

ACADEMIC & ADMINISTRATIVE AUDIT REPORT

PERIOD: (2023-2025)



SANKARDEVA MAHAVIDYALAYA

(Affiliated to Madhabdev University)

Reaccredited by NAAC with B+ Grade

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ACADEMIC & ADMINISTRATIVE AUDIT REPORT

SANKARDEVA MAHAVIDYALAYA

The External Academic & Administrative Audit of Sankardeva Mahavidyalaya, was conducted on 18.06.2025 accordingly, the report has been prepared in two parts: Academic and Administrative and details of which are provided respectively.

The audit team comprised of the following external members:


Dr. Limpon Bora
 Academic Registrar
 Madhabdev University
 Narayanpur, Lakhimpur, Assam


Dr. Amulya Kr. Hazarika
 Principal
 Bihpuria College
 Bihpuria, Lakhimpur, Assam

Programme Schedule

Time	Activity
10.00 am	Welcome and briefing by Principal and visit to principal office.
10.30 am	Interaction with IQAC and core members of IQAC.
Department visit: Presentation by Department, Interaction & document verification.	
11.15am	Department of Assamese
11.30 am	Department of Economics
11.45 am	Department of Education
12.00 noon	Department of English
12.15 pm	Department of Geography
12.30 pm	Department of Hindi
12.45 pm	Department of History
1.30 pm	Department of Political Science
1.45 pm	Department of Sociology
2.00 pm	Visit to library, Computer Lab.
2.30 pm	Lunch Break
2.45 pm	Visit to hostels and Meeting with non-teaching staff.
3.00 pm	Meeting with Principal, members of IQAC, Departmental HoDs.

3.30 pm	Report preparation.
4.15 pm	Exit Meeting.

Brief overview of the College:

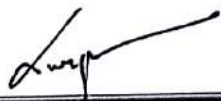
Sankardeva Mahavidyalaya was established at Pathalipahar under Narayanpur Revenue Circle, in Lakhimpur district of Assam on 5th September, 1982. The people of the greater locality unanimously decided to set up a higher educational institution in the area on the hilltop bordering of Assam and Arunachal Pradesh. This place also has been merged under tribal sub-plan area with economic backwardness. Considering this bleak aspect and dreaming of a brighter prospect, the local inhabitants felt that this institution will create a new bridge of coordination between the two states, keeping all these view in mind "Pathalipahr Anchalik Unnayan Sewa Samiti" with the cooperation of eminent educationist of Lakhimpur district, organized a general meeting to establish this institution in the pious name of Mahapurush Sankardeva the trend setter of Assamese nation.

Mission of the College:

- To encourage the poor and meritorious students to pursue higher education at any cost.
- To provide education to students belonging to tribal-sub plan area.
- To promote an ideal academic environ through innovative and effective teaching learning process.
- To encourage students participation in community services through extension activities for enhancing social responsibility.
- To embolden the students by providing a congenial platform to face the challenges of competitive world.
- To establish a suitable bridge between the college family and the local people.

Vision of the College:

SankardevaMahavidylaya undertakes the challenging task of educating the deprived and depressed classes of society with the available means. The college is to grow the sense of civic responsibilities and nationalism among the students so that they will be able to participate in the socio-cultural development of the society in a democratic spirit. The vision of the college is to produce at least one graduate from each family from the catchment area of the college. Maintaining a deep attachment with students and their family for correlation is another vision of the college. Presently the college is affiliated to Madhabdev University and recognized by UGC under 2 (f) and 12 (B) of UGC Act, 1956. In addition to the existing three



years Under Graduate (UG) B.A course, NEP-2020 Four years Undergraduate Courses (FYUGP) was successfully implemented from the academic session 2023-24. The college is affiliated to Madhabdev University from the academic session of 2024-2025. The College offers undergraduate course in Bachelor of Arts in nine subjects viz. Assamese, Economics, Education, English, Geography, Hindi, History, Political Science and Sociology. Sankardeva Mahavidyalaya has been stressing on a holistic and overall personality development of students by implementing the CBCS curriculum and FYUGP vision laid in NEP 2020.

