Academic Audit Report

Pragjyotish College, Guwahati

[Completed with visit to the Academic Departments on 10 June 2019]

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Academic Audit Team

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PRINCIPAL
PRAGJYOTISH COLLEGE
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GUWAHATI - 9

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1.0 Pragjyotish College at a glance

Established in 1954, Pragjyotish College, affiliated to Gauhati University, is one of the premier institutions of higher education in Gauhati with all the three streams of undergraduate study, Arts, Science and Commerce. The college runs two post graduate courses in Assamese and Tourism Management. The College is recognized under 2(F) and 12(B) regulations of the University Grants Commission. The College has gone through two cycles of Assessment and Accreditation by NAAC in 2003 and 2010 respectively, ad is preparing for the third cycle.

The College is run under the motto 'Tejasvinavadhitamashtu' that emphasizes on an effective and powerful devotion to learning. The College's Vision Statement says,

> *To fulfil their visionary aspirations of the regional youth segment through a process of vibrant and continuous innovations and initiatives in multiple spheres of academic as well as professional development, leading to the fullest realisation of the potentials of the students.*

And the Mission statement elaborates on the path to achieve the vision as

- *To make teachers and the taught partners in the learning process.*
- *To promote a student friendly atmosphere for encouraging them to be self-reliant and self-employable.*
- *To promote extra-curricular activities simultaneously with curricular activities.*
- *To mould the students into socially conscious human beings*
- *To encourage students to think globally and act locally as productive citizens, through the promotion of scientific temper and action*
- *To foster and inculcate moral and spiritual accomplishments amongst the students*
- *To develop a transparent and responsive administration*
- *To undergo self-analysis and self-discovery leading to elimination of bottlenecks in the context of a holistic framework*

2.0 Academic Audit: Purpose and Methodology

The main purpose of this Academic Audit was to ensure that the practices followed in the College are in accordance with the Academic Policy adopted by the institution and catering to the national practices. The specific objectives of the audit were to evaluate the adequacy of the measures taken by the Departments to provide a sound and productive academic atmosphere in the institution and to find out whether they are in compliance with the existing Rules, Regulations, Policies and Standards laid down by the University Grants Commission and other regulating agencies.

The Academic Audit started with the cooperation of the Academic Departments in filling up a questionnaire followed by a visit to each of the Departments by the Academic Audit Team. This Report is based on the responses to the questionnaire by the Departments and an actual

interaction with the teaching staff in each of the Departments separately. The analysis was based on examination of the policies, manuals and standards followed by the College and its Academic Departments with respect to the management of a proper Academic atmsphere in the Institution.

The methodology used in the audit was based on the existing international practices that included physical inspection of the campus, review of the relevant documentation, and interactions with the faculty.

The questionnaire given to the College and the Academic Departments to be filled up for the purpose of the Audit is given in Annexure 1. The General response of the College as a whole and those of the Departments are attached with this Report in Annexure 2 and 3 (i) to 3(xxx).

The AA team, accompanied by the IQAC coordinator of the College, visited all the departments of the College on 10 June 2019, from 10 a.m. to 8 p.m., as shown below:

A. Departments with sanctioned posts of Faculty [Annexures 3(i) to 3(xix)]

1. Anthropology
2. Assamese,
3. Bengali,
4. Botany,
5. Chemistry,
6. Economics,
7. Education,
8. English,
9. Geography,
10. Geology
11. Hindi,
12. History,
13. Mathematics,
14. Philosophy,
15. Physics,
16. Political Science,
17. Sanskrit,
18. Statistics,
19. Zoology,

Department of Sanskrit did not submit the Departmental Profile.

B. **Departments with non-sanctioned posts of Faculty** [Annexures 3(xx) to 3(Xxix)]

1. Accountancy
2. E-Commerce
3. Finance
4. Management
5. Bodo
6. Business Administration
7. Computer Science
8. Fine Arts
9. Performing Arts
10. Tourism Management

No Departmental Profile was submitted by (i) Bodo, (ii) Business Administration, and (iii) Fine Arts departments.

It is heartening to see that a few of the departments in the second group (Departments with non-sanctioned faculty) are performing at par with the other departments of the first group.

