



# ACADEMIC & ADMINISTRATIVE AUDIT REPORT

Academic Year: 2022-23

SONTALI ANCHALIC COLLEGE, MAHTOLI



## 1. Members:

- Dr. Dhiraj Kumar Das, Associate Professor, Deptt of Mathematics, J.N College, Boko
- Dr. Habibur Rahman, HOD & Associate Professor, Deptt of Botany, J.N.College, Boko

## 2. Visit Schedule:

	Time	Agenda	Venue
Dr. Dhiraj Kumar Das	10.00 am	Academic and Administrative Audit for the Session 2022-23	Seminar Hall
Dr. Habibur Rahman	10.30 am	Academic and Administrative Audit for the Session 2022-23	Conference Hall

## DEPARTMENTAL INTERACTION & HoD'S PRESENTATION:

HOD, ARABIC	10.30 am	Departmental Presentation	Conference Hall
HOD, ASSAMESE	11.00 am	Departmental Presentation	Seminar Hall
HOD, ENGLISH	11.30 am	Departmental Presentation	Seminar Hall
HOD, EDUCATION	10.30 am	Departmental Presentation	Conference Hall
HOD, ECONOMICS	11.00 am	Departmental Presentation	Seminar Hall
HOD, HISTORY	11.30 am	Departmental Presentation	Seminar Hall
HOD, POLITICAL SCIENCE	12.30 pm	Departmental Presentation	Conference Hall

## 3. Profile of the College

### a) INTRODUCTION

Sontali Anchalik College was established in the year 1987 with an aim to open up the door of opportunities to acquire higher education in the economically and educationally backward region of the Southern part of Kamrup district of Assam. By selfless and relentless efforts of some intellectual genius of Sontali Mouza of Kamrup and South Baguribari Mouza of South Barpeta district, it was possible to make the dreams of thousands of people of this locality into reality and as a result the Sontali Anchalik College is now showering its light of knowledge among the community. Since its inception the college has fervidly and persistently followed its motto of creation of a sound mind in a sound body.

A majority of people living in this region are minority Muslims and hence the Sontali Anchalik College has obtained minority certificate from the Govt. of Assam. The college has already received requisite necessary permission, recognition, affiliation from Gauhati University. The college has obtained final concurrence from the Govt. of Assam in 1999 and 2(f) and 12(b) status of the UGC on 13<sup>th</sup> August 2013 and the College is provincialized by the Govt. of Assam in 2013.

Sontali Anchalik College was initially started by the local genius and run by the Managing Committee as venture institution. Since its beginning the college has been playing an active role in catering to the educational needs of the backward, economically weaker, flood prone char areas minority Muslim community of the region. The college committed to provide a holistic development to the community with

integrity, fraternity, social responsibility, mental harmonious, cultural consciousness, environmental awareness for building a strong nation.

**b) Present Status:**

The institution is spread across 16.71 acres having infrastructure supporting teaching learning, knowledge propagation and skill development of students across Sontali areas and beyond. The college achieved concurrence with Government policy offers free education. The college is affiliated under Gauhati University and included under section 2(f) & 12 (b) of UGC Act, 1956. The students are provided aid in the form of books, reading materials and necessary academic support for continuation of study. For this purpose, the college library is fully equipped. The classrooms have CCTV installed across. Few classrooms have ICT facility. The college has provided a new Boy’s common room cum Union office and a Girl’s common room with renovated toilets for boys and girls separately. The college is continuously supporting co-curricular activities of students by providing facilities and promoting an environment for propagation of games and sports. The college intends to forth a holistic development amongst students and therefore has initiated life skill development through Yoga centre and any other ways. The college intends to extent knowledge of different skills and student’s talents by arranging debate, discussion, speech practice, various competition and presentation etc. The college also involves students for promotion and preservation of local culture as well as intellectual and research activities. The institution is continuously arranging various activities for support and promotion of holistic development of students in preparation for extension of quality service towards the society.

