

# Academic and Administrative Audit Report

(Period: 2020-2023)

---



Arya Vidyapeeth College (Autonomous)  
Kamrup (Metro)  
Guwahati-16

## CONTENTS

<u>Title</u>	<u>Page No.</u>
1. Objective	1
2. AAU Committee	1
3. Introducing the College in Brief	1-2
4. Academic Programmes	2
5. List of Academic Departments and Centres	3
6. Methodology	3-4
7. Academic Profile: Consolidated Summary	4-
(a) Academic Programmes and Courses Offered	4
(b) Departmental Profile	4-5
(c) Teacher Profile	5
(d) Research and Related Activities	5-6
8. Learning Resources and Associated Infrastructure	6
9. Supporting Infrastructures	7
10. Student Profile: Enrolment, Progression and Performance	7
11. Programmes Conducted through NSS/NCC/Red Cross/YRC etc.	8-9
12. General Observations	
(a) Curricular Aspects	8
(b) Teaching-learning Process	8
(c) Research and Innovation	8
(d) Extension Activities	8-9
(e) Physical Infrastructure	9
(f) Student Progression and Performance	9
13. Administrative Audit: General Observations	9-11
14. SWOC Analysis	11-
(a) Strengths	11
(b) Weaknesses	12
(c) Opportunities	12
(d) Challenges	13

15. Recommendations	13-14
16. Conclusion	14
17. Signature sheet	15

Signatures of Members, External Academic and Administrative Audit (AAA)  
Team & Principal, Arya Vidyapith College

## 1. Objective

The National Assessment and Accreditation Council (NAAC) has defined and formulated principles, tools, and guidelines to promote and improve the academic and administrative quality of higher educational institutions. These principles facilitate their sound and sustainable existence through continuous monitoring and assessment of institutional quality.

The Internal Quality Assurance Cell (IQAC), supported by external quality assessment bodies, endeavors to promote the best academic environment. To achieve this, NAAC recommends conducting an Academic and Administrative Audit (AAA) on an annual basis. The present AAA is a part of the quality assessment program conducted at Arya Vidyapeeth College (Autonomous).

The primary objectives of the AAA are:

- (i) To understand the existing system and assess the strengths and weaknesses of the academic and administrative units.
- (ii) To suggest methods for enhancing strengths and addressing weaknesses.
- (iii) To encourage departments to ensure continuous monitoring and adherence to NAAC guidelines and criteria.

## 2. AAA Committee

The AAA committee was constituted by the Principal, Arya Vidyapeeth College (Autonomous), vide notification no. AVC/Estt./2024/2192 dated 19-10-2024. The members are:

- (i) **Professor Ashok Kumar Bora**  
Retired Professor and Head, Department of Geography, Gauhati University
- (ii) **Professor Sujit Deka**  
Dean, Faculty of Science and Technology, Bodoland University  
Professor and Former Head, Department of Geography, Bodoland University, Kokrajhar
- (iii) **Professor Jagadish Sarma**  
Professor, Department of Sanskrit, Gauhati University  
Former Secretary, University Classes, Gauhati University

## 3. Introducing the College in Brief

Arya Vidyapeeth College which was established on 29th July, 1958 is one of the leading and prestigious educational institutions of Assam and North-East India. This premier institution is committed to meet and fulfill the needs of higher education and tap the intellectual potential of the youths of the entire north-eastern part of the country. The college happens to be the outcome of the visions and missions of a most dedicated team of high personalities led by Late GiridharSarma, an exceptional and glorious visionary, renowned academician, noted

litterateur of repute. Guided by the principles of inclusivity, integrity, creativity and quality, the college has been making lofty strides to promote and inculcate the highest intellectual standards and develop due sense of social responsibility among the young generation through generous academic devotion, commitment and discipline.

The college campus spans over an area of 15 acres of land supporting the academic blocks, hostels, residential campus, administrative block, auditorium, library, urban health centre and canteen. It has a separate playground located in the sports campus area.

