

# REPORT

## ACADEMIC AND ADMINISTRATIVE AUDIT

### (2017-2022)



**B. C. MEDHI COLLEGE**

**(Affiliated to Gauhati University)**

Ramdia, Hajo, Kamrup District, Assam : : India

# **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**of  
B. C. MEDHI COLLEGE, RAMDIA**

## Introductory note from the Auditors

This report is prepared by the following members on getting a request from the B. C. Medhi College authority to audit academic activities carried out in the College during the academic session 2017-22. Both the auditors submitted the Academic and Administrative Audit Report of the college based on their earlier 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 departments, and also from the interactions with the presenting teams of each department whatever was 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. BHABEN TANTI**  
**PROF. KANAK CHANDRA SAHARIA**

**VISIT DATE: 30-01-2023**

**SESSION: 2017-2022**

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

<b>Members of the AAA</b>	<b>Time</b>	<b>Agenda</b>	<b>Venue</b>
Prof. Bhaben Tanti	9.00 am	Academic & Administrative Audit for the Session 2017-22	Meeting Room, B. C. Medhi College, Ramdia
Prof. Kanak Chandra Saharia	9.00 am	Academic & Administrative Audit for the Session 2017-22	ICT Room, B. C. Medhi College, Ramdia
<b>DEPARTMENTAL INTERACTION &amp; HoD'S PRESENTATION</b>			
HOD, Assamese	9.30 am	Departmental Presentation	Meeting Room
HOD, English	10.00 am	Departmental Presentation	Meeting Room
HOD, History	11.00 pm	Departmental Presentation	Meeting Room
HOD, Mathematics	11.30 pm	Departmental Presentation	Meeting Room
HOD, Education	9.30 am	Departmental Presentation	ICT Room
HOD, Economics	9.30 am	Departmental Presentation	ICT Room
HOD, Political Science	10.30 am	Departmental Presentation	ICT Room
HOD, Arabic	10.30 am	Departmental Presentation	ICT Room

## Profile of the B. C. Medhi College

### Brief introduction of the College



Binandi Chandra Medhi College, Ramdia (formerly known as Ramdia College) situated at Ramdia, an institution for higher education was established on August 13, 1992. A group of dedicated persons covering the greater area of Ramdia, Bangalpara, Tokradia, Khetrihardia, Barhardia, Sobancha, Dampur etc. with their relentless and untiring effort has established Ramdia College to provide quality higher education. Later on, the college was renamed as **Binandi Chandra Medhi College**, Ramdia as a gesture of gratitude.

Formerly, the college started in *Ramdia Puthibharal Aru Samuhik Sanskritik Kendra* from 13<sup>th</sup> August 1992 and then shifted permanently to its present location on 30<sup>th</sup> September 1994. The College attained opening permission on 14<sup>th</sup> August 1993 and was temporarily affiliated to Gauhati University in 1994-95. The college also obtained permission for B.A. Part-I concurrence on 29<sup>th</sup> December 1999, later on it obtained the Govt. concurrence up to B.A. Part-II level on 27<sup>th</sup> September 2004. The college got permanent affiliation from GU on 18<sup>th</sup> December 2009 and was registered under society Act XXI of 1860 on 12<sup>th</sup> March 2012. It was provincialised in 2013 according to the Assam Govt's Venture Institution Provincialisation Act 2011. The College is included under 2 (f) and 12 (B) of UGC Act. 1956 on 27<sup>th</sup> February, 2014.

## Present Status of the College

Binandi Chandra Medhi College, Ramdia, the only higher educational institution of the greater Ramdia under Hajo revenue Circle of Kamrup district. It was established on 13<sup>th</sup> August, 1992. At present the college has 30 staff (both teaching and non-teaching) and 544 students. Binandi Chandra Medhi College is single stream (Arts) college having Eight departments. There are 13 courses in our college viz., English, English Honours, Assamese, Assamese Honours, Education, Education Honours, Economics, Economics Honours, Political Science, Political Science Honours, Arabic, History and Mathematics. The college has total fifteen Bighas of land but in campus there are Eight bighas of land where the both Assam type, two storage building, and other establishments are constructed. Total build-up area of the college is 2836Sq metres. It has a Gymnasium and Indoor stadium for sports and physical fitness of the students and staff.

The college is covering green environment and presents a sustainable ecosystem within its campus. Many valuable trees and medicinal plant present in the campus makes greater Ramdia area as one of the greenest area of the district. Along with it, the campus also holds a pond which comprises of many aquatic flora and fauna making it one of the most beautiful natural campuses in the region.



