

**REPORT OF THE  
EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT  
(Period of Audit: 2021-22 and 2022-23)**

December 21-23, 2023

**SARUPATHAR COLLEGE  
SARUPATHAR**

**Objective:** The External Academic and Administrative Audit Committee was constituted by the Principal, Sarupathar College vide notification dated 21/08/2023 to conduct academic and administrative audit to assess the felt and anticipatory needs of the College and to suggest ameliorative measure in regard to NAAC assessment. The committee consists of the following members. 1. Prof. Surajit Borkotokey, Professor, Department of Mathematics and Dean, Student's Affairs, Dibrugarh University 2. Prof. Deb Kumar Chakraborty, Professor of Economics and Dean, Faculty of Social Sciences, Dibrugarh University.

### **FACT SHEET OF THE COLLEGE**

- ▶ Established on November 14, 1970
- ▶ Total area of the campus is 45 Bighas (14.87 Acres).
- ▶ It is the only higher educational institution in Dhansiri Sub-district.
- ▶ The college was brought under deficit grants by the Assam Government in 1981.
- ▶ The college got permanent affiliation under Dibrugarh University up to degree level in 1994-1995
- ▶ The College was declared a provincialized college in December, 2005.
- ▶ The Commerce stream was started in 1985 and got provincialized in 2013.
- ▶ Sarupathar College has a registered Alumni Association that works closely with the college administration.
- ▶ Each department of Sarupathar College conducts fieldwork and submits its report to their respective departments.

#### *Core Values of the College:*

- ▶ Mutual Trust, Team Work
- ▶ Easy sharing of knowledge, skills and resources to create a vibrant society.

### *Vision*

- ▶ Aims to develop the mind, body and intellect of the students and thereby bring in all round development of selfhood.
- ▶ Aims to make it a rural institution of excellence.
- ▶ Aims to bring in prosperity and disseminate knowledge among the rural learners.
- ▶ Aims at imparting knowledge, discipline and human values to the learners coming from different walks of life and thereby make them good citizens who can contribute towards nation building.
- ▶ Aims to provides a multidisciplinary approach in providing education and make higher education easily accessible to the eligible learners.

### *Mission*

- ▶ To provide value-based and quality education.
- ▶ To emphasize on quality education and thereby nourish the learners with different skills.
- ▶ To develop competitive spirit among the students and prepare them to confront the challenges of the contemporary competitive world.
- ▶ To explore the talents of our students in the sphere of sports, culture and performing arts and facilitate for further development.
- ▶ To encourage the students to work for the society by conducting different extension activities, awareness programmes, gender equity programmes and various other welfare measures to develop a sense of social responsibility among the learners.

### Programmes offered

- ▶ Four Year Undergraduate Programmes (FYUGP) in CBCS System
- ▶ Post-Graduate Programme in Assamese
- ▶ Higher Secondary Programme

The College is offering 8 Add-on courses and 2 skill development courses

## Student Enrolment (B.A.)

Sl. No	Academic Year	No of Students	No of Final Year Students	Teacher-Student Ratio	Students Appeared in the final University Exam	Students passed in the final University Exam	Pass Percentage %
1	2021-22	1279 (Intake 1260)	186	1:61	186	89	47.84
2	2022-23	1162 (Intake 1260)	118	1:56	118	60	50.84

## Student Enrolment (B.Com.)

Sl. No	Academic Year	No of Students	No of Final Year Students	Teacher-Student Ratio	Students Appeared in the final University Exam	Students passed in the final University Exam	Pass Percentage %	No of Rank Holders
1	2021-22	343 (SC-450)	86	1:32	86	55	63.95%	01
2	2022-23	285 (SC-450)	84	1:26	84	21	25%	00

## Faculty Strength

Sl No	Designation	Number	Number of PhD Holders
1	Assistant Professor	27	05
2	Associate Professor	05	03

### **Some Unique Practices:**

1. The Assamese department has an annual peer-reviewed bi-lingual journal, 'Panchoi', which has been continuously published for years.
2. Since 2021, the Commerce Department of the college publishes an annual bi-lingual journal called 'Commerce-Insights'.
3. Another good practice of the college is the publication of handwritten magazines. For several years, three departments of the college—Political Science, Assamese, and History—have published annual handwritten magazines such as Chatra Kathan, Meghomollar, and Dhansiri. All three magazines are edited by students.
4. Sarupathar College offers merit scholarships to low-income students, selected by a special committee, as part of its welfare programme.
5. Sarupathar College has been organising free medical camps on the first Saturday of every month in collaboration with Sarupathar PHC in the adopted villages and schools for the past two years, which is a good practice.
6. Sarupathar College's morning assembly is a unique activity that helps students enhance their co-scholastic skills.
7. The NCC Troop (Boys Division and Girls Wing) at Sarupathar College stands as a beacon of commitment and service, fostering a spirit of dedication among its cadets. With a remarkable 87% pass rate in the 2024 C certificate examination, the Troop exemplifies excellence. Cadets actively engage in a variety of social initiatives, including blood donation camps, environmental clean-up drives, and community-being but also instil a sense of responsibility and teamwork among the students. The

Troop's vibrant involvement in such enriching experiences underscores its role in shaping conscientious and capable leaders for tomorrow.

