

**Dakshin Kamrup Girls' College, Mirza, Kamrup District**

**Academic and Administrative Audit (AAA) Report  
(2020-23)**



Submitted to

**Dakshin Kamrup Girls' College**

By

**Academic and Administrative Audit (AAA) Team**

**Dakshin Kamrup Girls' College, Mirza, Kamrup District**  
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- **Date of Notification of the AAA Committee:** 09/06/2023 [vide Gauhati University letter no. GU/VCO/149/2023/12 dt. 09/06/2023 and DK Girls' College letter no. DKGK/Academic/85/2011-23/1317 dt. 13/06/2023]
- **Department profiles made available to the AAA Team:** 13/06/2023
- **Date of visit by the AAA Team:** 15/06/2023

- **The Peer Team of the AAA**

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- **Name of the Principal**

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## **1. Introduction**

The Dakshin Kamrup Girls' College is a provincialised college established on 20<sup>th</sup> November, 1988. It is one of the premier educational institutes in Assam to foster and disseminate female education. The college has been serving the people of greater Dakshin Kamrup region in particular and the Kamrup district and the state of Assam in general for the last 34 years and has contributed greatly to the educational development of the region.

Presently, the college campus spans over a total area of 16312.03 m<sup>2</sup>, of which open area comprises 33.11%, buildings and establishment area covers 33.8% and the remaining areas come under different land use types. The campus has a playground, a girls' hostel, a sports complex with modern outfits and a museum. The college has an active NSS unit and a central library with 17,950 books along with 956 reference books. The college administration is run by the Governing Body and the Principal and his office.

The college presently has nine (09) academic departments with a total enrolment of 950 students. It is conducting UG degree programmes in 9 subjects of Arts stream and one PG programme in the subject Assamese. The strength of the permanent teaching staff is 24. NAAC assessment of the college in 2<sup>nd</sup> cycle was held in the year 2016 and the college was awarded B Grade. The academic activities of the college are managed and monitored by the Academic Cell comprising all the Heads of the Academic departments, Vice-Principal and Principal of the college. The overall academic quality control is managed by the Internal Quality Assurance Cell (IQAC) of the college. The College is now heading towards NAAC assessment for the 3<sup>rd</sup> cycle.

## **2. Methodology**

Necessary data and information for the nine academic departments were provided to the Academic and Administrative Audit (AAA) team in a prescribed format adopted by the Gauhati University, for the purpose of Academic and Administrative Audit during the last three periods, i.e. 2020-21, 2021-22 and 2022-23. An overview of the infrastructure, manpower and functioning of the college was briefed by the Principal of the college. A consolidated report containing required data and information about the college was supplied by the Coordinator, IQAC. The Peer Team visited all the academic departments and office establishments and gathered information to have a holistic picture on functioning of various segments of the college. Each of the academic departments provided information about their academic activities, while the office staff (teaching supporting staff) provided their activities relating to office management and financial dealings. Physical verification was carried out by the team in each of the academic departments and office establishments of the college. A



thorough interaction with the Principal was also held. Finally, this AAA report has been prepared based on the information made available by the IQAC and college authorities and later on, submitted to the Principal of the college.

### 3. Observations

#### (A) Profile of the Academic Departments of the College

##### (a) List of Academic Departments and Programmes conducted

1. **Assamese** : UG Major and Regular Course and also PG Course
2. **Economics** : UG Major and Regular Course
3. **Education** : UG Major and Regular Course
4. **English** : UG Major and Regular Course
5. **History** : UG Major and Regular Course
6. **Philosophy** : UG Major and Regular Course
7. **Political Science** : UG Major and Regular Course
8. **Home Science** : UG Regular Course only
9. **Journalism and Mass Communication** : UG Regular Course only

##### (b) Curricular and Teaching-learning aspects

Presently, the college runs a course curriculum of CBCS pattern which was adopted in 2019 under Gauhati University. There are both major and regular courses in Arts stream. A well-structured academic calendar issued by the affiliating university, i.e., Gauhati University is followed by the college. There are presently 24 full time teachers (sanctioned) against 25 full time teaching positions. The student enrolment with pass percentage during the last three academic sessions is presented in **Table 1**. The academic departments of Home Science and Journalism and Mass Communication are running only the regular course, and rest of the departments run both major and regular courses. The pass percentages of the students are largely above 90%. Student and full time teacher ratio on the average is 35:1.