#### **4. Academic programmes**

Arya Vidyapeeth College opened the PG course in Mathematics in 1972 and also later on opened PG course in Chemistry and undergraduate course in Commerce from the year 2015 on self-sustaining basis. Presently, the college offers major courses in 19 subjects at the undergraduate level. Moreover, the college has been conducting and offering the facilities such as: Self-sustaining certificate courses in Computers, Human Rights and Bioinformatics, Biotech Hub, Entrepreneurship and Skill Development Cell conducting certificate courses on Spoken English, Personality Development and Indian Financial Market, IGNOU Study Centre and K. K. Handique State Open University (KKHSOU) distance learning study centre.

The college has been identified by the UGC as a College with Potential for Excellence (CPE) status in 2010 and the Historical and Anthropological Cultural Heritage Centre was also established. The college was re-accredited with grade 'A' by NAAC in 2016. Moreover, six departments of the college have been recently selected by the Department of Biotechnology (DBT), Ministry of Science and Technology under 'Star College Scheme'.

From the session 2019-20, the college adopted the Choice Based Credit System (CBCS) at its undergraduate level under Gauhati University. In May, 2022 the college was granted autonomous status by the UGC for a period of ten years. The college has moved to prepare itself for implementation of the National Education Policy 2020 from the academic session 2023-24. With the motto 'TAMASO MA JYOTIRGAMAYA', the college has now paved the way for quality education and learning.

## **5. List of Academic Departments and Centres**

### **Faculty of Humanities and Social Sciences**

- (i) Anthropology
- (ii) Assamese
- (iii) Bengali
- (iv) Economics
- (v) Education
- (vi) English
- (vii) Geography
- (viii) Hindi
- (ix) History
- (x) Philosophy
- (xi) Political Science
- (xii) Sanskrit

### **Faculty of Science**

- (i) Botany
- (ii) Chemistry
- (iii) Geology
- (iv) Mathematics
- (v) Physics
- (vi) Statistics
- (vii) Zoology

### **Faculty of Commerce**

- (i) Commerce

### **Centres/Study Centres**

- (i) IGNOU Study Centre
- (ii) K. K. Handique State Open University Study Centre

## **6. Methodology**

Data and information pertaining to the 20 academic departments, study centres, etc. were provided to the AAA Peer Team in prescribed format by the IQAC, Arya Vidyapeeth College (Autonomous) in order to facilitate the Academic and Administrative Audit for the period 2020-2023. Relevant information about infrastructures, manpower and functioning of the various academic programmes of the college were also obtained from the IQAC. Salient features of the institutional administration were also briefed by the Principal of the College. The respective profiles of the academic departments were presented by the departments before

the AAA team. The team visited all departments, centres and administrative and accounts sections of the college. The IQAC coordinator presented the academic and administrative data and information in the form of an internal report for the period 2020-2023. Each of the academic departments highlighted their academic and research activities along with supporting documents and evidences which was followed by interactions between the team members and the teachers.

Finally, this report has been prepared primarily based on the facts and information made available by the IQAC and the academic departments and data and information gathered during the team visited on October 29-30, 2024.

## 7. Academic Profile: Consolidated Summary

### (A) Academic Programmes and Courses offered:

Sl. No.	Parameters	2020-21	2021-22	2022-23
1	No. of Programmes	06	06	06
2	No. of Courses offered	21	22	22
3	No. of Value-added/Certificate courses	11	11	13

### (B) Departmental Profile:

Department	Number of full-time teachers	No. of ad-hoc teachers	Student intake In Honours	Student intake in PG course
Anthropology	05	-	60	-
Assamese	05	-	100	-
Bengali	05	-	50	-
Botany	08	-	65	-
Chemistry	09	-	70	25
Commerce	01	06	240	-
Economics	05	-	80	-
Education	05	-	100	-
English	07	-	100	-

Geography	06	-	80	-
Geology	05	-	55	-
Hindi	01	01	-	-
History	04	-	100	-
Mathematics	10	-	100	50
Philosophy	03	01	100	-
Physics	07	-	80	-
Political Science	05	-	100	-
Sanskrit	03	-	40	-
Statistics	04	-	40	-
Zoology	08	-	55	-

