



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT: 2018-19



**SAINT FRANCIS DE SALES COLLEGE, AALO
YEGGO, AALO-791001, WEST SIANG, ARUNACHAL PRADESH**

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INSTITUTION DATA

1. Name and Address of the College:

Name: SAINT FRANCIS DE SALES COLLEGE, AALO.

Address: P.O.+P.S.-Aalo, Dist-West Siang Pin: 791001

City: Aalo

State : Arunachal Pradesh, Website : www.sfscaalo.ac.in

2. For Communication:

Designation / Name / Contact Details

PRINCIPAL

Fr. Vipin George

STEERING COMMITTEE CO-ORDINATOR

Sr. Belsy Jose

IQAC CO-ORDINATOR

Mr. Pradyut Dey

3. Name of University to which the College is Affiliated: **Rajiv Gandhi University, Itanagar**

4. a) Type of Institution:

Co-education ✓

5. b) By Shift

i. Regular ✓ and Morning

6. c) Source of funding

i. Grant-in-aid

ii. Self-financing ✓

7. Is it a recognized minority institution?

No.

Applied for Religious: **Christian Minority**

8. a. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks(If any)
i. 2 (f)	24-01-2018	Annexure I
ii. 12 (B)	24-01-2018	Annexure II

b. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Not Applicable

9. Has the college been recognized?

a. By UGC as a College with Potential for Excellence (CPE)? No

b. For its contributions / performance by any other governmental agency? Yes

10. Location of the campus and area:

Location: Tribal, Semi Urban, Hilly Area.

Campus area in sq. mts. or acres: 10 Acres.

Built up area in sq. mts: 739.42

11. Does the College have the following facilities on the campus (Tick the available facility)?

- Playground ✓
- Girls' hostels ✓
- Cafeteria ✓
- Health Centre staff ✓
- Power back up ✓
- Waste management facility ✓
- Transport facilities ✓

12. Details of programs offered by the institution (2018-19):

UG

Programme Level	Serial No.	Name of Programme	Course	Duration (Year)	Entry Qualification	Medium of instruction	Sanctioned Students Intake	No. of students admitted
UG	1.	Anthropology English History	BA	3	12 th Pass/ Intermediate	English	200	129

		Geography Political Science Sociology						
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13. Whether new programs have been introduced during the last five years?

Yes ✓ No

If yes, how many? - 02 (Geography, Anthropology)

14. List the departments (2018-2019): (Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programs to students)

Particulars	Number	Number of Student
B.A	5	143

15. Number of Programme offered under

(Programme means a degree course like B.A., B.Sc, B.Com.)

a. annual system

b. semester system ✓ 1

c. trimester system

16. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component - Rs. 29,433.23

(b) excluding the salary component – Rs. 16,188.04

17. Number of teaching and non-teaching positions in the College

Positions	Teaching faculty (Professor, Associate Professor, Assistant Professor)	Non-teaching staff	Technical staff
	18	5	4

18. Sanctioned by the Management/society or other authorized bodies Recruited

Professor	Male - 0 Female - 0
Associate Professor	Male - 0 Female - 0
Assistant Professor	Male - 10 Female - 08
Non-teaching staff	Male - 01 Female - 04
Technical staff	Male - 02 Female - 03

Yet to recruit- 01

19. Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
D.Sc./D.Litt.	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	1	2	3
PG	0	0	0	0	8	6	14

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	1	1	2
PG	0	0	0	0	5	1	6
Temporary teachers							
Ph.D.	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	1	1
PG	0	0	0	0	3	5	8
Part- time teachers							
Ph.D.	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0

20. Number of Visiting Faculty/ Guest Faculty engaged by the College: 2

21. Students enrolled in the College during the current academic year, with the following details:

Students	UG	PG	M.Phil.	Ph.D.	Diploma	PG Diploma
From the States where College is Located	119	0	0	0	0	0
From other states of India	09	0	0	0	0	0

Foreign	0	0	0	0	0	0
Students Total	129	0	0	0	0	0

22. Dropout rate in UG and PG (average for the last two batches)

UG 2016-2017= 3.03 %, 2017-2018 = 4.72 %.

23. Number of working days during the last academic year: 210

24. Number of teaching days during the last academic year: 150

25. Is the College registered as a study centre for offering distance education programme for any University? Yes No

If yes, provide the

a. Name of the University: Rajiv Gandhi University

b. Is it recognized by the Distance Education Council? Yes No

c. Indicate the number of programs offered: UG- BA Programme

26. Is the College applying for?

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

PROFILE

Saint Francis De Sales College (SFSC), Aalo, is established and managed by the MSFS Fathers also known as the Fransalians, who are called to be enlightened guides of their students. The MSFS Fathers have over 175 years of experience and expertise in imparting quality higher education all over the world.

SFS College is a minority educational institution with a secular outlook. It admits students from all walks of life, irrespective of caste, creed, religion, tribe and language to be part of this Institute of Higher learning. It was established in the year 2007 with the motto “LIGHT TO ENLIGHTEN”. The College is situated in Aalo, West Siang District of Arunachal Pradesh amidst lush greenery; weather-wise it is conducive to learning. The College has soothing sylvan surroundings, unsullied atmosphere, attractive ambience for a rigorous training and learning program. The College with its quality infrastructure, intellectual acumen and forward-looking vision has already made a mark on the educational scenario of Arunachal Pradesh.

The MSFS Fathers are committed to forming the present generation for the future through more than 100 quality Educational Institutions in India. SFS College, Aalo, Arunachal Pradesh, meets fittingly and fully all the educational requirements of the students of this hilly, enchanting and beautiful ‘Land of the dawn lit mountains’.

