



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2023-24

Mayang Anchalik College, Rajamayang, Morigaon



Auditor:

Dr. Utpal Sarma, Professor and Head, Dept. of Instrumentation and USIC, Gauhati University

1. Visit Schedule: Date: 30-11-2024

Time	Agenda	Venue
9.30 am	Meeting with the Principal	Principals Chamber
9.45 am	Meeting with IQAC Coordinator	IQAC Room
10.00-12.00	Departmental Interaction	Departmental Common Room
12.00-12.15	Tea Break	
12.15-2.15	Departmental Interaction	Departmental Common Room
2.15-3.30	Lunch Break	Canteen
3.30-4.30	Meeting with the faculties	Digital Seminar Hall
5.00-6.00	Report Preparation	IQAC Room
DEPARTMENTAL INTERACTION & HoD's PRESENTATION		
10.00 am	Dept of Education	Department
10.30 am	Dept of Economics	Department
11.00 am	Dept of Political Science	Department
11.30 am	Dept of Assamese	Department
12.15 pm	Dept of History	Department
12.45 pm	Dept of English	Department
01.15 pm	Dept of Tourism & Travel Management	Department
01.45 pm	Dept of Food Processing & Quality Management	Department
4.30-5.00 pm	Visit to the Administrative units	Concerned Units
5.00-6.00 pm	Report Preparation	IQAC room

2. Profile the College

2.a. Introduction

About Mayang Anchalik College:

Mayang Anchalik College is situated at Rajamayang village which is a rural area and it is located in the western part of Morigaon district of Assam, at a distance of approximately one kilometre from the State Highway -3 that connects Morigaon district Head Quarter to Guwahati

The College was established on 13th August 1992 with the objective of providing quality higher education at an affordable cost to the marginalized section of the locality. Although it started out on the campus of Mayang Higher Secondary School in the beginning, the college has grown into a leading higher education institution with its own campus and infrastructure to accommodate around 1000 students at the undergraduate level in Arts and B. Voc Stream.

The College is a Co-educational institution and permanently affiliated to Gauhati University. The core subjects offered by the college are Economics, Education, History, Political Science, English and Assamese. Besides, two Vocational Courses (Tourism and Travel Managements, Food Processing and Quality Management) and some Certificate Courses are offered. The college has been undertaking Skill and Entrepreneurship Development Training Programme regularly in collaboration with different organizations and institutions including IIE, Guwahati.

The college has a library holding of around 14000 collections of books and journals, ICT enable Class rooms, one Play ground, one Indoor Stadium for outdoor and indoor games and a two-storeys girls' hostel with sixty boarders to facilitate residential education for girls.

The College has been included under sections 2(f) on 21February, 2012 and 12(b) on 1st November, 2012 as per the UGC Act, 1956. The college has been accredited by NAAC for the first time in 2022 and achieved A+ Grade with 3.37 CGPA in first cycle of accreditation. The college has achieved third position in the state of Assam in India Today Survey, 2022.

The College has been following the Four Year Undergraduate Programme (FYUGP) under NEP 2020 since 2023, participates regularly in NIRF Ranking system and also conducts programme under Unnat Bharat Abhijan.

2. b. Present status

Mayang Anchalik College is a UG level constituent college and permanently affiliated to Gauhati University. The college is empowered to conduct six(6) department of arts and two (2) department of B. Voc. The college obtained 2(f) and 12(B) recognition from UGC in the year 2012. The college has been accredited A+ grade with 3.37 CGPA by NAAC in the year 2022. Though the college is situated in the flood prone area yet it is equipped with all type of effective teaching and learning facilities to provide the modern higher education to the students.

