting of AAA team
09:30 am	Introductory meeting with the Principal
09:45 am	Presentation of Report by the Principal
10:30 am	Meeting with IQAC



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11:15 am	Visit to the Departments <ul style="list-style-type: none"> • Arabic • Assamese • Economics • Education • English • History and • Political Science
1:00 pm	Break for lunch
1:45 pm	Visit to <ul style="list-style-type: none"> • Library • Canteen • NSS Unit • Sports Facilities • Hostel • Other Cells.
2:30 pm	Interaction with different stakeholders represented <ul style="list-style-type: none"> • Governing Body • Teaching Staff • Non- Teaching Staffs • Students • Alumni • Parents/Guardian
3:20 pm	Meeting of AAA team and Preparation of AAA report
4:00 pm	Submission of AAA report and Exit meeting <i>(in presence of Principal, Teachers, IQAC Coordinator and other members as decided by college)</i>



The details of the Report of the AAA Committee For the Period: 2018-19 to 2022-23

1.1 Habraghat Mahavidyalaya: A brief overview

Habraghat Mahavidyalaya, Krishnai, established in 1979, has been accredited by NAAC (C++ First Cycle in the year 2005 and 'B' grade in Second Cycle in the year 2016). The College is recognized under 2(f) and 12(B) of the UGC Act and affiliated to Gauhati University. Habraghat Mahavidyalaya offers 14 Academic programmes covering single stream (Arts) under 7 academic Departments as shown in Table-1.

Table-1:

Details of Academic programmes of Habraghat Mahavidyalaya

Sl. No.	Programme	Intake Capacity (as per 2023-year data)	Stream
1	B.A. Honours in Arabic	30	Bachelor in Arts
2	B.A. Honours in Assamese	60	
3	B.A. Honours in Economics	30	
4	B.A. Honours in Education	50	
5	B.A. Honours in English	30	
6	B.A. Honours in History	30	
7	B.A. Honours in Political Science	50	
8	B.A. Regular in Arabic	60	Bachelor in Arts
9	B.A. Regular in Assamese	150	
10	B.A. Regular in Elective Assamese	10	
11	B.A. Regular in Economics	80	
12	B.A. Regular in Education	150	
13	B.A. Regular in English	150	
14	B.A. Regular in History	80	
15	B.A. Regular in Political Science	150	



As per the prevailing academic practice, Habraghat Mahavidyalaya has been offering the Higher Secondary Programme under Assam Higher Secondary Education Council, Assam (AHSEC) since 1979.

1.2 Curricular, Teaching Learning and related aspects

There are seven academic Departments in Habraghat Mahavidyalaya, Krishnai. The departments are Arabic, Assamese, Economics, Education, English, History and Political Science. The Departments implement the structured course-curriculum as recommended by Gauhati University and also strictly follow the examination and evaluation schedule of the University through structured governance and academic management units.

The notable points pertaining to the curricular aspects of Habraghat Mahavidyalaya, Krishnai are mentioned below:

- The College ensures effective curriculum planning and delivery through a well planned and documented process including Academic Calendar, as per guidelines of Gauhati University.
- The college has been continuing various Skill Oriented Certificate Courses (SOCC) and Value-Added Courses (VAC) of 30 hours duration. Besides, the College has been continuing a Certificate Course in Computer Application (CCA) twice in a year.
- The college integrates cross-cutting issues relevant to professional ethics, gender, human values, environment and sustainability in transacting the curriculum. For this purpose, in view, the IQAC, NSS Unit, the Departments, Teachers' Unit and other Cells organize various programmes for sustainable environment necessary initiatives such as plantation, Cleanliness Drive, Plastic Free Drive, Celebration of Environment Day, etc. Moreover, Green Campus initiatives such as- Teak Wood Garden, Medicinal Plant Garden, Nutri-Garden, Rain water Harvesting Plant, Installation of Birds' Home, Green Audit, have been undertaken.
- Enrichment of the curriculum through students' seminars, field-visits, and projects are almost common features implemented by all the Departments.



