



**Internal report of the Academic Administrative Audit for Teaching-
Learning and Evaluation of the departments.
Session 2020-21**

To maintain the overall academic environment of the college an Academic Audit of different departments was done by Dr. Monoj Kr. Singha, Co-coordinator, IQAC and Dr. Rajesh Kumar, Co-coordinator, NAAC, Rangia College, Rangia. The visit programme came to a fruitful completion in four working days, starting from 20th December, 2021 and ending on 23rd December, 2021. All the departments of the Commerce stream, Deptt. of IT, BCA, PGDCA, BBA, Deptt. of Physical Education and Deptt. of B.Voc (RMIT, CTHM, TTM, MLT) were visited on the first day. The second day covered the Deptts. of Botany, Geography, Mathematics, Physics & Zoology. Assamese, Arabic, Chemistry, Education, Economics, History & Philosophy departments were visited on the third day, and finally, on the last day, the Deptt. of English, Bodo, Pol. Science and Sanskrit were visited.

Main focus was given on departmental activities, student related activities, faculty related activities, use of ICT and infrastructure facility required and availed by different departments of the college. Departmental activities included Profile of the department, Class attendance register, preceding book of the department, programme and course outcome, regular updation of log book, departmental library, teaching plan, class routine and publication of the departments.

Student related activities covered syllabus related department seminars, record of parents/guardian meeting, tutorial classes for slow learners, home assignment evaluation report, counselling of students, enrolment and results of students, student admission to higher education and information regarding placements.

Faculty related activities took in its preview important points such as research works, extension activities, MRP, articles, text books, reference books published by the faculty members, membership in State/National/International organizations, special responsibilities given by the govt., faculty members as mentors and performing important duties related with the students' union of the college.

Sufficient importance was given to encourage the faculty members for the use of ICT. It was satisfactory to know that many teachers were very much interested in using ICT in classrooms. Some of them use to take classes through online mode (Zoom/Google classroom etc.). During "Lock Down Period" caused by Covid - 19, most of the teachers continued their classes through online mode.

Even Home Assignment were given and submitted through online mode so that academic sessions might remain update. Members of the visit team also gave importance to verify the infrastructure of the departments.



Since the use of ICT in the teaching-learning process plays an important role, there is an urgent need to increase the number of ICT classrooms. To cope with the situation, authority is requested to take action for the same. Presently available ICT class rooms (Room no 20, 20A,23, 24)) are not sufficient in number.

The PG course in Economics, Business Administration(BBA) and B.Voc courses in Medical Laboratory Technician have been introduced during the year making the academic environment more vibrant.

The Extension Education Cell has been nicely working on the extra curriculum and soft skill development of the students. The counseling and mentoring classes are regularly done by the mentors.

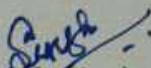
The budget for the year 2020-21 was prepared and the external audit has also been done by the accounts department. The computerization of the accounts branch is in process.

The college auditorium is used for most of the students' functions. It is suggested to the authority that the use of high decibel sound should be minimized during class time. The authority takes the advantage of having a state-of Art auditorium by allowing even third parties to use it so that revenue of the college might be increased.

There is a need for sports facilities and sports activities for the students. The participation of students in the outside events could not be done due to COVID 19 situation. The PHE department and Major and Minor games secretaries of the students union are advised to organize tournaments in a few indoor and outdoor games.

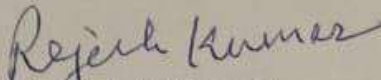
The waste management and cleanliness of the campus need to be robust. The categorized procedure of waste disposal needs immediate attention. Using renewable energy sources to reduce the use of electricity could be done. The authority is requested to make a plan in this direction. Installation of a rainwater harvesting plan to reduce the use of groundwater will be an exemplary one for the environment related awareness.

The four day Academic Audit Programme came to a successful and satisfactory end on 23rd December, 2021. Most of the departments of the college were found fulfilling criteria fixed for the said audit programme. The faculty members were found quite cooperative. Some of the departments have maintained the academic standard in a very excellent way. Those who lag behind are ready and prompt to reach that height by humbly following the suggestions given by the team members.


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