8. Sarupathar College has an open library popularly known as 'Sanghamitra', located in the middle of campus, has added a new dimension to the reading culture of the college. All the Books in the library are donated by people and is open 24 hours a day, seven days a week.
9. Sarupathar College strives to foster a sports culture on campus, as seen by student success in national and international competitions. For that matter, the college hires sports instructors, provides sports training to students, organises numerous national and university-level competitions, and gives financial assistance to players.
10. College Swaniyujon Kush (Income Generation Cell) is another outstanding effort of the college. The Cell generates cash from vermi composting, fisheries, guest house, and auditorium.
11. Sarupathar College has offered 10 awards and scholarships to encourage students, including SC/ST scholarship, OBC/MOBC/TGL scholarships, Poor Students Aid Fund (Merit), Dr. Bhabendranath Saikia Memorial Award, Late Jibeswar Phukan Memorial Award, Late Indreswar Chakrabarty Memorial Best Graduate Award, Best Commerce Graduate Award, Best Readers Award, Most Engaging Student Award, and Department Best Graduate Award for many years.
12. "Bondhu- the Cloth Bank" is a unique addition to the campus. It collects usable clothes from college fraternities and distributes them based on the needs of the people of the locality.
13. The day care centre of Sarupathar College, popularly known as "Wonder bees", provides care during the day for babies and kids. A home away

from home, the Sarupathar College Day Care Centre is easily accessible to the faculty members of the college, which is a significant addition.

### **GENERAL OBSERVATIONS**

1. The College should have an IDP.
2. The Perspective Plan of the college need to be redrafted to include timeline.
3. The College has crossed fifty five years of establishment and the total academia of the College is on the expansion. The very pyramid of concurrence of teaching post is required to be enlarged.
4. All classrooms be made ICT-enabled and smart classrooms need to be provided to every Department.
5. There is a need to create a Central Computing Centre and a Language laboratory. This may be further developed as a digital resource centre in future.
6. Soft-skill development programmes be made mandatory to every department.
7. The College has limited functional MoUs with other institutions/industries. Thrust may be given to enhance Collaborations.
8. Research Culture requires to be ratcheted up. An enabling environment in the College is the need of the hour.
9. The College should have a registered Alumni Association. Alumni be engaged in syllabus/ curriculum framing as far as required.

10. Quantum of quality research publications requires to be increased. Total publications in UGC CARE listed journals during the last two years are only 19. Faculties be encouraged to publish research papers in UGC CARE listed/Scopus/WoS indexed Journals.
11. The Departments need to have sponsored research/consultancy projects.
12. Strengths and strong points of the College need to be placed in the website.
13. All the teaching departments must have Vision, Mission statements ready. These vision, mission statements should be aligned to the Institution's vision and mission.
14. All the teaching departments must ensure that results of in semester assessments are declared at the quickest possible time.
15. There is no well defined and notified system for slow learners and their further remedial measures and the same needs to be highlighted and maintenance of proper records of the same be kept by each department.
16. We could not observe a robust method of feedback analysis of students.
17. Students may be encouraged to get enrolled in SWAYAM MOOCs.
18. All the teaching departments must have a Time Table that reflect the teaching load of each faculty. There should be provision for add-on courses as well as MOOCs (if chosen). The Time Table should also include sessions earmarked for Mentor-Mentee schedules and interactions.
19. The record for mentor-mentee/parent-teacher meeting should be maintained properly.