**Infrastructure Facilities of the College:**

Facilities	2022-23	2021-22	2020-21
Campus Area	16.71 acres	16.71 acres	16.71 acres
Organic Farm	01	00	00
Garden	04	02	01
Class Rooms	12	12	12
Laboratory (Deptt. Education)	01	01	01
Seminar Hall	01	00	00
Classroom LCD facility	02	01	00
Book Stall	01	00	00
Cycle/Bike/Car parking	0	0	02
Volley Ball Court	01	00	00
Seminar Hall with ICT facility	01	00	00
Video Conferencing Hall	01	00	00

Museum	01	01	01
New Boy's Common Room	01	01	00
Students' Union Office	01	01	01
Girl's Common Room with adequate Facilities	01	01	01
Renovation of Boy's & Girl's Toilet	02	02	02
CDOE (ODL) Study Center (Formerly IDOL)	01	01	01
Boundary Wall	01	01	01
Library with Wi-Fi Facility	01	01	00
Canteen	01	00	00
Book stall	01	00	00

#### SPORTS

Play Ground	01	01	01
Big Pool for Swimming practice	01	01	01
Volley Ball Court	01	01	01
Foot Ball ground	01	01	01
Yoga	01	01	01

#### IT Infrastructure

Computer Labs with Digital Class Room	01	00	00
Digital Library	01	01	00
Total Computer	30	08	08
Computer Center	01	01	00
Office	04	04	03
Departments	07	07	07
Girls' Hostel	02	02	01
Department Computer	07	00	00
Departmental Office	07	07	07

### Academic Strength:

Name of Department	Under Graduate (UG)	No. of Teachers	No. of Students	Seat Capacity	No. of Value added/Certificate Program offered
ARABIC	UG	03	11	20	00
ASSAMESE	UG	04	19	40	00
ECONOMICS	UG	03	08	20	01
EDUCATION	UG	03	35	50	01
ENGLISH	UG	03	-	-	01
HISTORY	UG	03	08	20	00
POLITICAL Sc.	UG	03	50	50	01

### 4. Methodology of the Audit:

The inputs received from the departments as per the Proforma have been validated from the supporting documents, interaction with the Head of the Department and visit to the departments.

### 5. Observations:

#### a) Curricular Aspects

Sontali Anchalik College is affiliated to Gauhati University and it follows the curriculum offered by the University. The college follows the academic calendar issued by its affiliated university where the dates for academic and non-academic activities are mentioned. To ensure effective implementation and timely completion of syllabus offered by Gauhati University, the head of each department prepares class routine and allots classes to the teachers for smooth functioning of the classes. The college conducts Unit test and Sessional examination to evaluate student's performance on regular basis. Every department arranges seminars, group discussions, viva-voce and gives home assignments to the students as a part of internal assessment.

Academic committee based on the progress report, prepare remedial classes for the slow learners. The college facilitates with a tutorial ward to look after the challenges and academic needs of all the students so as to ensure a collective development of students by designing a Pre-sessional test to identify the advanced and slow learners. The faculties are instructed to maintain the attendance record of their daily classes and are advised to submit course completion certificate at the end of every academic session. The various departments of the college teach the students issues connected with Women, Human values, Environment and sustainable development, etc. as a part of syllabus. The college arranges symposium and

invites experts from various fields to talk on academic and non-academic aspects. The institution always encourages the faculty members to go for research and oriented courses such as - Orientation Programme, Refresher Course, various national, international seminars, conferences, workshops etc.

### **b) Teaching-learning and Evaluation**

Sontali Anchalik College has been practicing more to improve the quality of the teaching-learning process by adopting effective teaching strategies and methodologies like remedial classes, special classes, group discussion, seminar, workshop, lecture programs, motivational speech etc. on difficult topics to create practical knowledge for slow and advanced learners.