- Allotment of the course among the faculty members is done based on the expertise and experience.
- Faculty members participate in the regular programmes of capacity building, especially for Assessment/Evaluation of examinations as per the directive of the Gauhati University.
- Choice Based Credit System (CBCS) has been implemented by all the 7 Departments since 2019-20 Session.
- Increase in student strength, has been positively taken by the College and College appears ready to cope up with the increase of students.
- Prompt action of the College to support the academic activities through application of available IT technologies and e-resources deserves appreciation.
- College considers the issue of drop-out seriously and makes efforts to reduce drop-out of students caused due to prevalent socio-economic conditions in the region.
- Overall, the academic performance of majority the Departments, in terms of pass percentage of students, has been encouraging. However, some of the Departments with higher level of unsuccessful students are initiating plan based on the analysis to improve the performance. For this purpose, feedback is collected from various stakeholders, analyzed and actions are taken for improvement through effective measure like-remedial coaching.

1.3 Faculty, Research, Innovations and Extension activities of the College

The general status of Habraghat Mahavidyalaya in terms of the human resources (Faculty), Research, Innovations and Extension appears good. Nurture nature for future and conservation of cultural heritage are found as focal areas of the College with tremendous opportunities in both the areas. Some of the high points in the above contexts are noted as below.

- Out of 12 teachers in sanctioned positions, there are 3 teachers with PhD degree and 5 Teachers with M. Phil degree at present. Moreover, another 9 Faculty members are serving the College as a full time (Sanctioned by GB) for teaching.
- A total of 07 research papers are published by the faculty members in UGC approved Journals



during the last Five Years. Similarly, a total of 46 other publications (including books and Chapters in edited volumes/books, papers published in national/ international conference proceedings) are credited to the faculty members belonging to Seven Departments (viz., Arabic, Assamese, Economics, Education, English, History and Political Science) of Habraghat Mahavidyalaya during last Five Years.

- The college is also active in organizing extension activities covering important areas like Swachhata Abhiyan/Cleanliness, Awareness on Yoga, Awareness AIDS, and Awareness on legal provision against sexual harassment, In-service Teachers' Training, Observance of events like World Disabled Day, etc. relevant to regional and national importance. A total of 45 Nos. events have been organized by the College during last five years and details are made available on the website of the College.
- College is also active in collaboration with different Organization through signing of MoUs (Table-2). The College has planned to assess the functioning of 12 Nos. of MoUs and analysis the outcomes in the meeting of Governing body.

Table 2:
MoUs signed during the last five years

Sl. No.	Organisation with which MoU is Signed	Year of Signing MoU
1	Agia College	2017
2	Goalpara Law College	2017
3	Dalgoma Anchalik College	2018
4	Jaleswer College	2018
5	Dudhnoi College	2019
6	Lakhipur College	2019
7	SS Technology	2019
8	Goalpara College	2020
9	West Goalpara College	2021
10	Birjhora Kanya Mahavidyalaya	2021
11	University of Science and Technology (USTM)	2022

- In addition to fulfilling the own requirements, the sports facilities are also extended to



the local youth regularly for their practice and also for organizing different competitions.

- Faculty members encourage the students to pursue higher study. As a result of which adequate number of graduated students from all the Departments are reported to enroll in the Higher Education Institutes (HEI) for attaining higher degree such as B.Ed., D. El. Ed, LAW, PGDCA, and MA.
- Faculty members also encourage the students for various competitive examinations. Students from the Departments of Assamese, Education, and Economics have been found qualifying the National Eligibility Test (UGC).
- Similarly, there are also examples of success by the graduating students in SLET and TET.
- There are provisions of award & financial assistances for the Top-5 students of final year examination.
- There are provisions for awarding scholarship(s) to the students (Govt. of India Scholarship) through National Scholarship Portal.
- College has records of placements of 70 students in different places including Government Sector (School, Police Department, etc.) and Non-Government and Banking Sectors in recent times.
- As reported, Habraghat Mahavidyalaya, Krishnai has taken initiatives for vaccination during Covid-19 Pandemic.
- A museum is set up in the Department of History where an attempt has been made to conserve the historical and cultural resources of the locality.

1.4 Infrastructure and learning resources

The College is located in a space of 37.5 Acres of campus area and 7245.32 square meters of build up area and about 1 km from the NH-17. There are adequate number of buildings accommodating the classrooms, Offices, laboratories, museum, hostels, and sports facilities. Most of the classrooms have ICT facilities. The Library of the College is resourceful and well maintained by dedicated staff. Footfalls in the library are captured using appropriate IT tools. There are some rare manuscripts available in the college library. The hostel facilities are limited as majority of the students belongs to the locality.