20. All departments should keep a file of each faculty that consists of the following for each semester under the assessment period: a. Lesson Plan b. Time Table c. Question Papers d. Evaluated in sem copies e. Result Sheet f. Students' Dissertation/Project Guidance g. Internship and field visit reports/records. These should be properly maintained with supporting documents.
21. Each department must prepare a list of alumni and their information need to be properly kept. Details of distinguished alumni need to be highlighted. It is better if they are uploaded at Department webpage and also updated from time to time. This will also help in maintaining the record of student's progression and placements.
22. Alumni, parent, employers' feedback are necessary when syllabus for value added/add-on courses are revised. Proper documents need to be maintained to support.
23. The college should introduce more value-added/add-on courses for the benefit of the students. The definition of 'value-added courses' should be standardised for all departments. Normally, a course is taken into consideration if the duration is minimum of 30 hours in a semester.
24. In majority of the cases, the programme wise demand ratio (DR) was not properly presented. There must be some uniform pattern in showing the same.
25. Students' performance in achieving PO and CO should be taken into consideration. The PO and CO attainment strategies need to be defined.
26. Alumni contributions need to be enhanced. Steps are to be taken to augment the relations with the alumni. Alumni may be involved for academic purposes besides contributing through money or kind.

27. Institutional Values and Responsibilities should be clearly established. The vision and mission statements should be properly displayed at various prominent places of the College.
28. Even though, each Department has identified 'best practices', however, the list should only include the distinctive features and not the works done in the normal course. Moreover, the outcomes of these best practices need to be mapped and highlighted.
29. More Provisions need to be made for creation of facilities for physically challenged persons.
30. Total no. of Seminars/conferences/workshops organized by the college during the last two years is 2. The College may give thrust to organize more such events.
31. The College has a golden record of student's performances in different sports events. The students won national/regional/state level medals in Wushu, Pencil silat, Boxing, Weightlifting, Tang Soo Do, etc. More sports facilities can be provided to the students.
32. The College has a Publication Board. It has published a good no. of books in different fields. The manuscripts may pass through rigorous blind peer review system before publication. Initiatives may be taken for engaging national and international level publishers.
33. Student – Computer ratio need to be maintained as per the NAAC recommended benchmark.
34. The College has undertaken Capacity building and skills enhancement initiatives for the benefit of the students.
35. Percentage of expenditure incurred on maintenance of infrastructure is significant.

36. In addition to the existing ERP for student admission and support, the college may augment e-governance for College Administration (e.g., online leave management, etc.), Finance & Accounts (e.g., preparation of budget, etc.) as well as In-semester examinations.
37. Trainings for the non-teaching staffs of the College need to be organized on periodic basis.
38. The annual budget needs to be prepared base on IDP and the Perspective Plan.
39. The College has initiated utilization of alternate sources of energy and energy conservation measures. Steps may further be taken for management of the various types of degradable and non-degradable wastes alongwith with policy docoment.

### **SPECIFIC RECOMMENDATIONS FOR THE DEPARTMENTS**

#### **Department of Economics**

The enrolment in the Department is less and seats are lying vacant. The Department has offered one add-on course. However, the no. of students enrolled in the course is only 16. Steps may be taken to increase the enrollment in the course. One healthy practice of the Department is that it organizes field study as a part of experiential learning and critical thinking. The Departmental Library is assessable to the students. The graduate outcome of the Department is not good. The pass percentage in B.A. Final Examination in 2022-23 was zero. The Department has to take it on priority to improve the graduate outcome immediately. The Department does not have any funded research projects. This is mainly because of the fact that

none of the faculty members are awarded with PhD. The faculty have published papers but not in UGC CARE or other indexed journals. These aspects of research need to be addressed. The placement profiles of the alumni as well as the progression to higher studies by the alumni are not encouraging. There is a need to identify thrust areas.

### **Department of Political Science**

The Department has offered one add-on course. The no. of students enrolled in the course is 29 during the last two years. Steps may be taken to increase the enrollment in the course in the coming academic session. The enrolment in the B.A. Major programme is low. On the contrary, the dropout is very high. Steps need to be taken to check the drop outs. The graduate outcome of the Department is not good. The pass percentage in B.A. Final Examination in 2022-23 was 66.66. The Department has to take it on priority to improve the graduate outcome immediately. The Department does not have any funded research projects. Only one faculty member is awarded with PhD. Other teachers may be encouraged to complete the PhD programme on priority basis. The faculty have published papers but not in UGC CARE or other indexed journals. The placement profiles of the alumni as well as the progression to higher studies by the alumni are encouraging. There is a need to identify thrust areas.

### **Department of Assamese**

14. The Department offers both B.A. and M.A. programmes. It is having 5 sanctioned faculty positions. The Department is having one add-on course. The department publishes an annual peer-reviewed bi-lingual journal, 'Panchoi', which has been continuously published for years.

