

Academic Audit for Quality and Excellence in Higher Education

Peer Team Report

on

Institutional Academic Audit

For the year

2021-22

OF

L T K College, Azad, Lakhimpur

Dates of visit


29th – 30th April, 2022

LTK College, Azad, Lakhimpur, Assam

Academic Audit Report
of
LTK COLLEGE, AZAD
NORTH LAKHIMPUR

The report prepared is the result of the inspection / examination of the facts and documents as regards the academics and academic governance of the college. The committee examines and cross-verifies the records and facts that are prepared by the college in strict adherence to the terms of reference (ToR) given by the academic audit committee. Upon thoroughgoing checks and verification, the committee records/endorsees few observations, recommendations and suggestions which are given in tabular form as follows.

It is to be noted that records presented by the college authorities bear testimony of the facts. The Committee testifies what are presented in the colleges.


(Prof. G. C. Hazarika)


(Dr. Mukanda Rajbanshi)

Terms of References: Quality Parameters recommended by NAAC

Section I: GENERAL INFORMATION

1.1 Name & Address of the Institution:	LTK College, Azad, North Lakhimpur
1.2 Year of Establishment:	1977
1.3 Current Academic Activities at the Institution (Numbers)	UG Courses
• Faculties/Schools:	2 (1 Science, 1 Arts)
• Departments/Centres:	15
• Programmes/Courses offered:	B. Sc: - 5 B.A: - 10
• Total Faculty Members:	Total: - 39 (till date) • Male: -26 • Female: -13
• Total Support Staff:	Total: - 19 • Male:17 • Female:02
• Students: (Session-2021-2022)	Male: • SC-40 • ST-201 • OBC-249 • Gen-107 Female: • SC-26 • ST-69 • OBC-133 • Gen-49
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> • Provincialized college affiliated to Dibrugarh University, Assam • Recognition under Sec. 2(f) and 12(B) from UGC • The college is ISO 9001:2015 certified
1.5 Dates of visit of the Team (A detailed visit schedule may be included as Annexure):	29 th and 30 th April, 2022
1.6 Composition of the Peer Team which undertook the on-site visit:	
Chairperson	Prof. G. C. Hazarika
Member	Dr. Mukunda Rajbanshi

Section II: CRITERION WISE ANALYSIS
Observations (Strengths/Weaknesses) on Key-Aspects

2.1 Curricular Aspects:

<p>2.1.1 Curricular Planning and Implementation:</p>	<ul style="list-style-type: none"> • As prescribed by affiliating University (Dibrugarh University), Assam. Suggestion, modification sent to the affiliating University through BoS members. • College meticulously plans and develops action plans at the beginning of session for successful implementation plans an academic calendar in accordance with the affiliating university is prepared. • Curriculums of 3 (three) sponsored Diploma and 1 (one) Certificate programmes have been developed by the college. • Curriculums of 22 (twenty-two) Add-on course have been developed by the Departments of the college and approved by Dibrugarh University. • Practices experiential learning for benefits of students
<p>2.1.2 Academic Flexibility:</p>	<ul style="list-style-type: none"> • CBCS has been implemented since the year 2019 in all the programmes. • Academic flexibility by providing flexibility in choosing Generic Elective, Discipline Specific Elective and Skill Enhancement Course on their own. • Offers Diploma in Food Processing, Advance Diploma in Acting, Post Graduate Diploma in Yoga and Certificate Courses in Nursery Management. • 22 (twenty-two) Add-on courses have been introduced.
<p>2.1.3 Curriculum Enrichment:</p>	<ul style="list-style-type: none"> • Value added courses, Diploma and Certificate Courses are offered. • Provides facilities for Life Skills development through communication skill, personality development etc. • 22 (twenty-two) Add-on courses have been introduced.
<p>2.1.4 Feedback System</p>	<ul style="list-style-type: none"> • Feedbacks taken from: - • Students • Teachers • Alumni • Teachers and