The college is named after Saint Francis De Sales (SFS). We believe that, true education is directed towards the formation of the human person in view of their ultimate goal in life and the good of the society.

SFS College at present offers Major in English, History, Geography, Political Science and Sociology. Over the years SFSC has become one of the favorite destinations of students from all over Arunachal Pradesh who are interested in pursuing quality higher education. Besides BA Programme, College also offers a number of certificate skill based courses in order to enhance the quality of education. College is known for its extracurricular and extension activities such as NSS activities, Women’s Forum, regular Cultural and Sports competitions, excursions, leadership camps, training for various competitive exams, literary competitions, etc., which provide ample opportunities for them to grow up as responsible citizens of the country.

Vision: Holistic Development of Individuals.

Mission: SFS College is a nurturing ground for the Holistic Development of Individuals leading to the transformation of the individuals and the society. Our effort and endeavor is not limited to imparting knowledge alone but more importantly true wisdom that leads to holistic development of the individual and all round progress of the society. Every students of the Institution is sent out with the mission to be a burning light in the society by being the beacons of peace, hope and justice.

AUDIT COMMITTEE MEMBERS

Sl. No.	Name of Member	Designation
1.	Fr. Vipin George	Chairman
2.	Sr. Belsy Jose	Audit Coordinator
3.	Mr. Kenli Ete	Member
4.	Ms. Monalisha Bora	Member
5.	Mr. Praduyt Dey	IQAC Coordinator
6.	Mr. Utpal Nath	Technical staff
7.	Ms. Tokio Siram	Student (College Captain)

EXTERNAL SUBJECT EXPERTS

Sl. No.	Name of Member	Designation
1.	Prof. Amitav Mitra	Asst. Professor & IQAC Coordinator, Rajiv Gandhi University

EXECUTIVE SUMMARY

Criteria I: Curricular Aspect

Curriculum Planning renders a systematic approach to students' comprehension. It involves the application of knowledge in an effective manner. St. Francis De Sales College ensures that, curriculum planning in the college empowers both faculty and students to manage the continuity and development of skills and understanding the values of the content acquired at different stages across years.

Though the curriculum is designed and revised by the Rajiv Gandhi University, but for effective curriculum delivery, we give weightage to academic improvement and at the same time give sufficient importance to overall development of students by encouraging them to work with various forms of the college such as Student Council, NSS, Cultural Committee, etc.

In addition to the regular subject classes, the college also organizes special lectures by inviting experts from various fields to share their knowledge with the students. The students are also taken out for educational tours such as industries/trade fairs, exhibitions and places of historical importance to provide them a firsthand knowledge of various things. Furthermore, for effective curriculum delivery, the college has got the provision of conducting remedial classes for slow learners. Special classes are conducted for those students, who could not attend the classes on account of participation in the sports or extra-curricular activities to make up their loss.

Curriculum Details:

Program/ Certificate coarse	Coarse name
Bachelors of Arts	Anthropology
Bachelors of Arts	English
Bachelors of Arts	Geography
Bachelors of Arts	History
Bachelors of Arts	Political Science
Bachelors of Arts	Sociology
Certificate Coarse	Floral Decoration
Certificate Coarse	Basic Computer Skills

Certificate Coarse	Advanced Computer Skills
Certificate Coarse	Music
Certificate Coarse	Soft Skills and Personality Development Course
Certificate Coarse	Course on Creative writing
Certificate Coarse	Foreign Language: German
Certificate Coarse	Spoken English
Certificate Coarse	Photography

Criteria II: Teaching-Learning and Evaluation

The institution is well aware of the needs of the students. Any class contains a mix of intelligent and average students. SFS College admits students of all skills in line with our Motto-Excellence, Transformation and Efficiency. College has very effective mentoring system to clarify student's problems. At present college conduct entrance test for new admission, a special admission committee appointed by IQAC interacts with the students to know their attitudes skills etc. While before the admission and also help them to choose the course options, who are in confusion. Apart from the above college also organizes bridge course program on various topics like personality development, spoken English, basic computing etc., where students are made aware about the demands of the courses in which they are admitted. A special team of faculty members handle the bridge course program, where they are imparted knowledge and skills in both curricular and co-curricular aspects. SFS College organizes many events, where talents are searched out for the skill development like college organizes Francis-fiesta –college week; Youth festival, and also take part in UNIFEST-university level literary and cultural competitions. The college also organizes facilities for expert coaching for cultural as well as sports events.

- The institution holds the tradition of imparting holistic education with emphasis on the ethical and moral principles. The college which is conductional institution sensitizes its staff and students on issues such as gender inclusion, environment etc. by holding seminars on the relevant topics like Substance use, women empowerment, etc. Celebration of women's day by teachers and students is also a part of the same tradition.
- The college, at its own level makes arrangements for seminars and conferences of national level where in the experts are invited to share and deliver their experiences and knowledge.

Apart from this the college, as stated earlier, offers the subject to environmental education as a compulsory subject.

Criteria III: Research, Consultancy and Extensive

Research is the backbone of academics. It simplifies concept building and transforms new ideas into innovations in pursuance of a new era of passion for researches. Each finding gives immense pleasure and multiplies enthusiasm towards achieving target. The Centre for Research and Publication aims to nurture research culture in the College by promoting research in newly emerging and challenging areas. This enhances the general research capability of faculty and students by way of participating in conferences, seminars, workshops, project competition, etc.