2.c. Academic Strength

Name of the Dept.	UG/PG/ Both UG PG	No. of teachers	No. of students (Honours)		Seat Capacity	
			UG	PG	UG	PG
Education	UG	02	48	Nil	60	
Economics	UG	04	41	Nil	50	
P. Science	UG	04	84	Nil	80	
Assamese	UG	05	68	Nil	80	
History	UG	03	55	Nil	60	
English	UG	02	00	Nil	Nil	
TTM	UG	01	11	Nil	20	
FPQM	UG	01	01	Nil	20	

3. Methodology of the 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.

4. Observations:

a. Curricular Aspects

Mayang Anchalik College, Marigaon is affiliated to Gauhati University. The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum, most of the departments are maintaining teaching plans and course diaries. However, the detailed lesson plan with course progress record needs to be institutionalised. Departments follow the academic calendar of Gauhati University. For effective planning of activities, the department can prepare an academic calendar specific to the department following the affiliating University's calendar. The cross-cutting issues like professional ethics, gender, environment etc. are well integrated into the curriculum. It is evident that experiential learning through project work, fieldwork and internship is carried out.

b. Teaching Learning Aspects

Though the College follows students centric learning method for effective curriculum delivery however, a detail unit wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The College maintains the mentoring system. But documentation of the mentoring system is not adequate. All the departments conduct internal examinations as per the requirements of the affiliating University. The College may incorporate more different modes for continuous internal evaluation. Program Outcome, Program Specific Outcomes and Course Outcomes are described in the syllabus and uploaded in the website. Evaluation of the attainment of the learning outcomes to be carried out in a more scientific manner.

c. Research, Innovation and Extension

Research activities are minimal and the overall research culture in the College needs to be strengthened. Few departments are conducting extension activities involving both students and teachers. Departments of Chemistry, Zoology have given efforts which need to be further propagated and emulated by other departments wherever feasible.

There are some collaborations between Mayang Anchalik College and other nearby Colleges and Institutions for faculty and student exchange. This need to be expanded by entering into MoU with national/international knowledge institutions. Efforts should be made for industrial collaboration to facilitate internship/skill development/entrepreneurship development and capacity building for research and innovation.

d. Infrastructure

The College has adequate infrastructure facilities for all academic and other extracurricular activities.

e. Students 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 encouraged by the institution. The progression of the students to higher education is appreciable.

f. Professional development activities

A good number of faculty members have participated in the faculty development programs either in face to face or in online mode.

5. SWOC Analysis

Strength of the Institute:

- Mayang Anchalik College is located in an ecologically rich region in the district of Morigaon of Assam where Pobitora wild life sanctuary is located just to the south of college boundary.
- The college has been constantly endeavoring to preserve the traditional medicinal and magical heritage of Mayang locality.
- The college has a visionary management team to lead the institution towards achieving higher academic excellence.
- College is located in a comparatively pollution free, disease free and crime free region.
- The college has sufficient amount of land (11.3 Acre) for its future development and to lead the institution up to university level.
- The local community along with different local institutions and agencies has a well-established link and coordination with the college and they have well wishes and good faith on the institution.
- The college has started to take bold initiative to digitalized the whole functionary of the college to build the academic

environment to feet with the modern age of science and technology.

- The college has been taking part in NIRF and Unnat Bharat Abhiyan regularly.

Weakness of the institute:

- The college is located in a flood affected area and during flood academic environment is badly affected. The college is located in a rural and economically backward area of Assam.
- The college has very limited sources of income generation.
- The college has Arts and B. Voc streams, the students aspiring for higher studies in science and commerce have no option other than going to other institutions.
- 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. The road communication of the feeding area is very deplorable.

Opportunities:

- (Placement of the students in tourism sector as the area is rapidly growing as a tourism destination due to its magical heritages, Pobitora wildlife Sanctuary having the world highest density of one horned rhinoceros and hypnotizing natural Scenario along with the river Brahmaputra. In recent years the Chanaka village has grown into a most desired tourist hub which has been able to attract foreigners and domestic tourist with its mesmerizing natural beauty along with the river Brahmaputra. The Kasashila hill ad Dolphin view point beside it also is a most visited place of tourism in the area.
- College has the opportunity to work in the field of research to promote and safeguard the archeological, natural and cultural heritages of Ancient Mayang Kingdom.

- College has the opportunity for foreign collaboration in the field of research and development related to culture, archeology, nature & agriculture, biodiversity etc. as Mayang is a hotspot of tourism in India.
- There is the opportunity to upgrade the certificate courses of the college into skill oriented diploma courses for better future of the students.
- College has some special advantages of getting autonomous status in the upcoming days. College has the opportunity to work more for expanding e-learning.
- College has the opportunity to introduce different skill development courses along with some science and commerce programs.
- 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.