**(C) Teacher Profile:**

Sl. No.	Parameters	2020-21	2021-22	2022-23
1	No. of full-time teachers	103	101	105
2	Student-Teacher (full time) Ratio	37.1	35.1	38.1
3	No. of Teachers with Ph.D.	80	78	80
4	No. of Mentors	103	101	105

**(D) Research and Related Activities of Teachers:**

Metric	2020-21	2021-22	2022-23
No. of research guides	09	09	09
No. of Ph.D. Students	17	25	23
Number of teachers provided institutional research grant	11	11	11
Number of publications in UGC-CARE listed journals	25	20	35
Number of books and book chapters in edited volumes/books published	27	25	24
Number of departments having research projects	08	09	05
Number of research projects funded by	11	11	06



Government and Non-Government agencies			
Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development	20	08	21
Number of collaborative activities for research/faculty exchange/ student exchange/ internship/ on-the-job training/ project work	09	04	03
Number of functional MoUs with other institutions of importance	05	09	15

### 8. Learning Resources and Related Infrastructure

Sl. No.	Infrastructure and Resources	2020-21	2021-22	2022-23
1	Central Library with KOHA software	More than 52,000	More than 54,000	More than 55,000
2	Total Nos. of Class Rooms	75	75	73
3	Total Nos. of Seminar Halls	02	02	02
4	Total Nos. of ICT-enabled Classrooms	07	19	19
5	Total Nos. of Computer laboratories	01	02	02
6	Total Nos. of Computers for Academic purpose	110	140	138
7	Science Laboratories	20	21	23
8	Biotech Hub	01	01	01
9	Language Laboratory	01	01	01
10	24x7 Internet facility of 100 mbps speed	Yes	Yes	Yes
11	Department Museums	Anthropology - 01 Zoology – 01 Geology - 01	Anthropology - 01 Zoology – 01 Geology - 01	Anthropology - 01 Zoology – 01 Geology - 01

### 9. Supporting Infrastructures:

Sl. No.	Items of Infrastructures	Remarks
1	Students' Common Room	Each for Boys and Girls
2	Power Generator and Rooftop Solar Plates	60 KWP
3	DTP set-up and Printing facility	Office of the Controller of Exams
4	Playground	Area 5.3 acres
5	Indoor Games and Outdoor Games facilities	Available
6	Gymnasium	01 also separately for Boys' and Girls' Hostel
7	Yoga Centre	01
8	Auditorium	01 (Guru Nanak Auditorium with multipurpose stage)
9	Differently-abled friendly facilities	Ramp, Toilets, wheelchair

### 10. Student Profile: Enrolment, Progression and Performance

Sl. No.	Parameters	2020-21	2021-22	2022-23
1	Total no. of students enrolled	3886	3537	3953
2	No. of outgoing students who got placement during the year	43	27	21
3	Number of outgoing students progressing to higher education	172	157	181
4	Students enrolled in the value-added/certificate courses	106	94	279
5	Number of students undertaking field work/projects/internships/student projects	400	327	746
6	Number of students qualifying in national/state/international-level examinations during the year	08	22	31
7	Programmes and Pass percentage of students:			
	B.A.	85.13	92.11	88.64
	B.Sc.	83.20	93.70	94.29
	B.Com.	82.60	93.64	78.50
	M.Sc. (Mathematics)	97.60	87.80	51.02
	M.Sc. (Chemistry)	70.90	95.00	61.11

## 11. Programmes conducted through NSS/NCC/Red Cross/YRC etc.

Sl. No.	Parameters	2020-21	2021-22	2022-23
1	No. of Programmes Conducted	10	26	53
2	No. of Students Involved	817	2115	1492

## 12. General Observations

### (i) Curricular Aspects:

Arya Vidyapeeth College (Autonomous) has been following the CBCS pattern curriculum for undergraduate courses from 2019-2020 under Gauhati University. Curriculum revision is carried out periodically through internal mechanism. Inter-department student mobility is achieved through some open value-added and skill-based courses adopted by different academic departments.