In order to promote research and development activities, the college extends its full support to faculty and students. Full/Partial financial support is given to all innovative research & development works taken up by the members of the faculty and students as well. The college encourages faculty and students to participate in Nationality/International Conferences, Training programs organized by reputed institutes by giving full/partial financial support viz. Course/registration fee, TA/DA etc. The college has access to INFLIBNET database and regularly benefited from the vast knowledge e-learning resources stored in the database. Internet facility, photocopying facility, printers etc. are provided to encourage and facilitate research among faculty as well as students.

Departmental Seminar details:

Department	Date	Topic	Resource Person	Departmental Journal
Geography	16/02/2019	“Environmental Changes and Challenges: Local, Regional and Global Perspective”	Mr. Pradyut Dey Asst. Professor, Geography, SFSC	Ges-Periodos Volume V
Sociology	15/09/2018	“Contemporary Tribal Issues with reference to Arunachal Pradesh”	Dr. Fr. Jose Karepaddam, MSFS	Socio-Zine Volume III
Political Science	15/02/2019	Global Concern: Terrorism, Regionalism, Communalism, Corruption and Refugee	Sr. H. Martha, COE & Asst Professor, SFSC	Radiant Volume V

Department	National Seminar/ National Conference	Date
English	National Seminar on, 'Voice and Silence in Indian English Literature'	26/10/2018
Sociology	National Conference on Substance Use and Abuse: Implications and Societal Response	16/03/2019

Collaborations & Linkages/ MoUs

- Don Bosco Institute, Guwahati
- FASCE India, Guwahati
- Indian Skill Academy, Guwahati

Criteria IV: Infrastructure and Learning resources

The college is housed in an imposing, but user-friendly and spacious, building with every infrastructure. The main building is a three storey structure with the Administrative wing, Principal's Chamber, and his office, staff rooms, retiring rooms, restrooms, seminar halls, conference room etc. Since its inception in 2007, St. Francis De Sales College has been keeping pace with the changing needs and requirements to meet its academic growth. To keep pace with the needs and requirements, additional infrastructure is being added from time to time. In the last few years, many buildings have been constructed/renovated. SFS College spends considerable amounts in deploying and up grading the IT Infrastructure and associated facilities. The College has completely upgraded the computer lab with latest versions. College gradually upgrades digital library through subscription to online journals and online library. The college also plans to completely furnish seminar halls with inbuilt lecture capturing and audio visual facilities.

Infrastructural Facilities:

Facilities	Total Nos.
Class rooms	10
Laboratories	1
Conference room	1

ICT/ Smart classrooms	7
Computers	40
Laptops	3
Xerox machine	2
Printer	7
Staff room	2
Common room	2
Sports room	1
Washroom (Girls/Boys)	4

Facilities for sports and games:

Facility	Particulars	Number
Football/cricket/athletics	Shared area	01
Basket ball	Owned area	01
Shuttle Badminton	Owned area	02
Sports Office	Owned area	01
Throw ball	Owned area	01
Indoor games (TT)	Owned area	01
Volley Ball	Owned area	01
Kabbadi	Owned area	01
Kho Kho	Owned area	01
Other Facilities like, Chess, Caroms, sports Classes etc.	Shared area	01

Other facilities:

Facilities	Yes/ No
Canteen	Yes
Medical room	Yes
Parking	Yes
Auditorium	Yes
Hostel (Girls)	Yes
Fitness Centre	Under Construction

Library	Yes
Internet: Wi-Fi/ LAN	Yes
INFLIBNET	Yes

Criteria V: Student Support and Progression

The College believes in upliftment of the rural youth and weaker sections of the society of nearby villages and students at large. The college caters to the academic needs of the students belonging to the rural and financial weaker sections. The college provides financial assistance to these students that are issued by the central, state government and other agencies and the college as well. Around 20-30% of the students receive the benefit of the various scholarships provided by the college. The college has very active anti-ragging cell in the campus. The cell has placed in posters which provide the information on the extent of punishment for ragging or sexual harassment. The college also has disseminated the information of online anti-ragging cell initiated by the central government and also has displayed contact numbers of college anti-ragging cell at strategic points in the campus. The college has active alumni association (SFSAA), which works closely with the institution by providing guidance and mentorship as well financial assistance.

Scholarship details (2018-19):

Scholarship	Funding Body	No. of students benefitted
Stipend	Govt. of Arunachal Pradesh	340
Francilian Scholarship for Meritorious students	Institution	45
Francilian Freeship Programme for Economically Weak students	Institution	12

Criteria VI: Governance, leadership and Management

The St. Francis De Sales College has a committed management that guides the educational endeavors of the College. The highest administrative bodies of the institution are the North East India Province of the Missionaries of St Francis De Sales (MSFS) and the Governing Body of SFS College. The Manager, the principal and Vice Principal and the Administrator are members of this

body. The college takes sufficient measures to interact with the stakeholders. Feedback on teaching learning process is taken at the end every academic year. The college governing body meeting are held on regular intervals to address the strategic issues of both financial and non financial in nature. At the end of every semester, the Principal meets all the faculty members to brief them on the student appraisals. The Principal holds monthly meetings on quality and performance of the departments in particular. The Manager also meets the faculty and non-teaching staff once or twice in year to address the grievances, if any. All the mentors meet their students on a continuous basis to appraise their performance. Parent Teachers Meetings are held every year. The student council meetings are held and the issues related to the students are addressed in the meeting. Feedback from employers is collected individually and informally during campus placements.

