



**ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT
OF JONAI GIRLS' COLLEGE**

ACADEMIC AND ADMINISTRATIVE AUDIT TEAM REPORT OF Jonai Girls' College Place: Jonai District: Dhemaji State: Assam	
Section I: GENERAL	Information
1. Name & Address of the Institution:	Jonai Girls' College Jonai, District: Dhemaji, State: Assam
2. Year of Establishment:	1994
3. Current Academic Activities at the Institution (Numbers):	08 Under Graduate programmes
• Departments/ Centres:	08
• Programmes/ Courses offered:	BA Honours: Assamese BA Honours: English BA Honours: Sociology BA Honours: History BA Honours: Economics BA Honours: Political Science BA Honours: Education BA Honours: Philosophy
• Permanent Faculty Members:	Permanent: 30; Contractual: Nil; Guest Faculty: Nil
• Permanent Support Staff:	13
• Students:	540
4. Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> • Provincialised College affiliated to Dibrugarh University and recognised under 2(f) and 12(B) of UGC Act. • More than 90% Students belong to ST/SC Community • College is located in Murkongselk Tribal Belt
5. Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Attached
6. Composition of the AAA Team which undertook the on- site visit:	
Chairman:	Dr. Chaytanya Bora Principal, Tinsukia Commerce College Sripuria, Tinsukia-786145, Assam
Member :	Dr Surajit Saikia Assistant Professor Department of Commerce, Tinsukia Commerce College, Tinsukia, Assam
Principal:	Mr. Khageswar Pegu
IQAC Coordinator:	Mr. Utpal Roy



2. Schedule for AAA

The programme schedule:

Date of Visit: 07-05-2022

Time	Programme
10:00 am	Meeting with Principal followed by Presentation on different Key issues on Academic and Administration
10:45 am	Presentation by Coordinator, IQAC, Jonai Girls' College Presentation covers: Functions of IQAC, of Jonai Girls' College and its different Cells
11:15 am	Meeting with Head and Faculty Members
12:00 pm	Visit to library, canteen, sports facilities, others activities
13:00 pm	Visit to office.
13:30 pm	Lunch Break
14:00 pm	Preparation of AAA Report by the Members
15:00 pm	Discussion with the Principal about the Report
15.15 pm	Exit meeting and submission of the Report

The Academic and Administrative Audit Report of Jonai Girls' College.

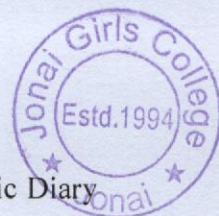
Jonai Girls' College: An overview

Jonai Girls' College was established on 24 September, 1994. The College is affiliated to Dibrugarh University, Assam. In the year 1013, the college is provincialized by Government of Assam and according included under 2(f) and 12(B) of UGC Act. Criterion wise analysis is given below:

1. Curricular, Teaching Learning and related aspects

Jonai Girls' College is located in JONAI, DISTRICT DHEMAJI, Assam. The college offers 8 (eight) Under Graduate programmes as per the guidelines of affiliating university. The College is affiliated Dibrugarh University, Dibrugarh and, follows the curriculum designed and developed by the various Board of Studies of the affiliating University.

For curriculum delivery, college has an established academic policy. The main academic activities of the institution are Academic planning, implementation, assessment, and evaluation which make the curriculum delivery more meaningful. In this regards, college exhibits its strength by taking initiatives for effective delivery of the curriculum. Lecture methods, participative learning, inquiry based learning; role play, experiential learning and field work are the main teaching learning strategies adopted by the institution. Learning outcomes viz. POs, COs, PSOs are properly defined. As per the guidelines of the Affiliating University, college has introduced CBCS in 2019. College develops its own academic calendar in consultation with affiliating university academic calendar. After considering the academic calendar, all the



departments prepare academic plans and time table. Faculty members maintain Academic Diary to complete the course curriculum as per the schedule.

Identification of slow learners and advanced learners is done in the beginning of academic session.

Remedial classes, assignment of projects and skill courses are common academic activities for slow learners. Advance learners are provided with reference books and research journals for better understanding of the subject areas.

Orientation classes are conducted at the beginning of the academic session in the leadership of IQAC Coordinator and principal.

Both in internal Assessment and external Evaluation process of Affiliating University, all the faculty members are cooperate actively.

2. Aspects related to Faculty, Research, Innovations and Extension

Out of 30 faculty members of the college 06 faculty members has PhD Degree and 08 has MPhil Degree. Research activities of the faculty members are encouraging. Few books, research papers, articles, chapters are published in national and international journals. Faculty members have been participated and presented Research Papers in national seminars, webinars, workshops, etc.

NSS wing of Jonai College is highly active in performing different extension activities. Extension activities of the college involve sanitation, cleanliness drive, environmental awareness programme, Swachha Abhiyan, Awareness on Yoga, AIDS, and Awareness on legal provision against sexual harassment, etc in adopted village of the college in particular and nearby areas of the college in general. **It is a praiseworthy initiative of the college that NSS volunteers in association with other students of the college take cleanliness drive and various awareness campaign in weekly Bazaar (Weekly Market) which is attached to the college. moreover**

Moreover, it is worthwhile to mention that important days of national and international importance are observed by the college such as International Yoga Day, Republic Day, Independence Day, NSS day, Teachers' Day, etc. Furthermore, Birth and Death anniversary of renowned personalities, Gandhi Jayanti, are observed in the college in a befitting manner. College organizes worksh



3. Infrastructure and learning Resources:

Available resources of the college are optimally utilized. It has required number of equipped classrooms. College has separate office of the Principal, girls rest-room facilities, students' union office, canteen, library, NSS office, girls' common room, etc. The college library is attached with Principal office with sufficient space and accommodation facilities. A Well designed virtual classroom is utilized by the teachers and departments with a routine which is observed by IQAC

The library of the college is quipped SOUL 2.0 software. The bar code system is adopted. Sufficient number of books and journals, news papers are available in the library.