The college follows the Academic Calendar prepared by the Gauhati University. The college authorities and all the academic departments take the Academic Calendar into consideration while preparing a comprehensive roadmap for effective conduct of the course curriculum. A time table-cum class routine is prepared for the entire college considering all aspects of the curriculum. Remedial classes are arranged whenever necessary. Records of



assignments, seminars, tutorials and remedial classes are maintained by the concerned departments. In order to assess the progress of the students, the departments regularly hold class tests and unit tests. The final or end semester examinations are fairly held in the college as per the examination programmes issued by the University.

Table 1: Student enrollment and pass percentage

Name of the Dept.	Course	Session	No. of Students		Pass percentage
			Major	Regular	
Assamese	UG	2020-21	142	767	100%
	UG	2021-22	150	710	94.11%
	UG	2022-23	14	808	94.11%
Assamese	PG	2020-21	12	--	--
	PG	2021-22	11	--	--
	PG	2022-23	14	--	--
Economics	UG	2020-21	22	26	100%
	UG	2021-22	12	28	100%
	UG	2022-23	14	29	100%
Education	UG	2020-21	80	469	100%
	UG	2021-22	79	433	90.48%
	UG	2022-23	50	484	95%
English	UG	2020-21	21	190	87.5%
	UG	2021-22	25	224	100%
	UG	2022-23	26	367	100%
History	UG	2020-21	90	74	66.6%
	UG	2021-22	89	80	73.91%
	UG	2022-23	71	56	93%
Philosophy	UG	2020-21	41	178	100%
	UG	2021-22	34	212	100%
	UG	2022-23	34	201	100%
Political Science	UG	2020-21	45	110	100%
	UG	2021-22	49	163	100%
	UG	2022-23	74	424	100%
Home Science	UG	2020-21	--	169	82.35%
	UG	2021-22	--	229	57.89%
	UG	2022-23	--	183	75%
Journalism and Mass Communication	UG	2020-21	--	24	100%
	UG	2021-22	--	26	100%
	UG	2022-23	--	32	100%

(c) Research and Innovative aspects

The overall percentage of Ph.D. holder teachers during 2020-23 is 57%. The number of research papers published in UGC listed journals is 05, while the number of books, book chapters, edited books, papers published in national and international seminar proceedings is 46 during the last three years (Table 2). On the average, 8 academic field study trips were conducted by the academic departments. Some academic departments are interested in carrying



out academic collaborative works with other institutions and it is found that a total of 7 MoUs from the college have been signed and agreed to have academic collaboration with other academic departments/institutions. In order to enhance teaching skills and innovative teaching methods, a total of 22 teachers of the college have undergone online/face-to-face Faculty Development Programmes (FDPs).

Table 2: Number of full time teachers and teachers with Ph.D. and their publications

Year	Number of full time teachers	Number of teachers with Ph.D.	Percentage of Ph.D. holder teachers	Number of books authored, edited books, book articles and proceeding papers	Number of research papers in UGC listed journals	Student-Teacher Ratio
2020-21	25	15	60%	46	05	33:1
2021-22	24	14	58%			35:1
2022-23	24	13	54%			39:1

(d) Skill development and Extension/ Outreach activities

Students are involved in extension activities through the NSS unit of the college. The number of extension activities organized and performed during 2020-21 was 28, while during 2021-22 and 2022-23, these activities and events were 38 and 25 in numbers respectively (Table 3). As regards students' involvement, a total of 1718 students participated in 2020-21, while 2122 students and 1015 students participated during 2021-22 and 2022-23 respectively in all the extension activities/events organized by the college as a whole. Importantly, one faculty member, Dr. Mitali Kathkatia from the Department of Education received an award in 2021 given away by the Indian Society for Training and Development, Guwahati Chapter and ARHAN (Association of Reforms for Healthy Advancement of Nation) for her outstanding contribution and fortitude towards the humanitarian cause and exemplary work done at the frontline of Covid Pandemic. In the field of capacity building and skill enhancement, initiatives are taken by the departments to impart skills to the students such as soft skills, language and communication skills, life skills like Yoga, physical fitness, health and hygiene and ICT/computing skills. During the academic session 2022-23, two completed and three on-going add-on/certificate courses have been organized involving and benefiting a total of 138 students.