The website and prospectus of the college carried all relevant information about admission, curriculum, rules and regulations and maintaining the reservation policy as per government policy at the time of admission. The admission procedure is strictly followed on the basis of merit by the admission committee for every academic year to look after the admission process.

The faculty of the college regularly takes their respective classes as per schedule of the class routine made by the Academic Council. To improve the learning quality of the students the faculties of the college conduct the ICT classes as needed. Moreover, the college also takes due care to provide required training to the faculty members to improve the traditional way of teaching. Teachers are encouraged to participate in OP, RC, FDP, National and International level Seminars, Conferences and workshops for their professional development. All the faculties are involved in writing articles in various journals to develop their research activities. All the faculty members evaluate the answer scripts of the students of the Semester examinations conducted by the affiliating University as per the University guidelines. Every department of the college also conducts Sessional Examination, Home assignments and at various levels for maintaining the standard of the quality of students. The college follows all the syllabus related examination reforms and timeline laid down by the Gauhati University.

At present, Science and Technology have been playing a vital role for the globalization, as we know practice makes a man perfect, it brings moral value for every individual and Sontali Anchalik college is not far behind from this content. The college encourages and ensures the students for acquiring basic knowledge on various issues by adopting educational excursion, field studies, project report preparation, participation in extension activities like sports, games, music and culture etc.

### **c) Research, Innovations and Extension**

The college lays significant emphasis on research, innovation and extension activities and tries to encourage its faculties to carry on their various academic activities. Sontali Anchalik College is a UG (under graduate) college, though the college has nevertheless been a centre of active research, innovative ideas which can be mirrored by the paper and book publications by the faculties. Some faculty members have earned their Ph.D. and M. Phil degree from different universities successfully. The college provides Wi-Fi facilities, access to e- journals, e-books, magazines, reference books in the college library for its teachers

and students. Innovations among students are encouraged by focusing on the interplay of talents and practices. Hence experiential learning plan and programs like departmental workshops, seminars, and field visit are conducted with an aim to put students in an atmosphere where they are faced to innovate. The college has rendered valuable academic services to its neighboring schools and has adopted one High School and one village by faculties and NSS Cell of the college respectively. The college organizes various extension and outreach programs such as environmental awareness programs, Swachh Bharat Abhiyan, cleanliness drive, street play, cultural rallies, plantation program. Extension program facilitates to develop the sense of oneness, understanding and kindness. Students develop a feeling that serving people in pain is true devotion. There are formal agreement/ understanding between the institution and other HEIs or agencies for training/student exchange/faculty exchange/ research/resource sharing etc.

#### **d) Infrastructure and Learning Resources**

Sontali Anchalik College has adequate infrastructure and learning resources. The college campus is about 16.71 acres. It has 04 Assam Type buildings two double storey building within the campus and total build up area is 3323 sq.ms. The college has total number of 16 class rooms, 12 class rooms for conducting regular classes, 02 ICT enabled rooms including 01 Seminar cum Conference Hall. There are also 02 laboratories, one is for the practical works in the Department of Education and another is for the computer laboratory. The college has a well-organized Central library along with 07 Departmental libraries and 01 canteen. The total number of books in the central library is now stand at 10000, where most of the books are of Text books and few are of reference books and all are kept with complete Accession Register System .The college has 20 number of computers for day to day use, out of these 20 computers 12 computers are for the computer laboratory, used for the enhancement of the skills of the students , all of them are with Jio Fiber internet connection .The college has a playground for the promotion of the outdoor Games and sports . Both the Boys and Girls common rooms are equipped with various indoor sports facilities. To promote cultural activities the college provides proper facilities and encourages its students to participate all kind of cultural programmes.