After being recognised as an autonomous college in 2022 for a period of ten years, the college has adopted self-designed course curriculum within the NEP 2020 framework from the academic session 2023-24. Post-graduate courses are offered in the departments of Mathematics and Chemistry.

### (ii) Teaching-learning Process:

An academic calendar incorporating maximum number of working days is followed in the college. There are 105 full-time teachers (2022-23) and 8 ad-hoc teachers (6+1+1) in Commerce, Hindi and Philosophy departments. The 80 number of teachers having Ph.D. degree represent 76% teachers of the college. Student-teacher ratio stands at 38%.

Teaching-learning process is carried out through conventional in-person mode. Sometimes students are exposed to learning through outdoor field activities. During the Covid-19 period, the teachers adopted online methods using Google Classroom, ICT-enabled systems for teaching and learning purpose. Good numbers of books are available in some departmental libraries apart from the rich central library. It is good that all the teachers (105) are taking the responsibility to mentor the students of the college.

### (iii) Research and Innovation:

There are 9 numbers of research guides in the college with a total enrolment of 23 Ph.D. students (2022-23). Number of publications in UGC Care listed journals stands at 35 (2022-23) and research grants are received by 11 teachers. Book chapter publications, workshops and seminars attended, collaborative activities and MoUs with other institutions are not upto the mark in view of the 76% Ph.D. holder teachers. The facilities in the form of 23 science laboratories, 02 computer laboratories, 01 biotech hub, 01 language laboratory and 04

Gauhati University recognised Ph.D. research laboratories provide support to the research activities in the college.

**(iv) Extension Activities:**

The college has conducted a good number of extension and outreach programmes in collaboration with industry, community and Non-governmental organizations through NSS, NCC, Red Cross, YRC, etc. The increasing number of programmes conducted by the college over the last three years upto 2022-23 and the increasing number of students involved in the programmes indicate the emphasis laid on the extension activities of the college.

**(v) Physical Infrastructure:**

The college is still in need of adequate physical infrastructure considering the current student strength. In spite of its compact campus, efforts of the authorities are on to expand the physical infrastructure of the college. Energy demand is, to some extent, fulfilled by solar power installation. Basic minimum facilities like canteen, toilet, student common room, etc. are available in the campus. However, the demand for more physical infrastructure will increase so as to fulfil the needs and requirements of the autonomous college status.

**(vi) Student Progression and Performance:**

The pass percentages of the students at different levels are satisfactory. But the number of outgoing students having placement during 2022-23 is not satisfactory. The number of outgoing students progressing to higher education during 2022-23 is so so. It is good that the number of students enrolled in value-added and certificate courses are increasing over the years.

### **13. Administrative Audit: General Observations**

- (i) The college has its clearly stated vision and mission. It follows the practice of decentralised and participative management.
- (ii) There are various institutional bodies engaged in facilitating college administration like Academic Council, Governing Body, BoS, Finance Committee, Examination Cell, IQAC, Departmental Advisory Committee, Hostel Committee, etc. and the functioning of these bodies is effective.
- (iii) The college has claimed to implement e-governance from different years in the areas like - Administration (2020), Finance and Accounts (Salary) (2010), Finance and Accounts

(Students' fees, Examination fees collection)(2020), Students' Admission and Support (2020), Examination (2020), Library Automation (2016).