Table 3: Extension and outreach activities and student participation

Session	No. of extension and outreach activities	No. of students participating
2020-21	28	1718
2021-22	38	2122
2022-23	15	1015



### (e) Student Support and Progression

During the period covered by AAA, as many as 110 students have got placement after passing out from the college, who are mostly engaged in teaching in Primary, middle and secondary schools. Another 107 students have made progress by joining higher educational institutes to continue higher education and 12 students have qualified state level examinations. Awards and medals are obtained by 6 students for their performance in sports and cultural activities at state and university level. As many as 620 students of the college participated in sports and cultural events in the institution during 2022-23. The pass percentage of the final year students of the college during 2020-2021 was 92.88% and during 2021-22 and 2022-23 the same were 90.55% and 95.22% respectively.

### (f) Infrastructural facilities

The infrastructural facilities available in the college include (i) Two ICT enabled classrooms (ii) One digital seminar hall (iii) One Sports Complex (iv) One Museum (v) One central library (vi) One playground (vii) Two canteens (viii) One Girls' hostel (ix) Few rented shops (x) One A.T.M. (SBI) and some others.

Besides, the college has sufficient classrooms (general and department-wise) and a well organized administrative building with provisions for Principal's chamber and his office including accounts branch.

## **(B) Institutional Leadership**

Under the leadership of the Principal, HoDs and the Conveners of the various committees, the college plays a significant role in framing and implementing the institutional policies and programmes for better governance. The institution has an adequate framework for effective utilization and mobilization of funds received from different sources. It also moves forward by holding regular meetings for chalking out plans for proper functioning and participative management by involving its stakeholders in various administrative and construction activities. The institution follows the government norms and instructions issued from time to time for the benefit of the students and employees.



## (C) Recommendations

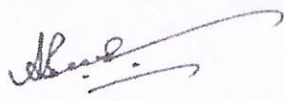
- The college has potential to become an important and leading higher educational institution in the field of female education.
- The college needs to take proactive measures to achieve excellence in educational performance.
- The college has an Alumni network, which should be more strengthened for the benefit of the college. The Alumni Association should be registered.
- The college should focus on resource earning and mobilization from other sources apart from the RUSA and the State Government.

In this regard, it is a matter of great pleasure that Mr. Anil Das of Mirza locality has generously donated a well-furnished three-storied Digital Central Library building to the college.

- The institution has much scope for some better academic collaborations with other institutions. Collaborative ventures can also be made with other institutes for academic courses and research.
- The institution should focus on attracting students from other areas of the district and also from the state.
- Job oriented more add-on courses can be designed to ensure employability of the students and campus placement initiatives to be taken.
- There is scope for developing centres for Performing Arts and Indian Heritage and Language Studies.
- It is necessary to encourage the faculties for attending conference/seminars and carry out research.
- Scientific mechanism for waste disposal should be initiated.
- Provision should be made to use non-conventional energy by opting solar panels installation in the campus.
- The college, being one of the institutions in female education in the state, may explore funding and allied opportunities from various Central and State Government agencies for its development and future progress.
- The college is expected to conduct some best practices and programmes suiting to the present day need of the society. In this regard, a few best practices run by some academic departments can be identified as
  - (i) Teaching and imparting knowledge in the neighbouring schools by the fifth and sixth semester students and also the teachers on some selected days of the week. Such a practice is found to run by the Education department of the college.

(ii) Orientation and preparatory classes may be arranged for the students aspiring to appear for various competitive examinations through the combined efforts of the departments like History, Political Science and Economics. However, some departments have come forward to take up such programmes, but these should be further strengthened and run in a well-organized manner.

- Post Graduate programmes in some subjects can be started.
- The college should go for total e-governance in administration, finance and accounts, student admission and support, examination, etc.
- Efforts should be made to attain a healthy financial position of the college with necessary fund deposits including fixed deposits.
- Internal audit and CA audit are found mostly to be up-to-date and this practice needs to be regularly continued in future also.
- Proper documentation culture and process should be strengthened and practised at all levels.

  
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