ACADEMIC OBSERVATION

1. **Curricular Aspects:** Sankardeva Mahavidyalaya is affiliated to both Dibrugarh University and Madhabdev University and thus it follows the curriculum developed by the same. Some of the basic strategies are:

- Sankardeva Mahavidyalaya has been stressing on a holistic and overall personality development of students by implementing the CBCS curriculum and FYUGP vision laid in NEP 2020. The college offers undergraduate course in Bachelor of Arts. As an affiliated institution, it is limited in its ability to offer multidisciplinary/interdisciplinary education on its own. However, the college aims at imparting an education that shall develop the intellectual, aesthetic, social, physical, emotional and moral values among students.
- Each department maintains lesson plans and teachers' diaries for effective delivery of curriculum.
- The college prepares the academic calendar in accordance with the academic calendar of its affiliating university at the beginning of the session.
- The college develops curriculum as well as evaluate for SEC, VAC, MDC, AEC.
- The college follows continuous evaluation system for Foundation of Beauty care and Makeup, Introduction to Computer Operating System, Digital Literacy, Introduction of Yoga Education, Personality Development and Career Counseling.
- The faculties of the college participate in preparing Syllabus as well as paper setting.
- Institution has developed its own plan to offer add-on courses to give students greater course selection options and to create multidisciplinary academic programs.
- The college has adopted three language systems for running the programmes of UG. The college uses English as an international language, Hindi as the national

language and Assamese as a state / regional language in our curriculum. All the Humanity subjects are taught in bilingual mode i.e. Assamese and English.

- All departments engage the students in seminar, field works and projects to enrich the curriculum.
- Regular feedback system is maintained in the college and accordingly action taken for the same.
- The college regularly organize awareness programme for environmental education like awareness programme on HIV (AIDS), Use of Plastic, Cleanliness Programme, Tree Plantation etc.

2. Teaching learning aspects

- Apart from the scheduled (affiliated University) sessional exams, each department assess the students' learning level through seminars and assignments as well.
- Slow and advanced learners are identified and thereafter the slow learners are provided remedial classes by the respective departments whenever necessary.
- The college incorporates ICT in teaching & learning.
- The college updated evaluation system in SAMARTH Portal.
- The College engages in regular mentoring of the students. However, documentation of the mentoring system is not adequate.
- The College may incorporate additional innovative modes for continuous internal evaluation.
- Evaluation of learning outcome needs to be assessed properly.
- There has been a decline in students' enrollment during the past few years. In general pass percentage of students is encouraging.

3. Research, Innovation, and Extension.

- The college has 22 sanctioned posts out of which 19 posts are filled up.
- At present there are 3 Associate Professors and 16 Assistant Professors, out of which 15 faculties have NET/SLET, 9 faculties have M. Phil degrees and 8 faculties have Ph. D degrees and 5 faculties are pursuing Ph.Ds. in different reputed institutions of India.



- Dr. Tarun Gogoi, faculty from Political Science department of the college has been working as Zonal coordinator of SAMARTH admission portal and college has been notified as Zonal college to mentor the colleges of the region.
- The college has also organized various extension activities like Swaccha Abhiyan, Health Camp, No Tobacco Day, and Awareness on Yoga etc.
- To promote the spirit of social responsibility and encourage holistic education, the college has adopted the 'Adarsha Gaon' (Model villages) where faculty members and students interacted with the village locals and carrying out other extension activities as well as provide remedial classes for the students of the locality.
- The college organized an ICHR sponsored two day national Seminar, one international workshop, one national workshop and one state workshop within this period.
- The faculties of the college have 33 ISSN/ISBN publications and Authorship of 25 Books.
- The faculties of the college have participated in 30 International as well as National Seminars., participated in 15 workshops and FDPs, 8 Refresher Courses, 17 Orientation Programmes.
- Sankardeva Mahavidyalaya has signed a Memorandum of Understanding (MoU) with SHOBUKAI Association, funded by the Indian Institute Entrepreneurship, Guwahati with the objective of conducting training in various job at Sankardeva Mahavidyalaya. Under this MoU Computer application and Yoga certificate course has been offering to students.
- The College also signed MoU with Assam Electronics Development Cooperation Limited (AMTRON) and ICT-Tamilnadu a non-profit organization to train higher education teachers and students. Besides this, the College has signed MoU with 12 Educational Institutions with the aim of teacher as well as students exchange and cooperation.
- Institution has developed its own plan to offer add-on courses to give students greater course selection options and to create multidisciplinary academic programs.
- Important skill development training is Mushroom Cultivation at College for the effective implementation of NEP 2020 and to foster skill-based learning for students through hands on practice and real-world applications.
- IQAC organizes activities in regular manner, while NSS performs 29 activities. Student Counselling and Guidance Cell organises 4 programmes. The College conducted 15 Career counseling Programmes in nearby higher secondary schools and 2 book fairs. The number of total extension activities is 42.