- (iv) The office staff are imparted training as and when necessary for meeting the needs of teaching and student-support. The ACR is maintained for non-teaching staff. For teaching staff, UGC-API based Performance Appraisal System is followed. UGC guidelines are followed for promotion and appointment of teachers. The Assam Service Rule is followed especially for non-teaching staff.
- (v) There are organizational bodies like staff council, teachers' body (AVCTU), student body (AVCSU), and non-teaching association (AVCEA) for addressing the related issues.
- (vi) Welfare bodies like Students' Aid Fund, Medical Unit, book bank are in operation.
- (vii) The Institutional Development Plan of the college includes the vision and mission of the college. In the year 2018, a Five-Year Perspective Plan was prepared with a view to achieving goals related to academics, infrastructure and administrative reforms.
- (viii) The college annual budget carries budget amount under different heads and indicates an increase in 2022-23, especially under heads like general expenditure, department contingency, institutional research grant, students' welfare, computer and AC and publications as compared to the year 2020-21.
- (ix) The internal audit is carried out every year to ensure proper fund utilization and mobilization. The government audits are also conducted every year.
- (x) In order to conduct the fair and timely examinations of the UG and PG courses, the Office of the Controller of Examinations has taken the responsibility. The examination cell looks after entire range of activities related to the preparation of holding examinations, conduct of the examinations and declaration of results. Moreover, the examination cell plays a key role in the evaluation process at every stage and level involving evaluation process including Continuous Internet Assessment (CIA) and End Semester Examinations (ESE).
- (xi) The Library of the college has full automation system since 2016 with more than 55 thousand books and journals. The facilities available in the library include Integrated Library Management System (ILMS), Online Public Access Catalog (OPAC), Machine Access Readable Catalog (MARC), Book Bank, Inter Library Loan Services, Reprographic facilities and computer access with internet services.

- (xii) The IQAC of the college is committed to ensuring quality in teaching-learning, academic, administrative and overall performance of the institution. The IQAC is found to take various initiatives like assessment through AAA, organization of seminars, workshops, collaborative academic activities, participation in NIRF ranking process, NAAC assessment process, etc.
- (xiii) The college takes up green campus initiatives by adopting necessary measures like designated system of waste management, including e-waste management, minimization of energy consumption, solar power plate installation, rainwater harvesting system, declaration of plastic-free campus, participation in government-led plantation programmes, etc.

## 14. SWOC Analysis

### Strengths:

- i. **Reputation and Legacy:** Established in 1958, the college has a rich legacy and is a well-recognized institution in Assam and Northeast India.
- ii. **Autonomous Status:** Achieved UGC autonomous status in 2022, enabling academic and administrative flexibility.
- iii. **Quality Recognition:** Re-accredited with Grade 'A' by NAAC in 2016 and recognized as a College with Potential for Excellence (CPE) by UGC.
- iv. **Diverse Academic Programmes:** Offers 19 undergraduate honours courses, PG courses in Mathematics and Chemistry, and value-added/certificate courses in various fields, including computers, bioinformatics, and skill development.
- v. **Research Excellence:** Potential for research culture with 80% of teachers holding PhDs expecting good number of UGC-CARE and high impact factor publications.
- vi. **Infrastructure:** Comprehensive campus facilities, including academic blocks, hostels, library, health centre, and a dedicated playground.
- vii. **National Education Policy (NEP) 2020 Preparedness:** Ready for implementing NEP 2020 from the academic session 2023-24.

- viii. **Collaborations and MoUs:** Notable increase in MoUs with institutions of importance (15 in 2022-23).
- ix. **DBT Star College Scheme:** Six science departments selected for this prestigious scheme.

### **Weaknesses:**

- x. **Limited Faculty in Commerce and Hindi:** A significant number of ad-hoc teachers in Commerce and Hindi, affecting stability and teaching quality.
- xi. **Declining Research Projects:** The number of active research projects and funding has declined from 11 in 2020-21 to 6 in 2022-23.
- xii. **Low Participation in Collaborative Activities:** Decrease in collaborative activities for research, faculty exchange, and internships over the years.
- xiii. **Student-Teacher Ratio:** Higher-than-ideal student-teacher ratio (38:1 in 2022-23).
- xiv. **Disparities in Student Intake:** Uneven distribution of student intake among departments, with some courses showing low enrolment.
- xv. **Insufficient Workshops on Key Areas:** Inconsistent organization of workshops on research methodology, intellectual property rights (IPR), and entrepreneurship.

### **Opportunities:**

- xvi. **NEP 2020 Implementation:** Opportunity to restructure courses, introduce interdisciplinary programmes, and adopt innovative teaching methods under the NEP framework.
- xvii. **Skill-Based Education:** Expansion of value-added and skill-based courses to enhance employability and entrepreneurship.
- xviii. **Infrastructure Expansion:** Potential to improve and expand research infrastructure through DBT and other grants.
- xix. **Collaborative Research:** opportunities for collaboration with national and international institutions to enhance research output and faculty exchange.
- xx. **Community Engagement:** Leveraging its cultural and anthropological heritage to promote community-based research and extension activities.