	<ul style="list-style-type: none"> • Parents are taken and is in vogue
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2.2 Teaching -Learning & Evaluation:	
2.2.1 Student Enrolment and Profile	<ul style="list-style-type: none"> • Admission as per merit on first come first basis. • Statutory Reservation policy as per the regulation of Govt. of Assam is in vogue. • Students from different strata of the society are admitted to cater students' diversity.
2.2.2 Catering to Student Diversity	<ul style="list-style-type: none"> • Special sessions of counseling to bridge the knowledge gaps of different label of learners is conducted at regular intervals. • Seminars, workshops and assignments are given on various issues in class routine. • Ramp and other facilities for differently-able students are made available. • Outreach programmes organized on regular basis and provision for helping weaker as well as economically backward students.
2.2.3 Teaching-Learning Process	<ul style="list-style-type: none"> • University provides academic calendar and accordingly a parallel academic calendar of the college, teaching plans, courses wise time table are prepared. • Multimedia learner-centered teaching methods used as supplement teaching • Faced difficulty in timely completion of curriculum due to engagement of teachers in some Govt works, floods and no separate recruitment for +2 classes • Use of ICT has been made mandatory for faculty members in teaching-learning process. • Use of ICT in seminar presentation has been made mandatory for students.
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> • Selection of teachers through selection committee constituted as per UGC guide line • 9 faculty members are with Ph. D and 20 with M. Phil qualification • Faculty members are to encouraged to attend OC / OP / FDP / workshops / seminar / conferences

	<ul style="list-style-type: none"> • Publication of research papers by faculty members in reputed journals have increased.
2.2.5 Evaluation Process and Reforms	<ul style="list-style-type: none"> • Efforts to attain standard graduate aptitude/attributes by special class for advanced learners and remedial, tutorial and extra classes for slow learners. • Reforms in evaluation system by the university introducing Internal Assessment. • Grievances Redressal mechanism at work as per UGC guideline.
2.2.6 Student Performing and Learning Outcomes:	<ul style="list-style-type: none"> • Defined learning outcomes through plans and modus operandi. • Unit test and remedial, tutorial and extra classes for slow learners. • Pass percentage of Arts stream is 100% but the Science Stream is 100% during last session. • Doubt clearing sessions are organized at regular interval.

2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • College has a Research Committee • Encourage faculty to pursue research works like M. Phil and Ph. D • Encourage faculty to undertake Minor and Major Research Projects • Encourage to publish research papers in reputed and recognized journals
2.3.2 Resource Mobilization for Research	<ul style="list-style-type: none"> • Being an undergraduate general degree college resource mobilization through some minor or major research projects can be done.
2.3.3 Infrastructure for Research:	<ul style="list-style-type: none"> • RUSA funded new and up-to-dated Computer Lab. • Free internet facility at library for all. • Wi-fi facilities in the college campus. • DBT funded Bio-tech hub with up-to-dated equipment. • Well-equipped library along with printed and online journals • Striving hard to foster research interest and engagement among the faculty members

2.4.3 IT Infrastructure	<ul style="list-style-type: none"> • 56 computers along with required software and necessary tools are available. • Internet connectivity is available. • Free Wi-Fi for all in the college campus. • Annual budget provision exists for maintenance and creation of more IT infrastructure.
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • Adequate budget allocation for maintenance of infrastructure. • College has own mechanism for maintenance.

2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	<ul style="list-style-type: none"> • Student Mentoring System is fully active in the college. • Government scholarship above 95% for SC, ST, OBC students and cash awards, aid fund, book bank and financial assistance to students are provided by the college. • Spoken tutorial classes and remedial and extra classes for slow learners. • Doubt clearing sessions are in practice. • Counseling /Grievance Redressal/Anti Ragging Cells exist.
2.5.2 Student Progression:	<ul style="list-style-type: none"> • Student progression monitored. • 42% progression from UG to PG during last session. • Negligible dropout rate.
2.5.3 Student Participation and Activities:	<ul style="list-style-type: none"> • Students regularly participate in intra and inter college level co-and extra-curricular activities and own prizes. • Student union exist and all office bearers are elected/selected through democratic election. • Students' involvement in most of the committees of the college is visible.

2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • Vision and mission of the college well stated. • Governance as per Govt. rules.

2.3.4 Research publications and Awards:	<ul style="list-style-type: none"> • Faculty members publish papers in Journals of repute on regular basis. • A few books are published by some faculty members. • Faculty members need to be encouraged for publication.
2.3.5 Consultancy:	<ul style="list-style-type: none"> • Several MoUs have been signed with organization, institutions etc. • Formal consultancy yet to be established
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> • Extension and social service activities such as Free Eye Check-up Camp, Talk on adolescent period, Plantation, Environment Awareness programme etc. through NSS, Eco Club, NCC and Departments. • A lump-sum budget is allotted for extension activities.
2.3.7 Collaborations:	<ul style="list-style-type: none"> • MoU(s) with some nearby Organizations, Institutions, NGO(s) and Small Industries. • Several Webinars have been organized. • Scope for collaboration for joint research activities and programs.

