



ROYAL GLOBAL UNIVERSITY
— GUWAHATI —

External Academic and Administrative Audit Report



The Assam Royal Global University
Guwahati – 35

Notice

Ref no: RGU/IQAC/A&A/010/001

Date:06/02/2023

This is to inform you all that the External Academic and Administrative Audit of various departments of The Assam Royal Global University is scheduled to be conducted on **13th and 14th February 2023** from 10.00 a.m. onwards. The Committee members are listed below:

1. Prof. (Dr.) Ajay Prakash, Pro VC, SRMU, Lucknow - Chairperson
2. Brigadier SK Sareen (Retd.) Former Registrar, Amity University -Member
3. Prof. (Dr.) D.P. Nath, Head, Dept of Cultural Studies, T.U -Member
4. Prof. (Dr.) P.K. Jain, Professor, Dept of Business Administration, GU -Member
5. Prof (Dr.) Utpal Sarma, Head, USIC, Dept of Electronics & Instrumentation, GU-Member

The committee will interact with various departments to evaluate their effectiveness of the academic activities and suggest with comments to improve the overall performance of the department's academic Processes.

All concerned academic departments/schools (Dean/HOI/HOD/Coordinator) are informed to note the following:

1. To keep two printed copies of each format filled with the given particulars ready for the verification during interaction. **(the evaluation format is attached herewith)**
2. To update all the departmental files, registers, logbooks, lab manuals, etc before presenting it in front of the audit team.
3. To make a precise PPT presentation showcasing **SWOC** (Strength, Weakness, Opportunity, and Challenges) of your departments to be presented in front of the audit team **(if required)**.
4. Please find herewith the attached **time schedule of the External Academic Audit**.
5. The venue of the audit may change as per the suggestion of the Audit team.

Anuradha Devi

06/02/2023

With Regards,
Prof. (Dr.) Anuradha Devi
Dean, RSAPS &
Director, IQAC
The Assam Royal Global University
Guwahati-781035



Director, IQAC
The Assam Royal Global University

SCHEDULE FOR EXTERNAL ACADEMIC AUDIT(13/02/2023)

Sl No.	School	Departments	Block & Floor	Dean/HoD/Coordinator	Date	Time
1	IQAC PRESENTATION ON INTERNAL AUDIT REPORT				13-02-2023	10:00-12:00
2	RSL	ENGLISH	B block 4 th floor	DR.BAISHALEE RAJKHOWA	13-02-2023	12:00-12:15
3	RSN	NURSING	D 401	DR.KABERI SAIKIA	13-02-2023	12:15-12:30
4	RSP	PHARMACY	D 401	DR.SUBHASHIS DEBNATH	13-02-2023	12:30-12:45
5	RSTTM	TTM	E-102	PROF.SOUMITRA SEN	13-02-2023	12:45-01:00
6	RSHM	HOTEL MANAGEMENT				
LUNCH BREAK						
7	RSEES	EVS, GEOGRAPHY, GEOLOGY	E-104	DR. B.S. MIPUN	13-02-2023	02:00-02:30
8	RSBSC	MICROBIOLOGY, BIOCHEMISTRY, BIOTECHNOLOGY, FOOD TECHNOLOGY	E-301	DR. ANUPAM CHATTERJEE	13-02-2023	02:30-03:00
9	RSLSC	BOTANY,ZOOLOGY	F-209	DR. NIKHIL CHRUNGOO	13-02-2023	03:00-03:30
10	RSFT	FASHION DESIGN	C block	MS. KUWALI CHOUDHURY	13-02-2023	03:30-03:45
11	RSD	INTERIOR &COMMUNICATION DESIGN	C block	MR.ZUBIN ISLAM	13-02-2023	03:45-04:00
12	RSFA	FINE ARTS	C block	DR.MOUSUMI DEKA	13-02-2023	04:00-04:15
13	RSC	COMMERCE	C block	MR. SRAWAN GOENKA	13-02-2023	04:15-04:30



Anuradha Devi
 Prof. (Dr.) Anuradha Devi *06/02/2023*
 Director , IQAC
 The Assam Royal Global University
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SCHEDULE FOR EXTERNAL ACADEMIC AUDIT(14/02/2023)