In addition, profiles were received from BCA, Hindi (Com), Economics (Com) and Assamese (Com). These are presented in Annexure 4.

In addition to the above, the College has

(i) Diploma Course in Non-formal Sanskrit Education (1 year and 2 years, both),
(ii) Certificate Curse in Non-Formal Sanskrit Education (1 year)
(iii) Diploma Course in Performing Arts (Sattriya Dance, Hindusthani Vocal)

The Academic Audit team interacted with the faculty of each department of the College. Each department presented briefly about the achievements of the Department followed by question-answer session and interactive discussion.

3.0 Main Summary of the Findings

The Audit has found out that, in general, the departments are aware of the need for a review of the Academic practices followed at the national level and also at the local and Departmental level. The detailed review found that while most of the practices followed by the Academic Departments are in compliance with the Academic Policy of the College, they will have to do more to achieve the level of the desired national standards. To achieve this, the departments need to further review the existing practices with particular emphasis to

- Departmental level, as a whole, and
- Individual faculty level

such that the efficiency, fairness and consistency in performance improve at individual level augmenting and raising the performance at the Departmental and the Institutional level.

By way of general observation, the Academic Audit (AA) team express its general satisfaction about the achievements of the College since its inception. The College has good infrastructure with well-qualified faculty to take to the path of further development and achievement. Of course, the infrastructure needs further strengthening creating better facilities for higher education and research. The AA team lauds the efforts of the present College administration to promote an atmosphere of effective learning with active cooperation of the teachers. The AA team underscores the need for an exercise by the College Authorities to pin-point the areas that need to be strengthened and developed for rapid academic growth. The areas in which the College is doing very well at present should be identified, encouraged and supported to do better and to bring laurels to the College.

At the same time, the weakness in some of the activities should be identified and addressed appropriately, setting time-based goals to improve and come to the level of high standards in teaching and research.

A few things observed during the visit to the Departments that need corrective action are:

(i) Class attendance registers need to be kept and filled up on day-to-day basis with legible signature of the teacher taking each class and showing clearly the presence or absence of each student in the particular class. In many cases, it is observed that either no marking was used or simply a full stop is given against an absentee student (there is scope for manipulation later in such cases). In a few cases the date of the class was not clearly written. It is suggested that attendance should be kept properly and for each class, the number of students present and absent in each class should be clearly written at the end of the date column.

(ii) Research activities are very poor in a few of the Departments and not many teachers have sponsored research projects. This has resulted in only a few number of research publications by the faculty and many of these publications do not carry much weight as the journals do not have much impact. The College IQAC should take up some urgent measures to promote a research atmosphere in the campus and should hold workshop for the teachers, particularly for the younger teachers on "how to write a Research Project", "how to write a quality research paper", etc.

(iii) Interactions among the teachers departmentally and inter-departmentally are not much and this has created an atmosphere where only individual excellence matters. It is suggested that the teachers interact frequently amongst themselves in an atmosphere of reflection and self-introspection such that the errors and omissions in classroom performance can be eliminated.

(iv)   A few of the Departments have been observed to be casual in their attitude in maintaining proper records of yearly activities.

(v)   Some of the Departments have not organized any seminar/workshop/theme lecture, etc., during the last three years and have not interacted with peers from other institutions.

4.0 Specific Suggestions

The AA team makes the following specific suggestions for a general improvement of the academic atmosphere in the College:

1. It has been revealed from the discussions with faculty that the placement of students graduating from the College is not very satisfactory. The College should take the advantage of its location at the centre of Guwahati City, the hub of economic and commercial activities of the whole of the Northeaster India, to promote the cause of the students through a series of skill development trainings and frequent interactions with the potential employers. In this regard, the College should organise special classes in developing speaking and writing skills among the students in the local language as well as in English and Hindi. The College needs a strong placement cell. The faculty members of different departments may also exploit their contacts, which they might have generated through social interaction, participation in seminar and other programs and research collaboration with the persons from industry and commerce.

2. Student Information System providing the students with information on admission, financial aid, pre-requisites, rules and regulations through the College website, Prospectus and the Student Handbook should be further strengthened. Student support Initiatives such as Grievance Redressal Cell, Career Guidance Cell, Placement Cell and Anti-Ragging Cell, Anti-Harassment Cell, etc., needs to be further improved and brought closer to the students. The College may consider hiring the Services of a permanent Resident Counsellor.