2.4 Infrastructure and Learning Resources	
2.4.1 Physical Facilities:	<ul style="list-style-type: none"> • Adequate infrastructure available for academic activities. • Hostels, sports and recreational facilities, Multi-purpose Auditorium, Laboratories etc. available on the campus. • Health Care, Canteen and safe drinking water facilities available. • College Book Stall providing books at 5% discount rate. • 6 (six) ICT enabled classrooms
2.4.2 Library as a Learning Resource	<ul style="list-style-type: none"> • Library of 313.5 sq mts and reading room with 50 seating capacity • Updated Soul-3.0 Soul Software is installed. • 22710 volumes of books, 6000 e-journals, 3542 digital database and 108 CD and Videos are available. • Budgetary provision for library exists. • Library is partially automated.

	<ul style="list-style-type: none"> • Quality monitoring and Audit done on continual basis.
2.6.2 Strategy Development and Deployment:	<ul style="list-style-type: none"> • Decentralized organizational structure with autonomy to departments and Head of the Departments. • Strategic plans designed and implemented as per Govt rules and University rules and regulations. • Quality assurance through various committees and for a.
2.6.3 Faculty Empowerment and Strategies:	<ul style="list-style-type: none"> • Performance monitored through IQAC on teaching and Research. • Faculty members are encouraged to attend seminars, workshops and conferences plus an additional monetary benefit given as per UGC guidelines for acquiring Ph. D • FDP(s) are organized at regular intervals • Well-designed welfare schemes for faculty and staff as per Govt. norms
2.6.4 Financial Management and Resource Mobilization:	<ul style="list-style-type: none"> • Annual accounts are audited by statutory Govt auditors and also by appointed Internal Auditors. • Financial requirements are met through Govt. grants. • Financial resources mobilization from fee remittance from the University and Govt. of Assam. • The above financial deeds are routed through Governing Body of the college. • Separate committees for Financial Management and Resource Mobilization.
2.6.5 Internal Quality Assurance System:	<ul style="list-style-type: none"> • IQAC prepares annual academy plans to be implanted throughout the academic year. • Feedbacks from students, teachers, alumni, parents and employer are used for overall quality improvement. • Internal academic audit is adapted, Principal, Vice-principal and HoD's monitor academic programmes. • IQAC monitors all the academic and other related activities.

2.7 Innovations and Best Practices:	
2.7.1 Environment Consciousness:	<ul style="list-style-type: none"> • The college conducts Green-Audit annually. • Green and eco-friendly campus. • Well-designed Solar panel, LED lighting are available and sewage treatment plants to be initiated. • Green Audit Policy is yet to be formulated. • MoU signed with NGO for waste management. • MoU with a NGO for Waste Management.
2.7.2 Innovations:	<ul style="list-style-type: none"> • Computerized voting introduced. • Online attendance system introduced. • Activities such as blood donation, flood relieve through NSS and various clubs and fora. • Admission process and exam form fill-up have been computerized.
2.7.3 Best Practices:	<ul style="list-style-type: none"> • Teacher's diaries and self-appraisal and Log book. • Mentoring of Students. • Motivational schemes for accesses to disadvantaged students. • Digitalization of the college.

Section III: OVERALL ANALYSIS	OBSERVATIONS
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • Ideally suited College location, Excellent building and campus infrastructure. • Young and enthusiastic management and faculty. • Exhibition of good team-work at various levels including participatory and cooperative Management. • Locational advantage of the college may be utilized for the demographic inclusion. • Enrollment position is increasing especially in science stream. • Introduction of 22 (twenty-two) Add-on courses approved by Dibrugarh University.
3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • Shortage of permanent teaching faculty. • Science laboratories need to be modernized and up-to-dated.