4. Student Support and Progression

- The College conducts capacity building and skill enhancement programmes like workshop on "Acting as Profession", NSS Special Camp, Slogan Writing and Art Competition, training programme on 'Yoga', Training programme on "Data Quality Analyst", Workshop on "Mashroom Cultivation", and Workshop on *Research Methodology* etc. for the students.
- ICT room of the college is also used by the students for better performance.
- WhatsApp group are also used for primary information and interaction platform with students.
- Consultancy programme with B.A. 6th Semester students are organised through online/offline.
- Student orientation programme and Career Counselling Programmes have also been conducted by the college in different Higher Secondary Schools of the nearby areas.
- B.A. 6th Semester final results of the college are in 2023-2024 –86.03 % and 2024-2025- 96.86 % respectively.
- Regarding records of Student Progression, 22 students enrolled in 2023-2024 in Master Degree and in 2024-2025, 34 students have enrolled in Master Degree and DI. Ed.
- The college conducted a campaign to educate the poor and backward students of the Adopted Village on the theme "Let's Educate the Unprivileged" by the UG students of the college.
- The college organizes various sensitization programmes i.e. Cleanliness Drives in the College Campus and Outside the College Campus, Voter Awareness Programme, AIDS day, Plantation Programmes, Talk on *Digital Trap*, Awareness Campaign on *NashaMukti Bharat Abhiyan*, Lecture on "Gender Studies and Human Rights", awareness programme on "Financial Literacy", celebration of Women's Day etc. for raising awareness on such issues or situations among the students of the college.
- The college organize orientation programme on Four Year under Graduate Programme (FYUGP) among the newly admitted students under NEP-2020.
- The Career Counselling and Placement Cell of the College organize various career counselling programme and assist the students for different academic aspects.
- Few students of the college qualified for scholarship under Ministry of Finance, Govt. of India.
- The College signs MOU with Indian Institute of Entrepreneurship (IIE) to support students to develop skill apart from academic learning and conduct training programme for the students.
- The records of student progression to higher education and placement of outgoing students are maintained by the College. The faculties encourage the students for higher education. The number of student progression to higher education is increasing in last two years.
- The College always maintains good relationship with the Alumni. Eventually try to register this association.
- Various cultural activities are organized by the Student Union throughout the year to encourage students and develop an inclusive environment.

ADMINISTRATIVE OBSERVATION

1. Infrastructure

- The college has inadequate infrastructure facilities for all academic and other extracurricular activities.
- While gym equipment is available.
- We have well equipped furnished shooting range.
- Well stock library with INFLIBNET, N-List e-resource facility for both teachers and students. Although, the library and IT facilities of the college need to be improved including "One nation One Subscription".
- The college has a girls Hostel, in which facilities to be strengthened.

Infrastructure facilities of the college

Facilities	2023-24	2024-25
Campus facility		
Campus Area	17 (Acre)	17 (Acre)
Classrooms	21	21
Digital Classroom	1	1
Laboratories	2	2
Seminar Halls	1	1
Meeting Room	1	1
Classrooms with smart board	1	1
Language Lab	0	0
Water supply plant	0	0
Parking Place	2	2
Teachers' common room	1	1
Museum	0	0
Boy's Common room	1	1
Girl's Common room	1	1
College Canteen	1	1
Solar Power Unit	0	0
Boundary wall	0	0
Boys' Hostel	0	0
Girls' Hostel	1	1
IT Infrastructure		
Total Computers (Lab)	30	30
Students Browsing Centre	0	0
Computer Lab	1	1
Sports Facility		