#### **e) Student Support and Progression**

The Sontali Anchalik College always strives to get ready for its students not just for regular class but also supports the students to improve their all-round talents and to take part in cultural activities like games and sports, cultural practice and participation to bring out the hidden resources from classroom interaction, tutorial classes, bridge course, remedial classes are taken in all departments for the slow learners. The Departmental faculties are in frequent touch with the students through various programs like online platforms, offline platforms, seminars, quiz competitions, field studies are undertaken in some of the departments. The Sontali Anchalik College prospectus provides information regarding admission procedure, fee structure, library facility, attendance rule, courses offered, college annual magazine, students support service and list of department wise faculty members. The college has its own website“[www.sontalianchalikcollege.in](http://www.sontalianchalikcollege.in)”, which displays numerous information relating to college. Scholarship and

free ships are provided by the institutions as per Govt. rule. The college provides skill enhancement programmes like Yoga, meditation, and many other physical fitness programmes.

The college organizes various awareness programs for community and students. The college has students Grievance Redressal Cell and Anti Ragging Cell for addressing problems of students and smoothly solves issues with mutual understanding. A few students have qualified in state level Examinations and have received awards and medals in various sports and cultural activities. The college students Union is run through 10 members committee of president and secretaries, who are involved in various welfare activities of the college. The college has a registered Alumni Association starts from 2018 & finally registered in 2023.

#### **f) Governance, Leadership and Management**

Sontali Anchalik College has an active Governing Body (GB) and the in-charge Principal of the College is its secretary. The Governing Body of the college is the sole decision-making authority that executes all developmental plans and policies of college. The principal of college plays dynamic role for implementing the plans and policies laid down by the GB and he guides to set internal policies and programs in association with the Departmental Heads, Co-coordinator, Conveners of different Committees, Librarian and senior members of non-teaching staff of the college.

All new construction, repairing and purchasing of materials are looking after by the construction & purchasing committee of the college. Examination committee monitors both all internal and external examination and examination related activities of the college. Internal Quality Assurance Cell (IQAC) implements all the developmental as well as quality enhancement plans of the institution. College library is managing by library in-charge with the help of Library supporting staff. Academic committee takes care of overall Academic related programs of the college. Admission committee oversees the overall admission process of the institution. Recently-governance mode has been partly introduced in the areas of Students Admission and Support, Examination, Administration, Finance and in all other official works.

#### **h) Institutional Values and Best Practices**

As remote area's educational institution, the college provides various safety and security measures to the students. The college firmly believes that community service is a noble service towards humanity. Several activities such as cleanliness drive, plantation and awareness campaigns are conducted for the benefit of society and at the same time students are given the importance of teaching and doing such things. The college conducts gender equity promotion programs for the uplift of women and in turn providing student's insight and choice in selecting. Grievance & Redressal Cell, Internal Complaint Committee, Anti Ragging Cell, Gender Equity and Women Empowerment Cell have always worked for the security and safety for the betterment of the students. The college organizes seminar, workshop, talk show, blood donation camp, career counseling, gender sensitization, mental health & hygiene. It also celebrates & observes various days like, Republic Day, Independence Day, National Voters' Day, Gandhi Jayanti,



Teachers' Day, National Unity Day, Lachit Divas, World Human Rights Day, International Environment Day, International Women Day, International Yoga Day etc. The Institution is always trying to make a healthy and green campus by plantation. The main source of energy of the college is electricity. For the safety of the college at night 10 solar street lights have installed in the campus. The college always tries to reduce energy consumption by using energy efficient LED bulbs, star rating fans etc. As a higher educational institution, Sonatali Anchalik college is not only committed towards academics but also human values, ethics, and social responsibility.

“Promoting environmental awareness and campaign that engage and educate students and local communities on plastic waste and making the institution plastic free zone” is one of the best practices of the college. The college has taken number of awareness programs and cleanliness practices on single use plastics in the college, local PHC campus, Bazar areas and the adopted Village to keep the campus Waste Free, Pollution Free and Plastic Free Campus. For cleanliness & good environment the college uses garbage bin to collect the solid waste and provides access to safe sanitation system.

