

REPORT

ACADEMIC AND ADMINISTRATIVE AUDIT

(2018-2023)



PRAGJYOTISH COLLEGE

(Affiliated to Gauhati University)

Guwahati, Kamrup (M), Assam : : India

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT PRAGJYOTISH COLLEGE

INTRODUCTORY NOTE FROM THE AUDITORS

This report is prepared by the following members on getting a request from the Pragjyotish College authority to audit academic activities carried out in the College during the academic session 2018-2023. Both the auditors submitted the Academic and Administrative Audit Report of the college based on their submitted data and by physical verification and interactions, prepared by us based on the facts received from the academic departments and administration of the college during our visit to the college on the below-mentioned date. The IQAC Coordinator supported and facilitated us during our visits to the departments followed by departmental presentations. All the academic departments presented their departmental profiles in PPT formats demonstrating their academic and co-curricular activities during their presentations in the conference rooms where the Principal and the IQAC Coordinator were also present.

On the basis of the report received, checking at the individual department, office and also from the interactions with the presenting teams of each department whatever found is presented in facts and figures.

We solemnly declare that the report has no facts which lessen the reputation of the college.

Members of the Academic Audit Team
PROF. DILIP KUMAR KAKATI
PROF. BHABEN TANTI

Visit Date: 20-06-2023

Session: 2018-2023

---::: Visit Schedule :::---

Members of the AAA	Time	Agenda	Venue
Prof. Dilip Kumar Kakati & Prof. Bhaben Tanti	10.00 am	Academic & Administrative Audit for the Session 2018-23	Conference Room Pragjyotish College
			Principal Pragjyotish College
DEPARTMENTAL INTERACTION & HoD'S PRESENTATION			
HOD, Anthropology	10.30 am	Departmental Presentation	Seminar Room
HOD, Assamese	10.40 am	Departmental Presentation	Seminar Room
HOD, Bengali	10.50 am	Departmental Presentation	Seminar Room
HOD, Bodo	11.00 am	Departmental Presentation	Seminar Room
HOD, Botany	11.10 am	Departmental Presentation	Meeting Room
HOD, Business Administration	11.20 am	Departmental Presentation	Meeting Room
HOD, Chemistry	11.30 am	Departmental Presentation	Seminar Room
HOD, Commerce	11.40 am	Departmental Presentation	Seminar Room
HOD, Computer Science	11.50 am	Departmental Presentation	Seminar Room
HOD, Economics	12.00 pm	Departmental Presentation	Seminar Room
HOD, Education	12.10 pm	Departmental Presentation	Meeting Room
HOD, English	12.20 pm	Departmental Presentation	Meeting Room
HOD, Fine Arts	12.30 pm	Departmental Presentation	Meeting Room

HOD, Geography	12.40 pm	Departmental Presentation	Seminar Room
HOD, Geology	12.50 pm	Departmental Presentation	Seminar Room
HOD, Hindi	1.00 pm	Departmental Presentation	Seminar Room
HOD, History	1.10 pm	Departmental Presentation	Meeting Room
HOD, Mathematics	1.20 pm	Departmental Presentation	Seminar Room
HOD, Performing Arts	1.30 pm	Departmental Presentation	Meeting Room
HOD, Philosophy	1.40 pm	Departmental Presentation	Meeting Room
HOD, Physics	1.50 pm	Departmental Presentation	Seminar Room
HOD, Political Science	2.00 pm	Departmental Presentation	Meeting Room
HOD, Sanskrit	2.10 pm	Departmental Presentation	Seminar Room
HOD, Statistics	2.20 pm	Departmental Presentation	Seminar Room
HOD, Tourism Management	2.30 pm	Departmental Presentation	Seminar Room
HOD, Zoology	2.40 pm	Departmental Presentation	Meeting Room
Librarian	2.50 pm	Library Presentation	Meeting Room
Administration	3:00 pm	Interaction with the Office staff	Administrative Office
Exit Meeting	4:00 pm	Interaction with the faculties	Seminar Room

Profile of the Pragjyotish College

Brief introduction of the College

Pragjyotish College, established on 1st September 1954, seven years after Independence, became a beacon of learning and a symbol of aspirations for the common people of Assam, raring to build a new nation. Pandit Tirthanath Sarma, eminent scholar and litterateur, responded to and actively participated in the nation building by taking charge as the founder Principal of Pragjyotish College. From its modest inception as an arts college, Pragjyotish College has now developed into one of the premier institutions of higher education in Guwahati. At present, it is a well-known full-fledged under-graduate college imparting higher education in multiple streams.