Feedback System:

Feedback	Participants
Teaching-learning process	Students, HODs, Faculty, Management
Curriculum	Students, Faculty, Management
Institution	Students, Faculty, Alumni, Parents

Criteria VII: Innovation and Best Practices

St. Francis De Sales college is well known for its institutional values and practices. The college promotes gender equity and sensitivity through various gender equity promotion programs. The safety and security of the students are given priority. Moral education classes spread moral values among the students and faculty members. Regular monitoring of the students is done through Mentoring Program and Personal counselling. Various self-awareness programs like seminars, workshops on Drug Addiction, cyber-crime, etc helps the students to increase their consciousness upon various social issues.

The institution regularly promotes the concept of environmental sensitivity and sustainability. The college focus on reducing environmental pollution through proper **Waste Management System (WMS)**. Natural landscape predominates the campus with a rich biodiversity predominated by lush greenery which promotes the ecological value upon everyone visiting the campus. Bio-waste processing through Vermicomposting techniques helps in generation of manures that enhances the

productivity of the soil. Solar Panels of **160 WATT** have been installed to cut the use of non-renewal energy and **LED** light are fixed to reduce the energy consumption.

A wide range of activities are conducted in the college to promote universal values, national integration, communal harmony and social cohesion. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. The Institutions also develop linkages the academic institutions, and other external institutions to enhance the students learning process. The faculty members at SFS College actively participate in curriculum design and development at University level. The faculty also participates in curriculum design and development at college level in relation to certificate courses, and bridge course programs.

MINUTES OF THE MEETING OF THE LIBRARY AUDITING COMMITTEE HELD ON

Following Members were Present:

Fr. Vipin George (Chair-person)
Mrs. Orik Komut Karbak (Coordinator)
Mr. Pradyut Dey (IQAC Coordinator)
Mr. Mibang Perme (HOD English)
Ms. Monalisha Bora (HOD Geography)
Ms. Inkey Tayeng (HOD Sociology)
Mr. Gedo Karbak (HOD Political Science)
Ms. Toyi Riba (HOD History)

Library Mission

1. Develop a Book Selection Committee (For decision regarding the purchase of Books & E-Books)

Members

- Chairperson
 - Librarian (Convener of the committee)
 - 5 Head of the Department
 - IQAC Coordinator
 - Conducts meeting twice a year
2. **Collection of books for Library Development**
 - Collection of printed and digital materials
 - Registration of UGC INFLIBNET
 - www.openculture.com, <http://www.e-booksdirectory.com/>,
www.freetechbooks.com
 3. **Digital Services**
 - Introduce e-books as well as e-journals.
 - Digital Library (Only in internet)
 - Introduce a collection for student's research papers.
 - Introduce Desalite connect app

- Introduce grammar Free software (<https://www.grammarly.com/native>)
- Conduct exhibitions of books from well-known publisher

4. Socio Informatics

- Communicative English
- Topics related to women empowerment / crime / Girl child education.
- Waste management/ use of Eco friendly projects
- Ecology/ Environment
- Communication of any useful information (with social relevance)

5. Outreach programs

- Extent helping hands to students of nearby schools by providing materials like books, pens and pencil boxes etc.

6. Infrastructure

- Furnish proper signboards at the entrance
- Facility for Drinking Water
- Introduce the culture of using Pencils in the Library
- Suggestion Box
- Separate column for rare books

7. Maintain Records & Documents

- Complete transaction records of last 5 years

8. Information Literacy Programme

- Conducting User Awareness Programme.
- Orientation programme.
- Conduct seminar/workshop in relevant areas for scholars & Faculties.

EXAMINATION CELL

1. Exam Cell Structure

The members of the cell are as follows

- Chairman: Fr. Vipin George (Principal)
- Controller of Examination: Sr. Martha
- Member: Mr. Kenli Ete
- Member: Mr. Gedo Karbak
- Office staff: Ms. Juspin

2. Document Verification

The following documents, registers and files were verified.

- University Notification for exam
- Exam routine: RGU
- Answer scripts/ official letter submission: RGU
- Internal Exam routine
- Invigilation details
- Students attendance: Internal exam
- Exam responsibilities
- Seating arrangement: Internal and External exam
- Cut-list of students
- Exam results

Observations

1. Conduct of Examinations

- Exam routine is printed and displayed in the college notice board for the students and also e-copy is circulated among the staff members via WhatsApp
- Invigilation duty for examination is prepared by the COE well in advance and is distributed among the staff through WhatsApp official group.
- The seating arrangement of students for the examination is done by the office staff under the guidance of the COE.
- A list containing the register, number of students in each class room and the details of examination in that room is prepared by the office and given to the invigilator. After marking the details such as absentees and signature of students, this list is given back to the COE's office.

- Confidentiality is maintained in dealing with question papers.
- All cases of malpractice (if any) are dealt with as per the university rules and the institution code of ethics.

2. Appointment of examiners

- The question papers for internal examination are prepared by the concerned departments. However, the final scrutiny is done by the exam cell.

3. Evaluation

- The Evaluation of answer sheets of final examinations is done in the University.
- The Evaluation of Internal Exams, mid-semester and Pre-semester exams are done by the faculty in the college itself.

4. Grievance Redressal Cell

- Exam related grievances are addressed by the grievance Redressal Cell which is fully functional.

5. General Observation

- The examination cell of the institution is an active and vibrant cell. All the examination and related things are handled through immense planning and team work under the leadership and guidance of the Controller of Examination. However, there is room for further improvement.