Football/ Cricket/ Outdoor sports Ground	1	1
Indoor Stadium	1	1
Badminton Court	1	1
Volley Court	1	1
Kabaddi Court	1	1
Shooting Range & Gymnasium Hall	1	1

Academic Strength

Name of the Department	Course	No. of Faculties (Sanctioned Full Time Regular)	No. of Students (UG) Year wise student strength		Seat Capacity Per semester		No. of value added/ certificate programme offered
			2023-24	2024-25	UG		
					2023-24	2024-25	
Assamese		2	88	71	55	70	1
Economics	UG	4	22	19	42	35	1
Education	UG	3	77	93	55	70	1
English	UG	1	26	24	31	30	0
Geography	UG	3	72	81	40	60	1
Hindi	UG	1	81	76	35	40	1
History	UG	1	64	74	32	40	0
Political Science	UG	4	140	147	55	70	1
Sociology	UG	3	91	130	55	60	1
Total		22	661	715	400	480	7

Category wise distribution of student

Category \ Year	2023-2024		2024-2025 (B.A.1 st Sem.)	
	M	F	M	F
Gen	67	112	30	51
OBC	125	194	91	118
ST (H)	1	3	0	0
ST (P)	31	53	25	14
SC	33	32	22	18
Total	257	374	168	201

2. Administrative staff:

- Shortage of administrative staffs.
- Training should be imparted to the administrative staff in strengthening e-governance.
- Training to be imparted to administrative staffs to improve IT skills.

3. Governance, Leadership and Management:

- Vision and mission of the institution is followed all through the planning.
- The e-governance through SMARTH Portal viz. student admission module, upload of evaluation in SMARTH, affiliation module, employment management module, e-finance system etc.
- The college represents as Zonal Coordinator for Lakhimpur and Dhemaji District in SMARTH admission.
- The IDP prepares its entire policies for development.
- An inclusive system of management was observed.
- Most of the teachers have participated in FDPs, induction programmes, workshops, and seminars.
- The infrastructure such as digital classroom empowered and enhance the quality of the faculty.
- More participation in such programs is encouraged.
- The existing attendance system of college staff is maintained manually.
- The college has ICT facility and should improve for fulfillment of objectives of new Education policy.
- IQAC of the college always maintains academic environmental quality of the institution. IQAC has been monitoring all the activities of the college. It helps in making plan and policy of the college. It organizes student exchange programme, collect feedback.



SWOC ANALYSIS:

Institutional Strength:

- The college is in an **ecologically rich region** which is located in the area on the hilltop **bordering of Assam and Arunachal Pradesh**, which will create a new **bridge of coordination** between the two states.
- The college has highly qualified teaching faculties who, with their visionary approach, are constantly putting efforts towards achieving higher academic excellence.
- The college has sufficient land for future infrastructure development.
- Since its inception, the college has been providing quality education and the alumni are pursuing higher education in higher educational institutions across India.
- The college provides financial support to the teaching and non-teaching staff for faculty development programme and training.
- The college adopts villages and organizes various activities for community engagements. In this respect, NSS Unit of the college plays a vital role in Mushroom cultivation.
- A series of Career Counseling Programme, 2024 was organised by IQAC in 13 Senior Secondary Schools. Main objective of this programme was to make awareness about various career paths among students. In 2025 a series of felicitation programme is going on in secondary schools.
- The college has successfully completed seven Add-on Courses.
- Every Monday, the entire employee and student of the college wear traditional attire as a best practice.
- The College organizes parent-teacher meet and creates healthy relationship.
- The faculty of the college has a good number of authorship of books and has publications.
- The college conducted a campaign to educate the poor and backward students of the Adopted Village on the theme "*Let's Educate the Unprivileged*" by the UG students of the college.
- One of the faculty members of the college has been working as Zonal Coordinator of SAMARTH admission portal appointed by the Director of Higher Education, Govt. of Assam.
- Participated in one nation one subscription
- One fully air conditioned seminar cum digital classroom.
- Alternative power supply is available.