Situated on the western bank of the Bharalu, a rivulet, in the western part of Guwahati, Pragjyotish College is about 1 kilometre away from its confluence with the mighty Brahmaputra. It is about 4 kilometres from the Guwahati Railway Station and at a distance of about 20 kilometres from the Lokapriya Gopinath Bordoloi International Airport. At the backdrop of the college is a beautiful panoramic view of Nilachal Hills, the famous abode of Mother Goddess Kamakhya.

In the emblem of the college, is ingrained the motto “तेजस्विनावधीतमस्तु” (May our study make us illumined) and a conch shell at the centre on an eight-petalled full-blown beautiful-lotus, which symbolizes pure knowledge and the relationship between the teacher and the learner, praying to the Almighty for energy, protection, maintenance that ultimately leads to peace and bliss.

In its glorious existence of six decades, Pragjyotish College, as alma mater, has produced a galaxy of eminent personalities in all walks of life. The college celebrated its Diamond Jubilee Year during 2013–14. The college is recognized under Sections 2(f) and 12(B) of UGC and is accredited by NAAC for the third cycle.

Present Status of the College

A. Motto

तेजस्विनावधीतमस्तु (Tejasvinavadhitamastu - May our study make us illumined).

B. Vision

To fulfil the 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 potential of the students.

C. Mission

- 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

D. Number of Streams: 03 (Arts, Commerce and Science)

E. Number of Subjects: 29 (Accountancy, Anthropology, Assamese, Bengali, Bodo, Botany, Business Administration, Chemistry, E-Commerce, Computer Science, Economics, Education, English, Finance, Fine Arts, Geography, Geology, Hindi, History, Management, Mathematics, Performing Arts, Philosophy, Physics, Political Science, Sanskrit, Statistics, Tourism Management, Zoology).

INFRASTRUCTURE FACILITIES OF THE COLLEGE

Facilities	2022-23	2021-22	2020-21	2019-20	2018-19
Campus Facility					
Campus area	7 acre (20 Bighas)	7 acre (20 Bighas)	7 acre (20 Bighas)	7 acre (20 Bighas)	7 acre (20 Bighas)
Class rooms	93	84	79	79	79
Classrooms with Wi-Fi	93	21	21	21	21
Laboratories	36	36	36	36	36
Seminar Halls	3	3	3	3	3
Meeting Room	1	1	1	1	1
Auditorium	1	1	1	1	1
Classrooms with smart board	11	11	11	11	11
Language Lab	1	1	1	1	1
Water Supply Plant	1	1	1	1	1
Parking place	3	3	3	3	3
Teachers' Common Room	1	1	1	1	1
Museum	7	7	7	7	7
Boy's Common Room	1	1	1	1	1
Girl's Common Room	1	1	1	1	1
College Canteen	1	1	1	1	1
Solar power Unit	1	1	1	1	1
Boundary wall	YES	YES	YES	YES	YES
Value of equipments purchased during the year (Rs. Lakh)	4,24,030	6,73,058	93,749	87,986	130847
IT Facility					
Total Computer	158	155	155	155	155
Students Browsing Centre	6	5	5	5	5
Computer lab	7	7	7	7	7
Sport Facility					
Foot ball/ Cricket/ outdoor sports Ground	1	1	1	1	1
Badminton Court	1	1	1	1	1
Gymnasium Hall	1	1	1	1	1
Volleyball Court	1	1	1	1	1
Xerox Centre	2	2	2	2	2
Women Hostel	1	1	1	1	1
Indoor Sports Complex	Nil	Nil	Nil	Nil	Nil

Distance Education Centre (Study Centre of KKH State Open University, IDOL, GU and ASOS, AHSEC)	2	2	2	2	2
Other Facilities					
2022-23	Day care centre; Sick room; Examination control room; Guest room; GIS laboratory NCC office; Women Study Centre; Alumni office; Air monitoring system; IGNOU Study Centre; In-campus water supply facility; Rain water harvesting facility; In campus organic composed unit; Separate washroom/toilet facility for Divyangjan students; Basketball court; Swayam-NPTEL Local chapter				
2021-22	Day care centre; Sick room; Examination control room; Guest room; GIS laboratory; NCC office; Women Study Centre; Alumni office; Air monitoring system; IGNOU study centre; In-campus water supply facility; Rain water harvesting facility; In campus organic composed unit; Separate washroom/toilet facility for Divyangjan students; Basket ball court				
2020-21	Day care centre; Sick room; Examination control room; Guest room; GIS laboratory; NCC office; Women Study Centre; Alumni office; Air monitoring system; IGNOU study centre; In-campus water supply facility; Rain water harvesting facility; In campus organic composed unit; Separate washroom/toilet facility for Divyangjan students; Basket ball court				
2019-20	Day care centre; Sick room; Examination control room; Guest room; GIS laboratory; NCC office; Women Study Centre; Alumni office; Air monitoring system; In-campus water supply facility; In campus organic composed unit; Separate washroom/toilet facility for Divyangjan students; Basket ball court				
2018-19	Day care centre; Sick room; Examination control room; Guest room; GIS laboratory; NCC office; Women Study Centre; Alumni office; Air monitoring system; In-campus water supply facility; In campus organic composed unit; Separate washroom/toilet facility for Divyangjan students; Basket ball court				