	<ul style="list-style-type: none"> • Collaborations with reputed organizations to be utilized and enhanced.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • Govt. Agencies looking for good colleges to undertake R&D projects. • Attracting faculty with Ph. D and motivating existing faculty for qualifications improvement. • Scope for strengthening industry -institute interactions for R&D collaborations. • College can appreciate the demographic dividend. • Introduction of more value-added, Career and job-oriented courses.
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • Enrichment of existing faculty is the need of the hour • Recruit and retain qualified and experienced faculty • Evolving industry-based courses to meet their needs within the framework of rules • Inculcate the consultancy activities • Continual laboratory infrastructure improvements to meet the expectations from industry and society • To promote the college to an autonomous status

Section IV: Recommendations for Quality Enhancement of the Institution	
Recommendation(s):	
<ul style="list-style-type: none"> • Efforts may be directed for recruitment and retention of quality faculties with appropriate cadre ratio • Encouragement to faculty members to enhance their qualifications • Motivate faculties for financial resource mobilization through research and consultancy work, and also to publish quality research papers • Laboratories and ICT infrastructure and library services may be suitably upgraded to avoid its obsolescence, and meet the requirements of the stake holders • Collaborations and interactions with Industry, research organizations and Universities should be encouraged and supported. <ul style="list-style-type: none"> ▪ Basics First: The teachers, college/university administrators must reach out to the students. 	

- Teaching be improved in order to instill in students (the critical bent of mind) the original thinking
- Steps be taken to appreciate the quality of overall education and then social returns in terms of quality graduates capable of addressing social concerns, and responsibilities of society and societal problems. Steps may be:
 - i. Good teaching is the Mantra
 - ii. Strict vigilance/monitoring in teaching-learning process
 - iii. Weak/monthly assignments by concerned faculty members
 - iv. Stress be given on remedial teaching/doubt clearing sessions twice/thrice a week
 - v. UG students be rigorously trained /taught Grammar, Composition, Translation etc.
 - vi. Students be trained /acquainted with writing skills such as precis/letters (business/Advertising/Communication etc.), Assignments writing, Statement of purpose etc.
 - vii. Faculty members of English and Assamese be given space (incentives/time etc.), to get engaged in assignments
- College Academics should go hand in hand with the University and the UGC guideline and reforms
- UG students be given space/opportunities OR UG students be trained how to formulate problems and solve problems
- Space for case studies /Empirical studies (in Pilot Form) be given to students (Science and Social Science students)
- Instill/nurture in students the Exercise solving Habit especially in Mathematics and Science)
- In addition to Physical exercises/sports events, Mental sports such as Quiz; Group discussion and Debate on Topical issues /matters etc. be organized periodically (quarterly/monthly) in the college.
- Academic Audit (present one) is encouraging and a Prelude to the overall good of the college. Exercise of this sort will stimulate /fillip the quality journey of education of the college

- NKC's objectives of Higher Education-Expansion, Excellence and Inclusion (EEI) need to be fulfilled. The objectives E, E and I are all mutually exclusive. But, pursuing/Implementing E.E and I simultaneously is simply impossible. A college /An Institution has to adopt/make a defined trade-off between E, E and I in achieving the goal.
- Adopt right mix of Chalk and Talk /Lecture and ICT applications.
- Solutions to quality education solely lies in how the teachers deliver so, we should reach out to students.
- Efforts may be directed for recruitment and retention of quality faculty with appropriate cadre ratio.
- Encouragement to faculty to enhance their qualifications
- Motivate faculty for financial resource mobilization through research and consultancy work, and also to publish quality research papers.
- Laboratory and ICT infrastructure, and library services may be suitably upgraded to avoid its obsolescence, and meet the requirements of the stake holders
- Collaborations and interactions with Industry, research organizations and Universities should be encouraged and supported.
- Efforts can be made to acquire full autonomy from the University

Suggestions:

- Policy of a college /university is meant for greater public good. Autonomy, if granted be applied logically.
- SSR be crosschecked before presenting it to the NAAC Peer Team
- Compliances of the Recommendations of the previous NAAC visit be put on record
- To promote the college to an autonomous status by creating right ambience (Academic, Finance and Administrative) on the college campus. Meaning is that college requires to be financially and academically well endowed.

Opportunities-Location of the college is good for demographic inclusion i.e. location has scope for creation of demographic dividend

I agree with the Observations of the Team as mentioned in this report.



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16/4/22

Signature of the Head of the Institution

Seal of the Institution

Principal
L.T.K. College, Azad
North Lakhimpur

Signature of the Peer Team Members:

Name and Designation	Designation	Signature with date
Dr. Mukunda Rajbanshi Retired Principal, Lakhimpur Girls' College North Lakhimpur	Chairperson	<i>[Handwritten signature]</i> 30.4.22
Prof. G. C. Hazarika Former Director, College Development Council & Centre for Computer Studies; Prof. Dept. of Mathematics, Dibrugarh University, Dibrugarh-786004	Member	<i>[Handwritten signature]</i> 30/4/2022

Place: Azad, North Lakhimpur

Date: 30th April 2022