Sports facilities of the college are highly commendable. It has track and field facilities with base ball court. Indoor stadium is well equipped with multi-gym, badminton court, and carom. College has highly encouraging policy that the sports facilities are allowed for public use.

College has a 3-storied Girls' hostel with rooftop solar system. The hostel has 30 rooms to accommodate 60 girls coming from the outside.

IT facilities of the college are also as per the horizon of present requirement. There are 30 well equipped computers with updated and genuine software. The college is also keen to update the available software regularly and protect by using anti-virus software. The college campus has free wi-fi connection and internet facility.

The available infrastructure of the college is utilized optimally maintained with planed policy. Different committees are constituted by the principal to maintained the infrastructure of the college.

4. Student Support and Progression

The College is located in Murkongselk Tribal Belt. As a result, above 90 percentage students have been admitted in the college Schedule Tribe Community. Students support and progression of the college is commendable and can be enumerated as:

Jonai Girls' College Students Union is democratically elected students' council. Active students' union of the college is regularly organizing sports and cultural events in the college. The college authority has accommodate students in different committees and cells of IQAC.

Faculty members of the college regularly motivate students to pursue higher education specifically, MA, LLB, Bed, etc. Few workshops, seminars, coaching for competitive examinations such as banking, railways, other state level competitive examinations are organized by the IQAC of the college in support teaching departments of the college.

College authority in association with IQAC and teaching staff, supports students financially based on the merit and economic condition of the students. is also provided to the meritorious students of the college.



Few members of Alumni association of the college support and provide fund to the college authority for upgrade the infrastructure and academic activities. Specifically, they have donated books to the college library.

College has career counseling and placements cell which regularly organizing career counseling programmes.

5. Governance, Leadership and Management

Vision of the college is “Tamaso Ma Jyotirgamaya” means Awakening from Darkness of ignorance to the enlightenment with wisdom. For tuning with vision statement, members of the college have been initiating academic and administrative activities of the college. The college has a Governing Body formed as per the regulation of Department of Higher Education, Government of Assam. The Governing Body of Jonai Girls’ College is well representation of stakeholders.

The policies of the management of Jonai Girls’ College are participative and decentralize in nature. Different Committees are formed with required participation of faculty members, non-teaching staff and students of the college. The IQAC of the college is formed as per the guideline of the NAAC, Bangalore. Some of the important committees of the college are: Academic, Board, IQAC, Construction Committee, Women Cell, Admission Committee, Library Committee, Examination Committee, Grievance Redressal Committee, Anti Ragging Committee, Teachers Unit, Hostel Committee. All the academic and administrative activities of the college are performed with due approval of the committees. Furthermore, it can be said that all the committees of the college are actively performing the task as assigned by the authority.

6. Institutional Values and Best Practices

As a girl’s college, holistic approach in curriculum delivery is adopted by the college. It has been seen that the college is committed towards promotion of gender equity. In this regards, some of the important initiatives taken by the college are National Girls Child Day, international women’s day, workshop on maternity, health and hygiene, women empowerment awareness programme, etc. Certain special initiatives specifically for women are conducted in the college viz. counseling related with health and hygiene, nutrition, self defense programme etc.

Jonai Girls’ College has developed and delivered the best practices as per the NAAC guidelines. All the academic activities of the college has actively monitored by IQAC. Academic plans and quality related aspects are framed and monitored by the IQAC in the initiative of the authority of the college.



Recommendations

- Classrooms of the college should have the ICT facilities and application of ICT in the classroom teaching should be ensured.
- Short term and long term key areas should be identified
- Librarian should be appointed in permanent basis.
- add-on programmes should be initiated based on the demand of the society.
- Long term plan should be developed to minimize drop out ratio.
- Alumni of the college should be engaged in more diversified manner.
- Policy should be developed to utilize sports facilities optimally.
- Faculty members should initiate Research Endeavour in more diversified manner.
- Feedback from all the stakeholders needs to be initiated.
- Workshops, seminars, conferences should organized regularly both for teaching staff and students.
- Participation in FDPs, Refresher Courses, Orientation Programmes by faculty members is the need of the hour.
- Activities of Placement Cell, Women's Cell, and Grievance Redressed Cell etc need to be enhanced.

I have gone through the observations made by the Academic and Administrative Audit Team as mentioned in this report.

Signature of the Head of the Institution

Principal i/c
Jonai Girls College
Jonai

Seal of the Institution



Signatures of the Members of AAA Team:

Sl. No	Name		Signature with date
1	Dr Chaytanya Bora Principal Tinsukia Commerce College	Chairperson	 Principal Tinsukia Commerce College
2	Dr. Surajit Saikia Assistant Professor Tinsukia Commerce College	Member	 Tinsukia

Place: Jonai Girls' college
Jonai

Date: 07/05/2022