Academic Strength

Name of the Department	UG/ PG	Number of Teachers	No. of Students		Seat Capacity		No. of Value Added/ Certificate Courses offered
			UG	PG	UG (H)	PG	
Department of Anthropology	UG	03	37	Nil	35	Nil	1
Department of Assamese	PG	07	18	56	40	50	1
Department of Bengali	UG	02	00	Nil	10	Nil	1
Department of Bodo	UG	01	00	Nil	05	Nil	0
Department of Botany	UG	06	48	Nil	40	Nil	1
Department of Business Administration	UG	01	44	Nil	45	Nil	1
Department of Chemistry	UG	06	40	Nil	40	Nil	4
Department of Commerce	UG	17	224	Nil	300	Nil	1
Department of Computer Science	UG	06	31+58(BC A)	Nil	45+40(BC A)	Nil	1
Department of Economics	PG	06	46	Nil	40	20	1
Department of Education	PG	04	39	19	30	20	1
Department of English	UG	04	50	Nil	30	Nil	1
Department of Fine Arts	--	01	Nil	Nil	Nil	Nil	1
Department of Geography	PG	06	53	17	45	15	1
Department of Geology	PG	06	20	04	30	10	1
Department of Hindi	UG	04	20	Nil	18	Nil	1

Department of History	UG	05	42	Nil	25	Nil	1
Department of Mathematics	UG	04	22	Nil	40	Nil	1
Department of Performing Arts	Nil	01	Nil	Nil	Nil	Nil	1
Department of , Philosophy	UG	04	19	Nil	25	Nil	1
Department of Physics	UG	05	24	Nil	40	Nil	1
Department of Political Science	UG	05	40	Nil	30	Nil	1
Department of Sanskrit	UG	03	01	Nil	15	Nil	2
Department of Statistics	UG	01	07	Nil	17	Nil	1
Department of Tourism Management	PG	04	35	Nil	Nil	30	1
Department of Zoology	PG	06	16	Nil	45	10	1

Methodology of Audit

The inputs received from the departments as per the proforma (Annexure-1) have been validated from the supporting documents, interaction with the Head of the Department, and visits to the departments.

- **Curricular Aspects**

Pragjyotish College, Guwahati is affiliated with Gauhati University. The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum, the departments are maintaining lesson plans and course progress records. Departments follow the academic calendar of Gauhati University and the college has its own in alignment with Gauhati University's calendar.

- **Teaching learning aspects**

Assessment of learning levels to identify slow and advanced learners is carried out through sessional examination, seminars, and assignments. Though the College follows students' centric learning method for effective curriculum delivery, however, a detailed unit-wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The College maintains a mentoring system. All the departments conduct internal examinations as per the requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation.

Program Outcomes, Program Specific Outcomes, and Course Outcomes are described in the syllabus. Evaluation of the attainment of the learning outcomes to be evaluated properly.

- **Research, Innovation, and Extension**

The college has recently started various research activities. However, the overall research culture in the College needs to be strengthened. Several departments are conducting very effective extension activities. The involvement of the students in those activities should be encouraged.

- **Infrastructure**

The College has adequate infrastructure facilities for all academic and other extracurricular activities. The indoor and outdoor play area is adequate. The library and IT facilities need to be improved including increased internet bandwidth.

- **Student Support and Progression**

Several Departments conduct capacity-building and skill enhancement activities for the students. The placement of the students and progression to higher education is encouraging. Students need more encouragement for participation in extra-curricular activities.

- **Professional Development Activities**

A few teachers have participated in FDP. But more teachers need to be participated in FDPs.