Audit Report - Administrative Office

SUMMARY OF OBSERVATION

Principal

Academic Administrative Audit (AAA) is a mechanism to examine and enhance the quality of academic as well as administrative aspects of the institution. This Audit was mainly done to understand the existing system and to review the performance of the academic inputs with respect to quality assurance. The audit has helped the institution to assess the strengths and weakness of the departments and various administrative units and suggests methods to overcome the obstacle in the path quality enhancement.

The Audit report has been prepared keeping in mind the criteria and reports prescribed by NAAC and other bodies. The Internal Quality Assurance Cell (IQAC) of the college continuously strives for academic excellence and undertake continuous academic and administrative audits in future.

The meeting of the AAA Committee was fixed on 25th May 2019. As per the schedule prepared by the Coordinator, IQAC, the meeting began with a formal gathering of the members of the AAA Committee in the conference room where the Principal and the audit coordinator has highlighted the overall developments and progress made in the academic year 2018-19. The members of the committee had a discussion upon the proceeding of the audit and then began their exercise of visiting all the departments, administrative sections, library and other infrastructural facilities of the instruction. The committee checked all the documents of various offices and also had interaction with the HODs of all the departments, faculty members, non-teaching staffs and the students. Apart from this, concerned Heads of all departments presented their departmental reports. This has given scope for detail analysis and clarifications. The Committee after completing all stages of inspection and interactions prepared the AAA Report covering the summarized observations and recommendations.

IQAC Coordinator

The Administrative Sections of St. Francis De Sales college, Aalo is well organized and systematic. College administrative office is adequately furnished with suitable furniture and computer systems. Most of the operations are done through computer. E-mail, phone and WhatsApp are the major means of communication among the management, teaching staff and other office sections. College website is fairly covering all sorts of information about the college including the examination, fees structure, rules and regulations and time to time information and

instructions to the stakeholders. Files and others documents are maintained in a proper way. The college has regularly conducted training to administrative staff about the use of IT, office management, file arrangement and also the communication skills, etc. Each and every staff is aware of their duties and responsibilities. It is observed that there is close cooperation and coordination among the sections, departments and support services. The frequent support and encouragement of the members of the college management has made a lot of impact on the staff to maintain the academic and administrative discipline in the college.

SWOC ANALYSIS

Institutional Strength

- The college is situated amidst lush greenery; away from the city center, which creates a conducive environment for studies.
- The college is housed in an imposing, but user-friendly and spacious building with every infrastructure.
- Scholarships granted to the outstanding students and also to the students belonging to the economically backward communities.
- Well qualified, efficient and committed staff.
- Various programmes are organized in the college for the students as well as the students of institutions of nearby areas.
- The presence of other SFS Group of Institutions within the campus.
- Consistently good university results.
- Diverse culture leading to mutual learning.
- Whole personal centered approach in education.
- Optimum use of ICT tools in the administrative systems of the college.
- Research enhancement through National and departmental seminars.
- Publication of Departmental Journals and Newsletter.
- Performance based appraisal system at SFS College leading to enhancement in quality service.

Institutional Weakness

- Inadequate research outcomes in required measure.
- Inadequate financial resources, as the institution is self-financing.
- The college is affiliated to the Rajiv Gandhi University, Itanagar; hence we are constrained to follow the University Syllabus. As a result, curriculum enhancement as per industry required is not possible.
- The college is yet to obtain the special status of Institution with Potential for Excellence
- Lack of inadequate permanent faculty continues to increase the workload and administrative responsibilities of the regular faculty.
- Poor network connectivity.
- Improper and bad condition of road.
- The college has not yet been able to set up a Boy's Hostel for the benefit of outstation students.

Institutional Opportunity

- Educating the less privilege rural youth.
- The tribal folks have knowledge on handicraft and local medicines, which could be used for employment generation.
- New professional/post graduate courses may be introduced for the betterment of the students, so that they are not required to move away to another place for higher education.

Institutional Challenge

- Imparting quality education meeting the demands of the time to economically weaker sections in the locality.
- Attracting meritorious students to the programmes offered.
- To acquire minority status for the college
- To tie up with the agencies and bodies that provide internship for add on/ certificate programmes.
- Making funds available for research projects.
- Mobilization of the funds for the academic and infrastructural development is a challenge, as the Institution is Self-financing.

**AUDIT REPORTS
OF THE
DEPARTMENTS**

DEPARTMENT OF POLITICAL SCIENCE

1. Name of the department: Political Science
2. Year of establishment: 2007
3. Name of program/ Courses offered: Bachelors of Arts (UG)
4. Annual/ semester/choice based credit system (program wise): Semester
5. Participation of the department in the courses offered by the other department: English, History, Geography, Sociology
6. Faculty

Name	Qualification	Designation	Specialization	No. of Years of Experience
Mr. Gedo Karbak	M.A. B.Ed.	Assistant Professor	Political Science	8 years
Sr. H. Martha	M.A. B.Ed.	Assistant Professor	Political Science	4 years
Miss Hibu Nassing	M.A.	Assistant Professor	Political Science	1.4 years

7. Student-Teacher Ratio (program wise): **57:1**
8. Student profile program/course wise:

Name of the Course/ Program (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
BA (I & II) Semester	57	57	28	29	---
BA (III&IV) Semester	73	73	41	32	---
BA (V&VI) Semester	40	40	25	15	---

*M= Male

*F=Female

9. Diversity of Students

Name of the Course	% of students from the same state
BA (I & II) Semester	94.73%

BA (III& IV) Semester	90.41%
BA (V & VI) Semester	95%

10. Student progression

Students progression	Against % enrolled
UG to PG	---

11. Details of Infrastructural facilities

m) Library-Yes

n) Internet facilities for Staff & Students-Central Internet center available in college students and staff- Yes

o) Class Rooms-Yes

12. Number of students receiving financial assistance from college, university, government or other agencies: 158 Students out of 170 received financial assistance from State Government.