3. Some attention should be given to developing student-excellence in sports and games, cultural and literary skills, and other extracurricular activities, and students should be encouraged to take up these activities as earning professions.

4. The projects/dissertation works for the undergraduate students and supervision of the same by the faculty members should be utilised to create a better and effective counselling atmosphere to know the students at the personal level and encourage them in career development. In the current scenario, a faculty member is required to supervise on an average, 6-8 students or more for the project work in addition to his/her classroom teaching, lab guidance, PhD supervision and his/her own research and administrative responsibilities. The demands on the ability of a faculty member are pretty high particularly when the not-too-adequate teacher-student ratio is considered. The

introduction of the CBCS from this year will further stretch the capabilities of the teachers. The College and the faculty members will therefore have to find ways to tackle this situation till the teacher-student ratio is improved by appointment of more teachers.

5. Apart from the mandated evaluation exercise of faculty members during their CAS promotions, a regular exercise by the IQAC to identify the best among the faculty in teaching and research in terms of his/her contribution to socially useful and relevant projects as well as other appropriate academic activities on an annual basis will promote a positive competitive atmosphere in the College and will encourage the low-performing faculties to improve.

6. The facilities provided by the College library can be considered as highly motivating and may be further improved by procuring more text books with multiple copies, as well as journals (both hard copies and digital version, whenever available) and by creating an ambiance that will bring more students and teachers to the Library Reading rooms on a regular basis. The Library is equipped with a single door entry system through RFID (Radio Frequency Identification) cards that automatically scans and records individual IDs and allows entry. This system allows for centralization and easy management and supervision of the Library resources. The Library should be encouraged to go for more user-friendly automation such as instituting a Talking-Book section.

7. Faculties may be encouraged to prepare and submit research projects to various funding agencies including UGC major and minor research projects, as the percentage of faculties conducting research projects is relatively less.

8. Faculties may be encouraged to publish papers in recommended and refereed research journals, write articles or participate in book review, as the percentage of faculties involved in such activities is less

9. The institution may formulate a consultancy policy and encourage its faculties to participate in consultancy projects of social, economic and industrial relevance.

10. The institution may partner with other institutions of repute in the city or elsewhere through formal MoU to promote teaching, learning and research.

11. Student centric learning mechanism may be improved further with an aim to have a correct measure of learning outcome.

12. Use of projection facilities in classes by teachers need to be revamped and students should be encouraged to do the same while participating in department/College seminars/discussion programmes.

13. Feedbacks from students/teachers/parents/alumni should be properly analysed and actions taken on the basis of the feedback should be documented.

14. Focus on Teaching/Learning/Evaluation process. Departments should analyse how teachers teach, how students learn, and how to best approach learning assessment. Departments should study their discipline's latest developments and new learning and research trends, and should have the attest learning resources (books). Each Department should have all the recommended books in the Course Curriculum in their Departmental Library.

15. Experimentation with active learning should be encouraged and Faculty should be encouraged to share and adopt successful teaching innovations by colleagues from the same Department or from other Departments of the College.

16. Team work. The College should promote a culture of collaborative and team work. Teamwork and consensus lead to total faculty ownership of and responsibility for all aspects of the curriculum and make everyone accountable for the success of students. The College should encourage an academic atmosphere of dialogue and collaboration among the teachers.

17. Base decisions on evidence. The Departments should collect data to find out what the students need and how they perform. Data should be analyzed and findings incorporated in the design of teaching learning processes, and assessment methods.

18. Make continuous improvement a priority. Faculty should continually and consciously strive to improve teaching and student learning outcomes.

19. Interaction with the parents. Teachers of each department should interact with the parents of students (particularly those taking Honours/Major) at least once in a semester and the decisions arrived at such an interaction meet should be documented and implemented. The performance and the general attitude of the students towards the learning process and other college activities, and their attendance in classes, seminars and other departmental programs should form the focus of such interaction.

20. e-resources should be made available to the students in the library and internet connections to be given in the library for students' usage. Students should be counselled in proper use and abuse of internet.