SWOT Analysis

Strength of the Institution

- Self-sustaining Programs for internal fund and employment generation
- Wide range of programs offered from Certificate to P.G. level
- Fully digital RFID based Digital Library, with large collection of text books and reference books
- Provision of departmental libraries
- Active NCC, NSS, BSG, RRC and IRC units
- 20% of built-up area
- Sufficient number of classrooms and laboratories
- Computers and Printers in all the departments
- Wide CCTV coverage of the campus area
- Health Insurance coverage of all students on roll
- Add-on courses
- Language lab
- Health Insurance coverage of all students on roll

- Zero incidences of ragging, gender based violence and other forms of students unrest/ protests
- Ragging free, Plastic-free, tobacco-free, eco-friendly and gender-friendly campus
- Well-equipped Gymnasium Hub
- Dynamic institutional web portal with unlimited data storage: Institutional e-mail IDs for all faculty members, departments and units
- Involvement of different stake holders for institutional development viz. retired teaches/ principals (PCRTF), guardians (PCGF), alumni (PCAA)
- Good revenue generation from non academic examinations
- Safe drinking water provision
- All faculty accustomed to using of ICT tools
- The college has a full-fledged Enterprise Resource Planning (ERP) system
- ICT enabled seminar/ conference halls
- Students from all the states of the NE region
- Functional and vibrant MoUs for inter institutional collaborative activities
- The college adopts complete cash-less transaction mode for transparency

Weakness of the Institute

Absence of infrastructural provisions like

- Principal's residence
- residential quarters for teaching and non-teaching staffs
- boy's hostel
- large sized modern well equipped auditorium
- Indoor stadium

Opportunities

- Introduction of P.G. programs in different academic departments
- Introduction of self-sustaining U.G. programs in Fine arts Department and Performing Arts Department
- Introduction of vocational and value-added courses in different academic departments

- Introduction of entrepreneurship development program through the Entrepreneurship Development Cell
- Revenue generation through optimum utilization of two college ponds
- Setting up of a additional campus in the second plot of land
- Mobilization of vast alumni community for institutional development
- Interdisciplinary research projects through utilization of the different institutional laboratory facilities
- Construction of multipurpose complex at the existing auditorium side
- Procurement of CSR funds from industry giants of the State viz. tea companies, oil companies etc.
- Strengthening of industry- institute collaboration for placements
- Introduction of administrative and academic e-governance mode
- Organizing student and faculty exchange programs on the basis of the various functional MoUs
- Becoming an autonomous institution
- MoUs with hospitals of nearby areas
- Initiate disable friendly initiatives

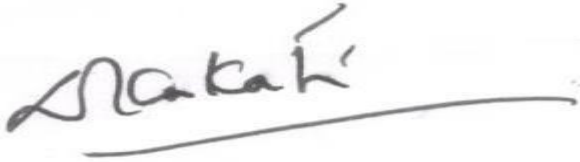
Challenges

- Keeping proper records of student's progression to higher education
- Keeping proper records of students obtaining scholarships due to Govt. policy
- Removal of encroachments in the additional plot of college land for developing the second campus
- Upgradation of infrastructural facilities in different academic departments to PG/ Research standard
- Mobilization of alumni for generating resources
- Conduct of HS level classes in departments where programs ranging from HS to PG level exist
- Providing scholarship to needy students from institutional funds
- Providing new class rooms for FYUGP

Recommendations

- Few bigger classrooms need to be created with ICT facilities to conduct common classes which will be required from the next academic year for implementation of FYUGP.
- The College must have an Institutional Development Plan as desired in the NEP-2020.
- The college needs to evolve a structured methodology for identifying the slow learners and remedial measures for their improvement.
- As under NEP-2020, it is desirable for a college to be multidisciplinary in nature; attempts should be made to create regular teaching posts for the commerce, computer science, performing arts, and fine arts so as to avoid running it with contractual teachers.
- The college may arrange a motivational lecture/counseling for the entire fresher at the beginning of the session.
- The teachers may be encouraged to enhance their research output, fund mobilization, consultancy services. To that end, the Principal may arrange brainstorming sessions time to time among the teachers to listen to their views and prepare a strategy for increasing research output of the teachers.
- Adequate ICT enabled class room facility may be made available to the academic departments.
- For effective delivery of curriculum, the course file of Academic departments should be assessed by IQAC
- More add-on vocational courses/ certificate course may be initiated.
- The existing language lab may be strengthened.
- Research culture needs much improvement and interdisciplinary research to be initiated.
- More departments and students should be involved in the extension activities.

- More teachers should be participating in the FIP/FDP programmes.
- Proper documentation is required for all activities.
- Best practices of individual departments should be identified and need to be institutionalized.
- Students and society need to be engaged while formulating policies specific to students' welfare and society.
- More collaboration needs to be established for faculty exchange, students exchange, internship etc.

Name of the Members of the Audit	Signature
Prof. Dilip Kumar Kakati Former Head & Professor Department of Chemistry Gauhati University	
Prof. Bhaben Tanti Head, Department of Botany Director, IQAC & RDC Gauhati University	