13. Details on student enrichment programs: Quiz, Seminar, Inter-departmental programs, Discussion, Mock Parliament, Field Trips etc.

14. Teaching methods adopted to improve student learning: PPT, Chalk and Board, Assignment, Test, Lecture, Group Discussion, class Presentation etc.

15. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS, Red Ribbon, Eco-club, Consumer awareness Camp, Legal Awareness Camp

16. **SWOC analysis of the department and Future plans.**

Strength:

- Experienced and devoted faculty
- Accessible between the teacher and students
- Better performance of students in university & competitive examination
- Leadership quality in students
- Unity among students
- Hardworking and innovative.

Weakness:

- No. of student is too large.

- Old Syllabus is not up to the mark
- Lack of skill development courses.
- Lack of teaching aids in the classroom
- Lack of communication

Objectives:

- Acquiring and conveying substantive knowledge about Politics, Government and Public life.
- Encouraging our students to develop certain critical skills necessary for informed, active participation in Political communities and
- Facilitating and encouraging experiential learning as a complement to the traditional pedagogies of the academy.

Challenges:

- Teaching in remote area with digital communication.
- Grooming rural background students and make them compatible with competitive challenges.
- To foster competitive thinking.
- Placement cell.
- Motivating students for higher studies.

DEPARTMENT OF HISTORY

17. Name of the department: History

18. Year of establishment: 2007

19. Name of program/ Courses offered: B.A

20. Annual/ semester/choice based credit system (program wise): Semester System

21. Participation of the department in the courses offered by the other department: Geography,
Political Science, English and Sociology

22. Faculty

Name	Qualification	Designation	Specialization	No. of Years of Experience
Ms. Toyi Riba	M.A, B.Ed	Asst. Prof.	History honors-	1 year
Ms. Marpi Bagra	M.A, B.Ed	Asst. Prof	History honors-	1 year
Mr. Bhol Nath Doley	M.A, B.Ed	Asst. Prof	History honors-	2 year

23. Student-Teacher Ratio (program wise): 41:1

24. Student profile program/course wise:

Name of the Course/ Program (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
BA (I & II) Semester	39	30	15	15	---
BA (III&IV) Semester	49	30	13	17	---
BA (V&VI) Semester	92	22	6	16	---

*M= Male

*F=Female

25. Diversity of Students

Name of the Course	% of students from the same state
BA (I & II) Semester	100 %
BA (III& IV) Semester	99.72 %

BA (V & VI) Semester	100 %
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26. Student progression

Students progression	Against % enrolled
UG to PG	---

27. Details of Infrastructural facilities

m) Library-Yes

n) Internet facilities for Staff & Students-Central Internet center available in college students and staff- Yes

o) Class Rooms-Yes

28. Number of students receiving financial assistance from college, university, government or other agencies- 25

29. Details on student enrichment programs: State Scholarship and College Scholarship

30. Teaching methods adopted to improve student learning: Classroom Demonstration and Audio Visual Aid

31. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS, Red Ribbon, Eco-club

32. **SWOC analysis of the department and Future plans.**

• **Strength:**

The department has a conducive environment for studying history. There are slogans, quotations, and photos of important personalities of history. There has also been workshops and seminars conducted in a year for the active learning and participation of the students. There is a departmental meeting at the beginning and at the end of each month. Monthly planning of the curriculum is done during the 1st week of every month. Thereby, there is an organized structure in the functioning of department of history. Teachers also go ahead with the class in accordance to their lesson plan of the month. There is punctuality and coordination between teachers as well as the students. Ample time is given to students for revision and queries. The main strength of the history department is systematic planning and execution.

- **Weakness:**

The subject of history is for not only studies but is also a tool for national consciousness and rising of nationalistic feeling among the students. However, the students tend to see history as a subject alone which is meant only to get good score and appearing in the exams. It has not been much successful in creating national awareness to the students. The location of the college is also in remote place therefore the students are not able to get exposure to the worlds happenings and general knowledge. The lack of internet is also one of the weaknesses that we are trying to overcome in the near future.

- **Objectives:**

The main objective of the department of history is not only to let the students excel in their academic performance but also it sought to bring about overall performance of the students. The emphasis is also given to general knowledge of the world as once in every month value education class for one hour is also taught to the students. The department also aims to let the students inculcate nationalistic feelings and a sense of duty towards the nation by citing incidents and stories related to syllabus and making it a colorful teaching with the use of audio visual aids.

- **Challenges:**

The most important challenge the department is facing is its location. Being in the outskirts of town with the bad road connectivity, there is occasional absentees in class due to bad weather and water clogged roads and potholes in between. However, these challenge will be overcome soon as the road is already undergoing construction and the number of buses from the college to the town has also been increased. Another challenge is the lack of admission in history from the nearby localities, but it is good to say that with advertisement and good academic performance of the students, the enrollment to history is getting higher and higher with each year. The problem of internet is already undergoing in an advanced positive stage.

DEPARTMENT OF GEOGRAPHY

33. Name of the department: Geography

34. Year of establishment: 2012.

35. Name of program/ Courses offered: B.A

36. Annual/ semester/choice based credit system (program wise): Semester.

37. Participation of the department in the courses offered by the other department: English, Political Science, Sociology and History.