21. The Internal Complaint Cell shuld be made very active and effective in prevention, prohibition and Redressal of complaints of the students in a time-bound manner. Wherever necessary, adequate secrecy should be maintained to protect the interests of the complainants.

22. The Anti-sexual harassment cell/Gender equity cell should be well-publicised inside the College campus to take care of Female students' safety in the campus. Any complaint

should be promptly dealt with and the person alleging sexual misconduct should be fully protected.

23. Each academic department should carry out a "SWOC' analysis and draw up plans accordingly for future developments. Each individual faculty should also carry out a "SWOC" analysis of his/her performance and should draw up plans for individual professional advancement.

24. There should also be frequent interactive sessions at departmental and inter-departmental levels between senior and junior teachers to share experiences and inspirations.

25. General improvement in Administration to support academic activities is needed. The following will be helpful in addition to the existing practices:

- A site map may be displayed at the entrance of the office.
- Details of various services provided thorough the office of the College be displayed in front of the College Office showing, the counter to approach.
- Name of each counter with the officer dealing the particular counter may be provided. Each letter/application should be entered in a Register and given a stamped receipt.
- A casual leave register is to be maintained for both teaching and non-teaching staff.
- Establishment Register regarding the details of posts sanctioned from time to time and the details of staff who were working in each such post may be maintained.
- A Register of valuables is to be maintained for all valuables received by the College.

5.0 The Academic Audit team as a whole expressed confidence that the College will improve further and will be able to meet the increasing needs of the students of this region and the nearby states if the above recommendations are implemented in a planned way.

Indra Kumar Bhattacharyya

Krishna Gopal Bhattacharyya

Appendix 1

Institutional and Departmental Information format

A. Institutional Data

1	Name and Address of the College	
	Name	
	Address	
	City/Town	
	State	
	Website	
2	Communication Address	
	Principal	
	Office address	
	Residence address	
	Office telephone	
	Mobile phone	
	Email	
	Fax	
	IQAC coordinator	
	Office address	
	Residence address	
	Office telephone	
	Mobile phone	
	Email	
	Fax	
3	Status of the College (tick)	
	Government	
	Provincialised	
	Autonomous	
	Constituent	
4	Name of University to which the College is affiliated	
5	Date of establishment with a brief history	
6	Type of Institution	
	By gender	
	For men	
	For women	
	coeducation	
	By shift	
	Regular	
	Day	
	Evening	
	By funding	

		Government	
		Grant-in-aid	
		Self-financing	
		Any other	
7	Details of UGC recognition		
		2(f)	
		12(B)	
8	Has the college been recognized?		
	a. By UGC as a College with Potential for Excellence (CPE)?		
	b. For its contributions / performance by any other governmental agency?		
9	Location of the campus and area		
	Location	Urban/Rural	
	Campus area	in sq m	
	Built up area	in sq m	
10	Does the College have the following facilities on the campus (Tick the available facility)? In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.		
		Auditorium	
		Seminar complex	
		Sports facilities	• play ground • swimming pool • gymnasium
		Hostel	• Boys' hostels • Girls' hostels
		Residential facilities	• for teaching staff • for non-teaching staff
		Cafeteria	
		Health centre	• First aid facility • Inpatient facility • Outpatient facility • Ambulance facility • Emergency care facility
		Health Centre staff	• Qualified doctor Full time Part-time • Qualified Nurse Full time Part-time
		Other facilities	• Bank • ATM • Post office • Book shops • Transport facilities for students for staff
		Power house/Generator	
		Waste management facility	

11	Details of programmes offered by the institution (last five years):

Undergraduate programme

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.A.	Economics	3	Plus 2			
2							
3							
4							
5							
6							
7							
8							
9							

Postgraduate programme

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.A.	Economics	3	Plus 2			
2							
3							
4							
5							

12	Does the institution offer self-financed Programmes?	
	Yes/No	
	If yes, how many?	
	Whether new programmes have been introduced during the last five years?	
	Yes/No	
	If yes, how many?	
13	Whether new programmes have been introduced during the last five years?	
	Yes/No	
	If yes, how many?	
14	List the departments: (Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programmes to students)	