Challenges:

- The surrounding area of the college is affected by heavy flood every year due to which the development of academic environment is hampered.
- 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.
- Limited teaching staff in sanctioned post is another challenge of the college due to which the college couldn't keep pace with the development of global educational atmosphere.
- Lack of sufficient research infrastructure is also a challenge of the college due to which the college
- The problem of student's dropout is another major challenge of the college. This Problem occurs every year because most of the students of the college are from poor economic background.

Recommendations

1. Effective curriculum delivery strategies in the form of teaching plans and records need to be initialized.
2. Continuous internal evaluation to be in a variety of modes and frequency to be increased.
3. Attainment evaluation of learning outcome to be done in a scientific manner
4. Innovation incubation centre to include more activities
5. As the college is having a strong alumni network collaboration may be increased with premier institute of the world
6. Language lab to be created for the benefits of all students

Declaration

I agree with all the recommendation and observation mentioned in this report.

Original signed by

Dr. Ranjit Kumar Kalita

Principal, Mayang Anchalik College

Principal
Mayang Anchalik College

Date

(Dr. Utpal Sarma), Auditor
Professor and Head,
Dept. of Instrumentation and USIC,
Gauhati University.

Administrative Audit

1.0 Methodology of the audit

This audit combined physical inspection with a review of relevant documentation and interviews with various stakeholders.

Review of the Documentation

For the purpose of this audit the policies of the institute was reviewed.

Interviews

Interviews were conducted with the Principal, IQAC members, Office staff and faculty members.

Physical Inspection

Office of the Principal, Accounts Office, Administrative Unit, Library, Sports facilities, Canteen were physically inspected.

2.0 Summary of Findings

The main findings:

- i. All the units are aware about the need for Administrative policies at a general level.
- ii. College is implementing administrative policies laid down by Govt. of Assam, Gauhati University in particular and UGC in general.
- iii. A few of the practices followed in the institution need to be restructured as per standard to improve their efficiency, fairness and consistency.

3.0 Detail observations:

After physical verification and interviews the following observations are made

- i. Decentralization and participative management are evident in academics as well as administrative framework in the institution
- ii. The apex body of the college (the Governing Body) has representatives from

Administrative Audit

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- i. Decentralization and participative management are evident in academic as well as administrative framework in the institution
- ii. The apex body of the college (the Governing Body) has representatives from

the State Government, affiliating University, teaching staff, non-teaching staff, guardians and donors.

- iii. IQAC has representatives from the Governing Body, teaching staff, alumni, students, industrialists, neighbouring community.
- iv. Participative management is evident in the College. A number of in-house committees are in-charge of various domains and students are included as members of as many as 39 in-house committees
- v. Organizational hierarchy includes the GB at the apex, followed by the Principal, Vice Principal, Heads of departments, faculty members and support staff.
- vi. Office automation is in place in student admissions, student support (online notification), accounts, library services, alumni registration/feedback.
- vii. Both internal and external audits of the college accounts are conducted annually.
- viii. Budget allocation and utilization is based upon recommendations of concerned committees like purchase committee, library advisory committee.

4.0 Recommendations

- i. Implementation of a scalable and interoperable automated system to make the administrative unit fully automated.
- ii. Conducting regular training on use of ICT tools for office automation for the office staff.
- iii. A detail long-term perspective plan to be made.
- iv. Copies of all documents that are relevant to IQAC usage, should be sent to the IQAC Office at the earliest, viz. Exam Time Tables, Result Sheets, UGC docs, Scholarship docs, all notifications issued by the Principal, etc.
- v. Depute the administrative staff to join the training programs on digitization of office in other institution.

5.0 Declaration

I agree with all the recommendation and observation mentioned in this report.

Original signed by



Dr. Ranjit Kumar Kalita

Principal, Mayang Anchalik College

Principal
Mayang Anchalik College
Date



(Dr. Utpal Sarma), Auditor
Professor and Head,
Dept. of Instrumentation and USIC,
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