“Awareness about bio-diversity conservation and documentation among the students and local communities for environmental sustainability” is the second best practice of the college. Plantation programs are also undertaken from time to time for bio-diversity conservation and green campus initiatives. Faculties and students of the college are visiting nearby schools and communities for creating awareness about conservation and documentation of species.

## **6. Strength, Weakness, Opportunity and Challenges (SWOC)**

### **a) Institutional Strength**

1. The College is UGC recognized and provincialized by the Govt. of Assam.
2. Only the Higher Educational Institution in the greater Char (river island) areas of south Barpeta and south west Kamrup District of Assam.
3. Better communication with the stakeholder.
4. Good performance of students in higher education.
5. Most of the students of the College belonged to economically weaker section of the society or the Char areas.
6. More than 90% students are enrolled from the BPL categories.
7. The College has two Girls' Hostels located within the College premises.
8. The faculties are experienced, very active and devoted.
9. There is a large play ground in front of the College.
10. ICT facilities, Departmental Library facilities, internet facilities for both students and faculties in the central Library and INFLIBNET facilities.
11. Eco-friendly environment and planning of the campus.
12. 16.71 Acre of land is allotted to college by the College Managing Committee.

## **b) Institutional Weaknesses**

1. Maximum students admitted in the College are academically weak and poor communication skills.
2. Majority of students are minority Muslim from poor economic background.
3. Infrastructure of the college is not sufficient to meet the present teaching learning requirements and thus classes of department of Arabic, History and Economics are temporarily shifted to the newly constructed Women Hostel Building which is not accommodated by Hosteller so far.
4. Need to initiate exchange programs and collaborations with other colleges and institutions.
5. Inadequate funding for infrastructure development from the Government.
6. The College has no regular Principal and Librarian.
7. Insufficient number of faculty with Ph. D and research activity.
8. Non-teaching staff of the College is not sufficient and they are not skilled also.
9. The College Library does not have sufficient Text Books, Reference Books, Journals etc. due to lack of fund.
10. The college has not maintained the Roster system for appointment initially.
11. No female faculty and non-teaching staff.

## **c) Institutional Opportunities**

1. There is wider scope to increase the infrastructural facilities.
2. Scope to open Commerce and Science streams and professional courses as per NEP-2020.
3. There is a scope for improvement in sports and cultural activities.
4. The institution has enough scope for opening Certificate /Diploma courses.
5. Scope for further utilization of campus space.
6. The institution can focus on the strengthening of campus placements.
7. Scope to Vocational and Add-on Courses.
8. Strong Alumni Network engaged for Institutional growth.