The Psychological laboratory for the department of Education is well equipped with required apparatuses and well maintained. Faculty members are interested to keep the laboratory neat and clean.

1.5 Governance, Leadership and Management

The Governance and management of the College are well structured. There is a Governing Body of the College comprising of President, Principal, University nominated members, Librarian, teacher and employee representatives and parents/guardians as per guidelines of the Govt. of Assam, Higher Education Department.

Some notable points pertaining to the Governance, Leadership and Management of Habraghat Mahavidyalaya, Krishnai are presented below.

- Principal of the College takes the key responsibility to lead all the affairs of the College with well-coordinated action plan.
- College has clear-cut Vision and Mission Statements well displayed for all stakeholders in the college website.
- College has rationally prepared financial budget and all expenditures are appropriately audited.
- Regular meetings of Governing body are convened to discuss all the key issues of the functioning of the College. Minutes are well circulated.
- There are also various decentralized committees in the College to look after various academic and administrative affairs including purchase, maintenances of the infrastructure, campus beautification, etc.
- The student Union of Habraghat Mahavidyalaya is active and works in coordination with the College administration.
- College has provision to provide financial support to teachers to attend conferences/workshop and towards membership fee of professional bodies.
- College supports professional development programmes for the teaching



fraternity in the key areas required for quality improvement.

- Information regarding Faculty members successfully completing Faculty Development Programmes (FDP) in the areas of ICT, Pedagogy, MOOCS, E-Content development, human rights, is available in the faculty profile uploaded in the college website.
- College website is updated regularly.

1.6 Quality Assurance, Community engagement/Outreach, Best Practices

The College is keen to enhance the quality in all the affairs of its functioning. It has an active Internal Quality Assurance Cell (IQAC) to monitor and assure quality. IQAC organizes programmes in association with the teaching Departments, Cells and College Authority from time to time which is reported on the website of the college. College has a dynamic website for benefits of the students and all stakeholders. College is keen to conserve resources and environment friendly sustainable practices. College observes all major events of national importance with the participation of students and faculties.

Cordial teacher-students relationship, while executing curricular and co-curricular activities to promote healthy practices is one of the best practices. Strict adherence to the academic plan, progressive adoption of ICT in teaching, regular student mentoring, demonstrating revenue generating avenues in the campus, overcoming the challenges showing team spirit (particularly during Pandemic lock-down) are some of other notable practices of the College. Faculty members' involvement in publishing books (by reputed publisher) is laudable.



Recommendations:

- The College has the potential to become an autonomous higher educational institution.
- An Institutional Development Plan (IDP) be prepared for reflecting the long run perspective of the College in tune with NEP, 2020.
- Implementation of effective ERP may be considered within a time frame to make the administration automated.
- College may consider for establishing special centre on preservation of Cultural heritage and Natural resources which would benefit not only the students of the College, but also the community.
- College may consider to include more programmes relevant to the current context similar to the vocational courses.
- The College should take pro-active measures to reduce the student drop-outs.
- Enhanced alumni engagement is recommended for the benefit of the College.
- More emphasis should be given on publication of research papers on UGC Care listed journals.
- More collaborative initiatives should be taken with industries for generating employability.
- More focus on resource mobilization from different Govt. and Non-Govt. agencies.
- Effective measures to be taken to attract more meritorious students.
- There is scope for developing centres for Performing Arts and Language Studies.
- Providing financial support to faculties for attending conferences/seminars.
- Scientific mechanism for waste disposal should be initiated.
- Welfare measures for the needy staff members and financial support to poor students.
- Library should be upgraded with more E-resources.
- More number of computers to be procured to make the student-Computer ratio better.
- More ICT facilities to be installed in the classrooms and the training to be provided to the faculty.

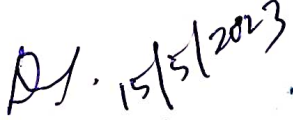


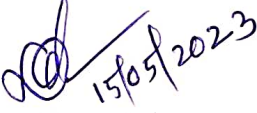
Declaration:

The Academic and Administrative Audit Report for the period 2018-19 to 2022-23 for Habraghat Mahavidyalaya, Krishnai is prepared after examining all the facts & documents supplied by the college authority. Norms and guidelines of NAAC with regard to AAA have been followed in preparing the report.

Signature of the members of Academic & Administrative Audit (AAA) Team with date


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