15. Departmental profile

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects & elective courses)
4. Minutes of course/class committees
5. Course Diary for all the courses including practical, seminar, project etc.
6. Course File
7. Tutorial Log book

8. Equipment Log register used in Laboratories
9. Consolidated Attendance statement of students
10. Consolidated statement of marks of internal tests
11. Seminar presentation details
12. Project (Mini project/Design project/Final semester project) progress review Reports
13. Register of internal evaluation marks
14. Student Activities Log Book
15. Log book for summer and contact courses
16. Register of Remedial/Bridge/Language Lab classes
17. Minutes of Discipline, Academic and Student Welfare Committees
18. Consolidated semester grades of students
19. Result Analysis

16. Faculty profile
(Provide the information for last five years)

1. Name of the faculty:
2. Name of the Department:
3. Educational qualifications:
4. Present position:
5. Address for correspondence:
6. E-mail and contact number:
7. Specialization:
8. Total teaching experience:
9. Courses taught:
10. Research experience:
11. Major research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency. PI or Co-PI.
12. Minor research projects completed: Title of the project, Date of sanction and Duration, Grant received, Funding agency. PI or Co-PI.
13. Number of students awarded Ph.D. degree: Name of the student, topic of research, date of registration, date of declaration of Ph.D. degree.
14. Number of students registered for Ph.D. degree: Name of the student, topic of research, date of registration.
15. Participation in conferences, symposia, seminars and workshops: International, national, state or university level, attended. Presented paper, chaired session. Resource person.
16. Innovative processes developed in teaching and learning.
17. Participation in curricular development:
18. Participation in co-curricular and extra-curricular activities.
19. Refresher and Orientation courses attended:
20. Examination /Evaluation reforms initiated:
21. Publication of research papers: in peer reviewed journals, non-peer reviewed journals, conference proceedings, impact factors, citations, h-index. Numbers in SCOPUS.
22. Books published: with ISBN No., Without ISBN No., Chapters in books.

23. Patents Applied/Granted: National. International, commercialized:
24. Consultancy services provided and revenue generated (if any):
25. Conferences, seminars, symposia and workshops organized as convener/coordinator:
26. Number of collaborations:
27. Awards /recognitions received: International, National, State, University level.

17. Course Diary
A course diary is to be maintained by each staff of the department for each course handled by him/her. Course Diary becomes a part of the course file.

18(a) Course Diary for Lecture Based Courses
It shall contain
- Time Schedule of classes
- Syllabus
- Course plan
- Year Calendar
- Details of assignments, tutorials
- Attendance of students
- Marks awarded for assignments, internal exams etc
- Internal evaluation marks
- Topics covered and mode of instruction in each class
- Extra classes engaged
- Learning materials provided

18(b) Course Diary for Practical Courses
It shall contain details such as

- Time Schedule of class
- Syllabus
- Course Plan
- Attendance of Students
- Practical Evaluation Sheet
- Marks for class viva
- Marks for Final test
- Internal Evaluation marks

18(c) Course Diary for Seminar/Projects
It shall contain

- Time Schedule of Seminar/project
- Attendance of students
- Seminar/Project presentation details (Name of student presented, Time slot, Seminar/Project Topic)
- Seminar/Project evaluation details

Course file for Lecture based courses: One course file each for each theory course is to be maintained in the Department for each semester. The Course file shall contain the following documents:

1. Course diaries of all faculty who have been engaged for the course
2. Question paper and scheme of evaluation for 1st and 2nd internal exam, all assignments given, Makeup / Re-Test given (if any) etc.
3. Previous Year University question papers,
4. Sample answer sheets (at least one excellent, one good and one marginal pass) for all internal exams and assignments given,
5. Sample tutorial sheets, quiz or any other assessment done,
6. All answer sheets of Make-up / Re-Test given (if any)
7. Mapping of Course outcome and Programme outcomes (POs)
8. Relevance of the course, if any

Course File for Practical courses: One course file each for each Practical course has to be maintained in the Department for each semester. Course file shall contain the following documents:

1. Course Diary of all batches
2. Question paper and scheme of evaluation for Lab internal exam, Make-up / Re-Test given (if any) etc.,
3. Sample answer sheets (at least one excellent, one good and one marginal pass) for Lab internal exam