The graduate outcome of the Department is not good. The pass percentage in B.A. Final Examination in 2022-23 was only 42.86. The Department has to take it on priority to improve the graduate outcome immediately. A good number of the faculty members are awarded with PhD. The Department has a legacy of substantial publications in the form of books and research papers. The Department does not have any funded research projects. The faculty have published papers in journals including UGC CARE listed journals. However, this practice should be made a regular activity with involvement from all the faculty members. The department should make initiatives to get their journal "Panchoi" included in the UGC-CARE List. These aspects of research need to be addressed. The placement profiles of is not satisfactory. There is a need to identify thrust areas.

### **Department of Commerce**

The Department of Commerce was established in 1985. It is having sanctioned faculty strength of 11. The Department has offered one add-on course. The no. of students enrolled in the course is satisfactory. One healthy practice of the Department is that it organizes field study as a part of experiential learning and critical thinking. The graduate outcome of the Department is far from satisfactory. The pass percentage in B.Com. Final Examination in 2022-23 was 25. The Department has to take it on priority to improve the graduate outcome immediately. The Department does not have any funded research projects. Only one faculty member is awarded with PhD. Other teachers may be encouraged to complete the PhD degree on priority basis. The faculties have published papers but mostly not in UGC CARE or other indexed journals. However, the faculty members have publications as book chapters. These aspects of research need to be addressed. The faculty members have participated in FDPs. The placement

profiles of the alumni as well as the progression to higher studies by the alumni are not encouraging. There is a need to identify thrust areas. The Department is engaged in extension activities. The Department is engaged in generating entrepreneurial awareness among the school students. The Department is having a special cell to help the Self Help Group members of the neighbouring villages. Such activities may be pushed further in a structured manner with an outcome based approach.

### **Department of English**

The Department of English is having only 3 sanctioned faculty positions. The college authority needs to take up the issue of the requirement of additional posts in the Department with the competent authority. The Department has offered one add-on course. However, the no. of students enrolled in the course is only 17. Steps may be taken to increase the enrollment in the course. One healthy practice of the Department is that it organizes field study as a part of experiential learning and critical thinking. The Departmental Library is assessable to the students. There is scope to improve the graduate outcome of the Department. The pass percentage in B.A. Final Examination in 2022-23 was 77.80. The Department has to take it on priority to improve the graduate outcome. The Department does not have any funded research projects. This is mainly because of the fact that none of the faculty members are awarded with PhD. The faculty have published papers but not in UGC CARE or other indexed journals. These aspects of research need to be addressed. The placement profiles of the alumni as well as the progression to higher studies by the alumni are not encouraging. There is a need to identify thrust areas. The faculty members have participated in FDPs. The Department has taken healthy initiatives of remedial class, parent teacher meet, counseling and personal interaction to

address the needs of the slow learners. The Department may engage itself in extension service like summer/winter school camps for English learning.

### **Department of History**

The Department of History is having only 3 sanctioned faculty positions. The college authority needs to take up the issue of the requirement of additional posts in the Department with the competent authority. The Department has offered one add-on course. The no. of students enrolled in the course is satisfactory. One healthy practice of the Department is that it organizes field study as a part of experiential learning and critical thinking. The Departmental Library is assessable to the students. There is scope to improve the graduate outcome of the Department. The pass percentage in B.A. Final Examination in 2022-23 was 75.00. The Department has to take it on priority to improve the graduate outcome. The Department does not have any funded research projects. This is mainly because of the fact that none of the faculty members are awarded with PhD. The faculties have published papers but mostly not in UGC CARE or other indexed journals. These aspects of research need to be addressed. The Department is constantly engaged in extension activities in the neighbouring villages. The Department has conducted faculty exchange programme successfully with Eastern Karbi Anglong College. The placement profiles of the alumni as well as the progression to higher studies by the alumni are not encouraging. There is a need to identify thrust areas. The faculty members have participated in FDPs. Swahid Kushal Konwar Study Centre located in the Department has full potential to undertake research studies relevant to the history, archeology and culture of the neighbouring areas.

## **Department of Education**

The Department of Education is having only one sanctioned faculty position. The college authority needs to take up the issue of the requirement of additional posts in the Department with the competent authority. The Department has offered one add-on course and the no. of students enrolled in the course is comparatively high. The Department has strategy to handle the advanced learners as well as slow learners. One healthy practice of the Department is that it organizes field study as a part of experiential learning and critical thinking. The Departmental Library is assessable to the students. The Department does not have any funded research projects. Only one faculty member is awarded with PhD. Other teachers may be encouraged to complete the PhD programme on priority basis. The faculty have published papers but not in UGC CARE or other indexed journals. These aspects of research need to be addressed. Considering the no. of students, the placement profiles of the alumni as well as the progression to higher studies by the alumni are not encouraging. There is a need to identify thrust areas.