## **Challenges:**

- xxi. **Competition:** Growing competition from other autonomous colleges and private universities in the region.
- xxii. **Dependence on Ad-hoc Faculty:** Over-reliance on ad-hoc teachers in certain departments may impact teaching quality and research activities.
- xxiii. **Funding Challenges:** Reduced research funding and dependency on external grants may hinder new projects.
- xxiv. **Retention of Talent:** Difficulty in retaining talented faculty and students due to increasing opportunities elsewhere.
- xxv. **Implementation Challenges:** Effective implementation of NEP 2020 may face resistance and require significant resource allocation.

## **15. Recommendations**

### **Academic Development:**

- i. **Strengthen Faculty Resources:** Recruit full-time faculty, especially in departments relying on ad-hoc staff, to ensure consistency and quality in education.
- ii. **Promote Interdisciplinary Courses:** Develop interdisciplinary and industry-relevant programmes under the NEP 2020 framework.
- iii. **Enhance Student Support Services:** Introduce dedicated mentoring and counseling services to improve the student-teacher relationship.
- iv. To lay more emphasis to increase the number of research publications in reputed and highly rated journals.

### **Research and Collaboration:**

- v. **Boost Research Funding:** Establish a dedicated research promotion cell to secure more government and private funding.
- vi. **Expand MoUs:** Focus on forming international collaborations for faculty and student exchange programmes.



- vii. **Organize More Workshops:** Increase frequency of training sessions on intellectual property rights, research methodologies, and entrepreneurship.
- viii. **Explore consultancy:** Need to explore scope for providing consultancy services to make knowledge applicability visible and earn as well.

#### **Administrative and Infrastructure Improvements:**

- ix. **Optimize Student-Teacher Ratio:** Strategically balance admissions and faculty recruitment to achieve an ideal ratio.
- x. **Upgrade Infrastructure:** Invest in upgrading research labs, libraries, and digital learning tools.
- xi. **Improve Governance:** Conduct regular reviews of administrative processes to ensure alignment with NAAC and UGC standards.

#### **Outreach and Community Engagement:**

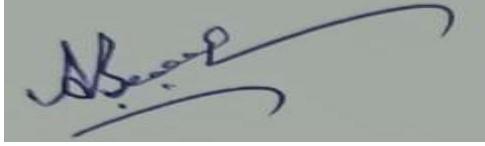
- xii. **Leverage DBT Star College Scheme:** Develop community-oriented science projects to foster societal impact.
- xiii. **Promote Inclusivity:** Strengthen initiatives for underprivileged and marginalized communities to align with the college's inclusive vision.
- xiv. **Alumni Involvement:** In view of the well placed Alumni network of the college, enhanced alumni engagement and involvement needs to be focused.
- xv. **Fund Generation:** The Possible fund generation scope and opportunities need to be chalked out and tapped.

## **16. Conclusion**

Arya Vidyapeeth College has demonstrated substantial progress in academic, research, and administrative domains during the AAA period (2020-2023). However, it is recommended to:

- i. Expand physical infrastructure.
- ii. Increase placements and higher education progression.
- iii. Enhance research collaboration and MoUs.
- iv. To go for effective implementation of NEP 2020.

## 17. Signature sheet



- i. **Professor Ashok Kumar Bora**  
Retired Professor and Head, Department of Geography, Gauhati University  
Member, External Academic and Administrative Audit Team



- ii. **Professor Sujit Deka**  
Dean, Faculty of Science and Technology,  
Professor and Former Head, Dept of Geography, Bodoland University, Kokrajhar  
Member, External Academic and Administrative Audit Team



- iii. **Professor Jagadish Sarma**  
Professor, Department of Sanskrit, Gauhati University  
Former Secretary, University Classes, Gauhati University  
Member, External Academic and Administrative Audit Team



- iv. **Dr. Pradip Kr Bhattacharyya**  
Principal  
Arya Vidyapeeth College