38. Faculty

Name	Qualification	Designation	Specialization	No. of Years of Experience
Monalisha Bora (HOD)	MA, SLET	Assistant Professor an	Rural development and planning	2 Years
Pradyut Dey	MA, NET	Assistant Professor	Advance Geomorphology	5 Years
Himadri Dutta	MA, MPHIL	Assistant Professor	Physical Geography	2 Years
Tajing Yorgo	MA, B.ed, SLET, NET	Assistant Professor	Regional Planning	2 years.

39. Student-Teacher Ratio (program wise): 53:1

40. Student profile program/course wise:

Name of the Course/ Program (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
BA (I & II) Semester	90	87	.41	46	---
BA (III&IV) Semester	95	82	37	45	---
BA (V&VI) Semester	60	42	25	17	---

*M= Male

*F=Female

41. Diversity of Students

Name of the Course	% of students from the same state
BA (I & II) Semester	90.80%

BA (III& IV) Semester	91.46%
BA (V & VI) Semester	99.6%

42. Student progression

Students progression	Against % enrolled
UG to PG	---

43. Details of Infrastructural facilities

m) Library-Yes

n) Internet facilities for Staff & Students-Central Internet center available in college students and staff- Yes

o) Class Rooms-Yes

44. Number of students receiving financial assistance from college, university, government or other agencies- 41

45. Details on student enrichment programs: Seminars, Project works, Field survey, GIS and GPS classes, Model competitions and Smart class.

46. Teaching methods adopted to improve student learning: ICT Class, PPTs, Geographic Models, Practical sessions, Demo Classes

47. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS, Red Ribbon, Eco-club, Women's club, etc

48. **SWOC- analysis of the department and Future plans.**

- **Strength:**

The strength of the Geography department SFS College Aalo is its Teaching faculties and students. The teachers are hardworking and well equipped with subject knowledge. The students and the teachers work together and support each other in all aspects be it academic, curricular or co-curricular activities. Creativity and innovation are always appreciated in the department. Punctuality is the pillar of the department.

- **Weakness:**

The students have limited exposure to the outside world because of the remote location of the college and limited access to internet. Thoughts and ideas from the books could not be put into action as other resources are unavailable in the region. The students should focus on

improving their language skills and need to be more study centered as well as practical oriented.

- **Opportunities:**

The department provides a democratic atmosphere to the students where they can use and expand their knowledge. The college being located in the rural areas; the department has ample opportunities to serve the locality. They put a full effort to guide the students to train the students for the society.

- **Challenges:**

Most of the students joining the college belong to remote areas. They arrive without proper guidance and training in the school level. Thus, it is a constant challenge for the department to orient these students with the proper knowledge and skill set required for studying the subject on a graduate level. Another challenge that the department face is irregularity of the students. The reason being the location of the college. The college is in the outskirts of town with bad road conditions. During monsoon the potholes are filled with rain water due to the lack of proper drainage. This is a deterrent in terms of attendance. But with the construction of road this challenge will also be solved and we hope we'll have 100% attendance.

DEPARTMENT OF SOCIOLOGY

49. Name of the department: Sociology

50. Year of establishment: 2007

51. Name of program/ Courses offered: Bachelors of Arts

52. Annual/ semester/choice based credit system (program wise): Semester

53. Participation of the department in the courses offered by the other department:

54. Faculty

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. Mari Lollen	M.A. NET & Ph. D in Anthropology	Asst. Professor	Socio- Cultural Anthropology	7 years
Peli Nyorak	M.A. in Sociology	Asst. Professor	Rural- Urban Sociology	6 years
Inkey Tayeng	M.A. in Sociology and NET	Asst. Professor & HoD	-----	1 year

55. Student-Teacher Ratio (program wise):

56. Student profile program/course wise: 66:1

Name of the Course/ Program (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
BA (I & II) Semester	101	101	45	56	---
BA (III&IV) Semester	73	73	34	39	---
BA (V&VI) Semester	23	23	11	12	---

*M= Male

*F=Female

57. Diversity of Students

Name of the Course	% of students from the same state
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BA (I & II) Semester	93.06%
BA (III& IV) Semester	89.04%
BA (V & VI) Semester	91.3%

58. Student progression

Students progression	Against % enrolled
UG to PG	---

59. Details of Infrastructural facilities

m) Library-Yes

n) Internet facilities for Staff & Students-Central Internet center available in college students and staff- Yes

o) Class Rooms-Yes

60. Number of students receiving financial assistance from college, university, government or other agencies- NIL

61. Details on student enrichment programs: Seminar, workshop, field trip, conference.

62. Teaching methods adopted to improve student learning: Smart classes, field studies, group discussion, PPTs

63. Participation in Institutional Social Responsibility (ISR) and Extension activities: NSS, Red Ribbon, Eco-club, Women's club

64. **SWOC analysis of the department and Future plans.**

• **Strength:**

1. The department has well-qualified staff members with NET and Ph. D.
2. The Department organizes many workshops and seminars to instill critical thinking among the students.
3. It also emphasizes on field study so that the students have a clear idea about research.
4. Another major strength of the college is the commitment of the teachers who does the work together in all the circumstances.

• **Weakness:**

1. Traditional curriculum.
2. Syllabus needs revision.

3. Slow learners.
4. Barrier in teaching-learning process due to poor network facilities.
5. Lack of competitive atmosphere.
6. An average number of students from rural and remote background

- **Opportunities:**

1. The department offers career guidance as a part of the academic routine to equip the students with necessary information and skills regarding various career opportunities.
2. It conducts various workshops related to the topics.