- Laboratory for Education & Geography are well equipped.
- KK Handique State Open University (KKHSOU) study centre offering general and professional courses.
- Well stock library with INFLIBNET, N-List e-resource facility for both teachers and students.
- A large number of students admitted in the college every year belongs to the socially and economically disadvantaged groups (SEDGs) of the society.
- Out of total students admitted in every year in the college, majority of students belongs to SC/ST/OBC and girl students.
- Reasonable and well-arranged space for bicycle and car parking is available.
- College campus is under 24 hours CCTV surveillances.
- Well-equipped and well-furnished Shooting Range (both Rifle and Pistol)
- Students Welfare Fund for financial assistance to needy and poor students.
- National Service Scheme (NSS) is available.
- Rain Gauge for measuring the amount of rainfall or precipitation that has fallen over a specific period of time.

Institutional Weaknesses:

- Lack of boys' hostel facility.
- Shortage of adequate teaching and non-teaching office staffs.
- Underutilization of library due to limited resources.
- High rate of drop out of student.
- Science stream is not introduced by the Govt. of Assam. Even Govt. of Assam has provided financial assistance for the opening of the Science Stream, but it has not been approved by the cabinet of the Government of Assam.
- National Cadet Corps (NCC) is not functioning due to some technical reason.
- Inadequate canteen facility for staff as well as students.
- The institution has not its own transportation facilities and job opportunity.
- Inadequate numbers of permanent faculty and non-teaching staff.
- The college does not have any other professional courses to cop them with present scenario.
- Computer laboratory is not well-equipped for students.



Institutional opportunity:

- The college has scope of introducing Science stream.
- The college initiates **Mushroom cultivation** as a small-scale industries and it has the opportunity to work for developing it as a large scale industry with the availability of local resources in an innovative way.
- The institution has grown and progresses in a direction under the able leadership of the existing authority and has the scope of attaining a more focused institutional status in near future if the existing authority works in a progressive manner.
- The location makes it ideal to take up environmental studies and research. Programs in ecology, conservation, and resource management can be offered by the college.
- The location also provides opportunities to the students for community service projects, internship and collaboration that are an integral part of the education.
- Owing to the rich cultural diversity of the place, the college can collaborate with local organizations to study and preserve the rich cultural heritage providing the students with holistic learning experience.
- Campus placement facilities are initiated with probable collaboration with industries and commercial enterprises.
- Scope for introducing some more vocational and skill based courses to enhance employability.
- Post graduate courses can be introduced in Political Science and Economics department.
- Scope for construction of multi storied RCC building due to limited plain land availability.
- Clustering with neighbouring colleges for credit transfer and students faculty exchange.
- NSS wings of the college is actively involved in many programmes such as different social works in adopting village, construction of link road, cleanliness of the campus etc. are related to nation building and social service. Therefore, NCC can be mandatory as an optional course in UG programme.

Institutional Challenges:

- Unavailability of research infrastructure in the college hampers the sphere of research and development.
- The institution may encounter challenges for the proper implementation of the NEP 2020 due to single stream in undergraduate level.

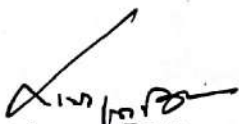


- Due to the preference of humanities subjects over science subjects in the vicinity of the institution, the enrollment is low, and this serves as a very big challenge to the college.
- Limited infrastructure to open diploma / certificate courses.

RECOMMENDATIONS:

- Appropriate measures need to be taken for increasing enrollments.
- Adequate ICT enabled classroom facility may be made available to the academic departments.
- Add-on vocational courses/ certificate course with better employment opportunities like tourism studies, cyber security may be introduced.
- NCC unit should be formed for carrying out extension activities involving the students and faculties.
- Library needs to be upgraded by including One nation One Subscription, more books, subscription-based journals, magazine, national newspapers etc.
- Wi-fi facility should be provided for uninterrupted work.
- Alumni Association needs to be registered and alumni engagement needs to be strengthened.
- Institutional correspondence should be provided to the faculty members.
- Alumni portal should be integrated in college website.
- Collaboration with more institutes/industries/organizations through MoUs.
- College should gradually shift to paperless office with e office management.
- The existing library infrastructure needs to be strengthened.

Signature of External Members:


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Glimpses of Academic & Administrative Audit, 18/06/2025



Felicitation of External Member



Interaction with IQAC members



Presentation of Department



Library Visit



Exit Meeting

ACADEMIC & ADMINISTRATIVE AUDIT
Session : 2023-24 & 2024-25

By:

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18th June, 2025

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