## Infrastructure facilities of the College

Facilities	2021-22	2020-21	2019-20	2018-19	2017-18
<b>Campus Facility</b>					
Campus area	4.96 Acres	4.96 Acres	4.96 Acres	4.96 Acres	4.96 Acres
Class rooms	12	09	09	09	09
Classrooms with Wi-Fi	04	-	-	-	-
Laboratories	01	01	01	01	01
Seminar Halls	01	01	01	01	01
Meeting room	01	01	01	01	01
Classrooms with smart board	-	-	-	-	-
Language Lab	-	-	-	-	-
Water Supply Plant	Yes	Yes	Yes	Yes	Yes
Parking place	Yes	Yes	Yes	Yes	Yes
Teachers' common room	Yes	Yes	Yes	Yes	Yes
Museum	Yes	Nil	Nil	Nil	Nil
Boy's Common room	Yes	Yes	Yes	Yes	Yes
Girl's Common room	Yes	Yes	Yes	Yes	Yes
College Canteen	Yes	Yes	Yes	Yes	Yes
Solar power Unit	-	-	-	-	-
Boundary wall	Yes	Yes	Yes	Yes	Yes
Value of equipments purchased during the year (Rs. Lakh)	2,23387/-	5,28,170/-	1,82,920/-	67,864/-	1,17,100/-
<b>IT Infrastructure</b>					
Total Computer	15	14	12	10	10
Students Browsing Centre	-	-	-	-	-
Computer lab	01	01	01	-	Nil
<b>Sports Facility</b>					
Foot ball/ Cricket/ outdoor sports Ground	Yes	Yes	Yes	Yes	Yes
Badminton Court	Yes	Yes	Yes	Yes	Yes
Gymnasium Hall	Yes	Yes	-	-	-

## Academic Strength

Name of the Department	UG/PG / Both UG PG	No. of Teachers (Sanctioned Fulltime Regular)	No. of students		Seat Capacity		No. of value added/ Certificate programme offered
			UG	PG	UG (H)	PG	
Assamese	UG	03	63	N/A	30	-	Nil
English	UG	03	08	N/A	30	-	Nil
Hindi	UG	N/A	-	N/A	-	-	Nil
Bodo	UG	N/A	-	N/A	-	-	Nil
Education	UG	03	34	N/A	30	-	Nil
History	UG	01	88	N/A	-	-	Nil
Economics	UG	02	12	N/A	30	-	Nil
Political Science	UG	03	57	N/A	30	-	Nil
Geography	UG	N/A	-	N/A	-	-	Nil
Mathematics	UG	01	12	N/A	-	-	Nil
Arabic	UG	02	79	N/A	-	-	Nil

## **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.

### **Observations**

#### **a) Curricular Aspects**

Binandi Chandra Medhi College, Ramdia 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. However, no any Add-on/ Certificate programmes are conducted by any departments during the assessment period.

#### **b) 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. But documentation of the mentoring system is not adequate. 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.

### **c) 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.

### **d) 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.

### **e) Professional Development Activities**

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

## SWOC Analysis

### Strength of the Institution

The strength of the Institution may be described in terms of-

- The college is located in a rural and economically backward area of the state.
- The college has only arts stream with under graduate courses and the students aspiring for higher studies in science and commerce have no option other than going to other institution.
- Limited staff in sanctioned post is another weakness of the college.
- Lack of sufficient infrastructural facilities.
- Most of the students are from poor financial background and this affects their learning environment.
- No hostel facility for students and no residential quarter for the staff.\
- The college is located in flood affected area and during flood the academic environment is badly affected.
- The road communication of the feeder area is very deplorable.
- The college is still waiting for NAAC accreditation.

### Weakness of the institute

- The college is located in a rural and economically backward area of the state.
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## Opportunities

- The college has the opportunity to work in the field of research to promote and safeguard the cultural, archeological, natural, religious and endangered small scale and cottage industry of greater Hajo area.
- The college has the opportunity to introduce certificate/short term courses based on present digital era.
- The college has the opportunity to work in the field of developing small scale and cottage industries on the basis of local resources in an innovative way.
- The college has the opportunity to work more for expanding e-learning.
- It has the opportunity for state/foreign collaboration in the field of research and development.
- The institution has wider scope for expansion of its infrastructural facilities.
- The college has the opportunity to introduce new streams like commerce and science.
- The college has the opportunity to enrich the quality of teaching by extending facility of smart class rooms with digital and technical infrastructure.

- It has the opportunity to increase the number of book and e-resources in the departmental and the central library.
- The Governing Body has an excellent vision towards up-gradation and continuous improvement of the college.



## Challenges

- Flood is the recurring problem of the surrounding area of the college due to which the development of the academic environment is hampered.
- Limited teaching and non-teaching staff in sanction post of the college due to which the college could not keep pace with the development of global educational atmosphere.
- Lack of sufficient research infrastructure is also a challenge due to which the college could not move forward properly in the sphere of research and development.
- Poor socio-economic condition of the student is another challenge of the college.
- The problem of student dropout is another major challenge of the college.
- Lack of skill based course is another challenge of the college, due to which the employability of the students reduces gradually.
- Shortage of sufficient fund is another challenge of the college. Because of which all round development of the college could not be achieved as desired.

## Recommendations

- Adequate ICT enabled class room facility may be made available to the academic department
- For effective delivery of curriculum, the course file of Academic departments should be assessed by IQAC
- A centre for local culture and tradition along with a museum may be set up based on the culture and tradition of greater Hajo area.
- Add-on vocational courses/ certificate course may be initiated.
- A language lab may be set up.
- 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 programmes.
- Proper documentation is required for all activities.
- Best practices of individual departments should be identified and need to be institutionalized.

## Signature of the Members

Name of the Members of the Audit	Signature
Prof. Bhaben Tanti Head, Department of Botany Gauhati University	 <b>DR. BHABEN TANTI</b> Professor Department of Botany Gauhati University Guwahati-781014, Assam (INDIA)
Prof. Kanak Chandra Saharia Head, Department of Assamese Gauhati University	 10/03/20 <b>Dr. Kanak Ch. Saharia</b> Professor Dept. of Assamese Gauhati University, Guwahati