## **Department of Sociology**

The Department of Sociology is having only 2 teachers. The college authority needs to fill-up the vacant post with the approval of the competent authority on priority basis. One healthy practice of the Department is that it has incorporated field projects as a part of experiential learning and critical thinking. The Departmental Library is assessable to the students. The graduate outcome of the Department is not good. The pass percentage in B.A. Final Examination during the last three years depicts a declining trend. The Department has to take it on priority to improve the graduate outcome immediately. The Department does not have any funded research projects. The faculty have published papers but not in UGC CARE or other indexed

journals. These aspects of research need to be addressed. The faculty members have participated in FDPs. The Department is engaged in extension activities. The Department is having a fund by the name and style "The Teacher Student Welfare Fund" for the welfare of the stakeholders. The placement profiles of the alumni as well as the progression to higher studies by the alumni need to be enhanced. There is a need to identify thrust areas.

### **SPECIFIC RECOMMENDATIONS FOR IQAC/LIBRARY/CELLS**

#### **IQAC**

IQAC of the College is entrusted with the preparation and implementation of Academic Calendar. It prepares and collects the Feedback from various stakeholders of the institution. The IQAC has taken steps for the introduction of Add-on, vocational and skill based courses to provide students with additional skills and knowledge that are relevant to their field of study. It also Monitors the Students Mentorship Programme. The IQAC establishes coordination among various Cells of the college and monitors the Co-Curricular, extension and sports activities as well as ensures Alumni participation and engagement. The IQAC need to be more proactive in the sphere of quality assurance. It can prepare various policy documents so that the activities of the college moves on in a more structured way with a clear focus. More thrust be given on building a research eco-system in the college. It can arrange workshops on the broad dimensions of quality assurance. The IQAC should prepare itself for applying for NIRF ranking and ISO certification. It may also ensure that the teaching plans are prepared and adhered to. The IQAC may take initiative to complete Green Audit, Energy Audit as well as Fire & Emergency Services Audit.

## **LIBRARY**

The Library is having 29,378 nos. of books and subscribes to 3 nos. of journals. It has subscription of e-resources through N-List. The library is headed by a librarian. The library is having special collection on Sankardev-Madhabdev Literature, Hindi Literature, Nepali Literature, Bodo Literature and books for Competitive Exams. The library is having a seat capacity of 100. The library should subscribe more journals and should have books for meeting the needs of the revised curriculum based on NEP through resource sharing with other libraries, organizations like INFLIBNET, etc.

## **WOMEN'S CELL**

The Cell has identified 5 schools for outreach activities on health awareness and development of communication skills. The Cell has also distributed sanitary pads to the girl students. The Cell has also provided training to the members of SHGs on *Pitha* making. The Cell can undertake Gender Audit in the college and based on the findings appropriate policy options can be formulated. The Cell can also provide legal aid periodically to the women of Sarupathar.

## **EXTENSION CELL**

The Extension Cell of the college has identified 5 villages for undertaking outreach and extension activities. The Cell has already undertaken a few initiatives like distribution of Agarwood saplings, holding health camps etc. Distribution of school bags in the 3 villages among the identified 5 villages has also been done. More such activities need to be undertaken. Moreover, the Extension Cell should keep record of the outcome of such activities. The Cell should also take the support from the Alumni and the members of the Civil Society.

### **RED RIBBON CLUB**

37 nos. of students participated in blood donation camp organized during 2021-22. The Club undertakes awareness drives on HIV/AIDS among the students and neighbouring people. Efforts need to be undertaken to include more student members in the Club so that the activities can be extended.

### **NSS CELL**

The Cell was deactivated due to lack of fund. However, the cell has been activated of late. The Cell may undertake activities as per the mandates of NSS.

### **NCC Unit**

The College is having the NCC Unit.

### **INTERNAL COMMITTEE**

We could not trace any notification regarding constitution of the Internal Committee. No rules/regulations could also be traced. The College should immediately constitute Internal Committee and frame the rules as per Hon'ble Supreme Court's order.

### **MORAL VALUE CELL**

The Cell should have Guidelines and should initiate activities periodically. The Cell may design and initiate a value-added course on 'Universal Human Value and Professional Ethics'.

### **PLACEMENT CELL**

During 2021-22, 22 students got placement from the college. The Placement Cell of the College needs to be renamed as Training and Placement Cell. The Cell should regularly provide training to the students and arrange for their placements. The Cell may organise career counseling and guidance programmes for competitive examinations on regular basis.

The Report, prepared in unison, is being forwarded to the Office of the Principal for kind perusal and for the needful.

Prof. S. Borkotokey

Prof. D.K. Chakraborty