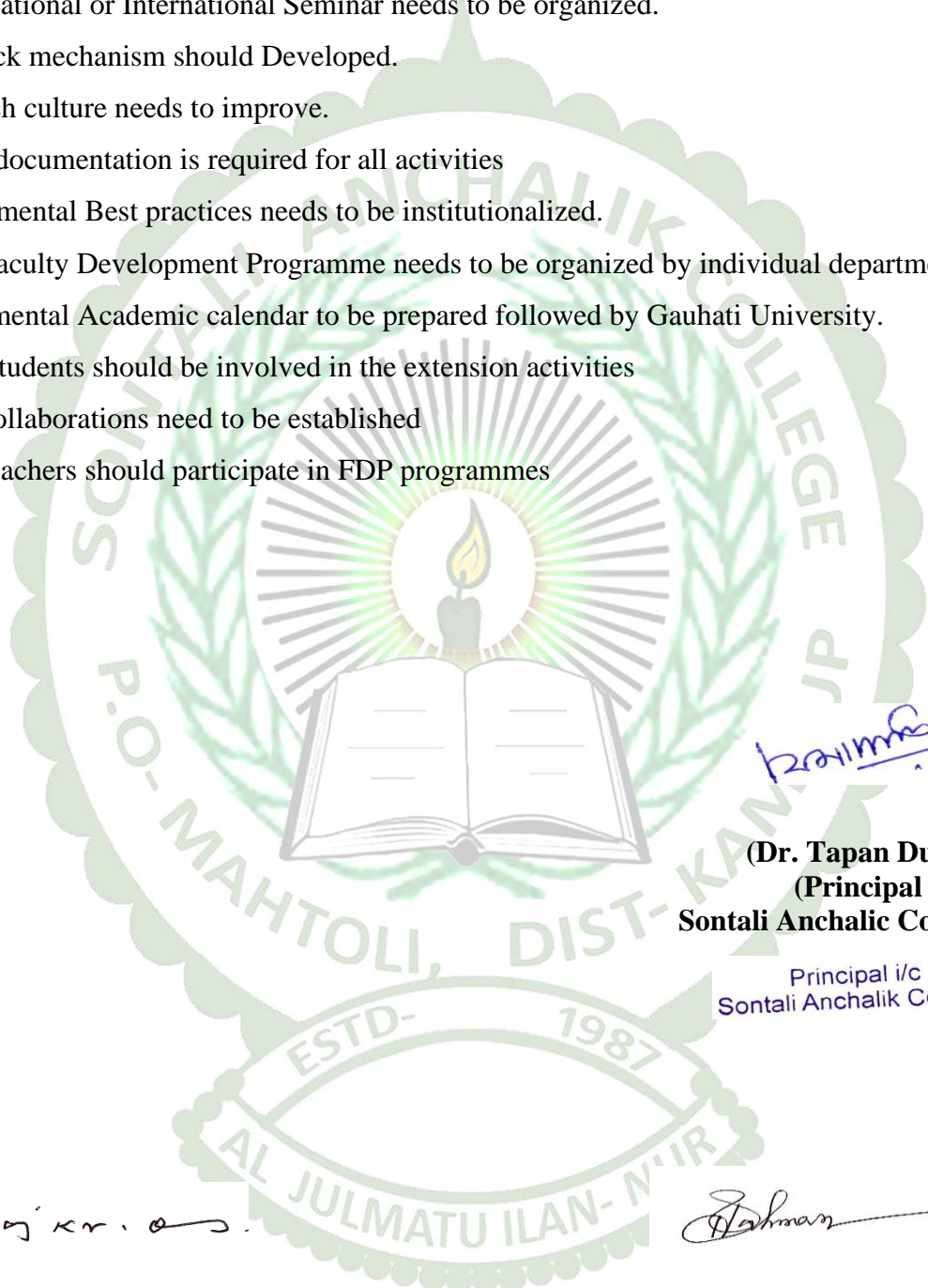
## **d) Institutional Challenges**

1. More than 90% students are enrolled from the BPL categories.
2. Early marriage.
3. Unaware birth control measure.
4. Insufficient fund for college development.
5. Limited faculties in regular post and insufficient non-teaching staff.
6. Appointment of 8 Teachers as Tutor Assistant Professors.
7. Backward road communication and poor qualities internet connectivity.
8. Placement of alumni of the college.
9. Enlightening and boost the confidence of the girl students.

## 7. Recommendation

As per the data provided by the college the members of the audit committee recommend the following for enhancing the teaching-learning system of the College:

- a. More National or International Seminar needs to be organized.
- b. Feedback mechanism should Developed.
- c. Research culture needs to improve.
- d. Proper documentation is required for all activities
- e. Departmental Best practices needs to be institutionalized.
- f. More Faculty Development Programme needs to be organized by individual departments.
- g. Departmental Academic calendar to be prepared followed by Gauhati University.
- h. More students should be involved in the extension activities
- i. More collaborations need to be established
- j. More teachers should participate in FDP programmes



*Tapan Dutta*

**(Dr. Tapan Dutta)**  
**(Principal i/c)**  
**Sontali Anchalik College**

Principal i/c  
Sontali Anchalik College

*Dhiraj Kr. Das*

**(Dr. Dhiraj Kr. Das)**

**Auditor**

*Habibur Rahman*

**(Dr. Habibur Rahman)**

**Auditor**

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