- **Challenges:**

1. The unavailability of ICT devices poses a lot of challenge to the department.
2. Poor Internet connectivity in the area is a lacuna.
3. Due to the lack of availability of teachers in their previous schools the students are unavailable to grasp the things properly and the teachers need to start from the beginning.

DEPARTMENT OF ENGLISH

65. Name of the department: English

66. Year of establishment: 2007

67. Name of program/ Courses offered: Bachelor of Arts

68. Annual/ semester/choice based credit system (program wise): Semester

69. Participation of the department in the courses offered by the other department: Geography, History, Political Science and Sociology

70. Faculty

Name	Qualification	Designation	Specialization	No. of Years of Experience
Fr. Vipin George	M.A M.Phil	Principal	---	12
Sr. Belsy Jose	B.Ed, M.Phil	V. Principal	---	22
Mr. Mibang Perme	M.A	H.o.D	---	3
Mr. Bikash Kena	M.A, UGC-NET	Asst. Professor	---	2
Mrs. Shelly Sharma Ango	M.A, B.Ed	Asst. Professor	---	1

71. Student-Teacher Ratio (program wise): 44:1

72. Student profile program/course wise:

Name of the Course/ Program (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
BA (I & II) Semester	75	75	42	23	---
BA (III&IV) Semester	81	81	41	40	---
BA (V&VI) Semester	33	33	9	24	---

*M= Male

*F=Female

73. Diversity of Students

Name of the Course	% of students from the same state
BA (I & II) Semester	94.67%
BA (III& IV) Semester	90.14%
BA (V & VI) Semester	81.82%

74. Student progression

Students progression	Against % enrolled
UG to PG	---

75. Details of Infrastructural facilities

m) Library-Yes

n) Internet facilities for Staff & Students-Central Internet center available in college students and staff- Yes

o) Class Rooms-Yes

76. Number of students receiving financial assistance from college, university, government or other agencies- 240

77. Details on student enrichment programs:

a. Career counseling

b. Academic mentoring

c. Remedial Classes

78. Teaching methods adopted to improve student learning:

a. ICT

b. Assignments

c. Departmental Seminar

d. Literary Competitions

e. Group Discussions

f. Academic Research

g. Poetry/Drama/Story-Writing Competition

79. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- a. NSS
- b. Literary Club
- c. Eco-Club
- d. Extension teaching to schools

80. **SWOC analysis of the department and Future plans.**

• **Strength:**

- a. Teachers have good command over language
- b. The Department is strict with the use of English in communication to encourage the students.
- c. Spoken English Course is availed to improve the speaking and writing skill of the students.

• **Weakness:**

- a. The department does not have a projector and screen of its own.
- b. The room is able to accommodate only about 28 students without jamming the teachers' table.
- c. The students of the department feel over-burdened with the number of academic and co-curricular activities and responsibilities.
- d. The syllabi for 5th and 6th semesters are too vast with respect to the working days available.

• **Opportunities:**

- a. The HoD's along with the principal have decided to travel to Guwahati and Kolkata to purchase books worth Rs.5 lacs for the library. This is to avail the students with as rich a repository as is possible.
- b. The students are sent annually to Guwahati for skill improvement and personality development training.
- c. The department has appointed Sr. Belsy to extend Spoken English course to non-desalites in order to equip the youth of the locality for the opportunities that lie ahead of them.

- **Challenges:**

- a. To organize a National Seminar.
- b. Teaching in remote area with digital communication.
- c. Grooming rural background students.
- d. Making them compatible with competitive challenges.
- e. Teaching English language for the tribal students.

Conclusions and recommendations:

In a short span of 12 years, the College has achieved an acclaimed academic excellence catering to the educational needs of hundreds of students from different parts of the state as well as from other states. The college has continued its efforts to further improve its infrastructural and academic parameters and its dedicated and well qualified faculty members as well as proper college management helps in the pursuit of realizing the mission and vision of the college. Its effort and endeavor are not limited to imparting knowledge alone but more importantly true wisdom that leads to holistic development of the individual and all round progress of the society. All the stakeholders of the college unitedly work to achieve the fundamental aim of the institution, 'Holistic Development of Individuals'. The College aspires to become one of the most sought after destinations of both national and international students' community with its pursuit of excellence and efficiency

As part of Academic audit and in order to enhance the quality in higher education and to meet the special needs of the locality, many parameters have been taken into account. The college offers 5 UG programs under B.A. The college has a well-established infrastructure, well equipped classrooms, Computer and Geography laboratories and e- library with rich collection of books. The teaching learning is student centric which is supported by ICT facilities, WiFi, e-learning resources. Curricular enrichment in the form of certificate courses. Regular feedback is taken from students, teachers, alumni and parents about the curriculum, institution and the teaching learning process. Students are admitted in the institution from all communities. Teachers are encouraged to enhance their capabilities through regular workshop, orientation, etc. The students along with the faculty members take active part in extension activities i.e, NSS, Red Ribbon, etc. E-governance is encouraged in managing the affairs of the administration. The all committees are active and functioning i.e., Anti- ragging, sexual harassment, exam cell. Eco-club, academic committee, etc.

A few recommendations are added to remedy the shortcomings in future. These are as follows:

- More Faculty with PhD
- Well-furnished canteen
- Faculties should publish papers, articles in UGC approved journals and participate in book review.

- Teachers and parents' interaction need to be maintained in more regular intervals in order to improve the regularity of the students.
- Increase in the range of WiFi
- The institution may partner with other institutions of repute through formal MoU.
- Alumni Association need to be more active and contribute towards the growth of the institution.