Sl No	School	Departments	Block &Floor	Dean/HoD/Coordinator	Date	Time
1	RSAPS	PHYSICS,MATHS, CHEMISTRY	B-501	DR.DEVIKA PHUKAN,DR. KAMAL DEBNATH, DR.PUBALEE SARMAH	14-02-2023	10:00-10:30
2	RSET	CIVIL,MECHANICAL&COMPUTER SCIENCE ENGINEERING	B-307	DR.ARNAB SARMA,MS. ISHITA CHAKRABORTY, MR.BISWAJIT CHOUDHURY	14-02-2023	10:30-10:50
3	RSIT	INFORMATION TECHNOLOGY	B-307	DR.ANUPAM DAS	14-02-2023	10:50-11:00
4	RSHSS	ECONOMICS,POLITICAL SCIENCE,PUBLIC ADMINISTRATION, SOCIOLOGY, SOCIAL WORK ,HISTORY	B-202	PROF.SURAJIT CHANDRA MUKHOPADHYAY	14-02-2023	11:00-12:00
6	RSBAS	PSYCHOLOGY	B-202	DR. JWMISHREE BORO	14-02-2023	12:00-12:15
7	RSCOM	MEDIA AND COMMUNICATION	B-206	MS. FLORENCE HANDIQUE RABHA	14-02-2023	12:20-12:35
8	RSA	ARCHITECTURE	CB-201	AR SIDDHARTHA DEB	14-02-2023	12:40-01:00
LUNCH BREAK						
9	RSMAS	PHYSIOTHERAPY	A BLOCK	DR. LOPA DAS	14-02-2023	02:00-02:15
10	RSLA	LAW AND ADMINISTRATION	A 207	DR. HIREN CH NATH	14-02-2023	02:20-02:35
11	RSB	BUSINESS ADMINISTRATION	A 106	DR. PAYEL CHAUDHARI	14-02-2023	02:40-03:00
12	ADMINISTRATIVE AUDIT		BOG room 1 st floor		14-02-2023	03:00-05:00



Anuradha Devi 06/02/2023
Prof. (Dr.) Anuradha Devi
Director , IQAC
The Assam Royal Global University
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External Academic and Administrative Audit Report

Dated : February 13-14, 2023

General observations

Academic:

1. Departments have created programme wise files comprising POs, COs, academic assessment instructions, syllabi, Text Books/References etc.
2. During interaction with faculty, they were responsive and updated.
3. Besides running traditional and technological/professional programmes, University has also established a few Schools/Departments like Fine Arts, Fashion Design & Technology, which display a high degree of commendation and have huge potential to grow in future.
4. People (faculty, staff and students) were found to observe decorum and discipline.

Administration:

1. Infrastructure (buildings, academic, support facilities) and ambience of the University are highly appreciable.
2. University also has good sports infrastructural facility, which are being used for organizing All India level sports for boys and girls separately. The external AAA committee members also witnessed one such mega event - All India Baseball Tournament (Boys), which the University was organizing.
3. All physical, academic and support infrastructural facilities are also very well maintained and display a feeling of positive energy.
4. A culture is built for maintaining campus clean and green.
5. All technical, computer, IIC Labs are equipped and maintained.
6. University has prepared policy documents, constituted committees etc. as per the UGC norms.
7. By and large, recruitment of faculty members is being done as per the policy of the University in a fair and transparent manner.

Academic Audit Report

Observations on Audit Format/Report:

1. Departments mentioned faculty from other departments as Adjunct Faculty, which is incorrect. Further, such faculty should not be counted as faculty in the teacher:student ratio.
2. Some departments have Part Time faculty, which will not be considered as regular faculty.
3. Teaching Assistants should not be considered as faculty.
4. Some departments wrote teacher:student ratio in actual number, not in proper way like 1:N. Similar expression was also found in faculty cadre ratio.

5. Teacher:Student ratio should be taken as combined strength of UG and PG programmes, not separately.
6. In addition to taking number of Ph.D. guides, information about eligible Ph.D. guides should be taken.
7. Ph.D. scholars and guides should be motivated to write research papers and expedite the process for submitting thesis such that the University has some Ph.D. degrees awarded in near future.
8. Number of research paper publications included total publications of the faculty, whereas publication during tenure of RGU should be taken bearing affiliation with RGU.
9. In addition to taking total teaching experience of the faculty, their experience at RGU should be taken.
10. In addition to taking students' feedback on various attributes, their feedback on syllabus should also be taken.
11. Faculty feedback should be taken on academic parameters like revision in course contents, new course, new programmes etc.
12. Action Taken Report on Feedback should be prepared and put up before the Board of Studies and Academic Council.
13. Number of Value-Added Courses offered in the University's basket are too less. Every year new Value-Added Courses should be launched.
14. Number of books in the Departmental libraries are too less. Their Accession Register was also not made/maintained.

Observations on Documents:

1. On Day 1 of the visit, many departments could not produce documents properly. However, on Day 2 the scenario was quite satisfying.
2. Nomenclature of UG programmes should be uniform across the University as some departments are using UG (Hons.) and others as UG.
3. BOS should have representation from (meritorious) students and alumni.
4. School Board meetings should also be held as per the University statute.
5. Course Files should be prepared by every faculty for all the courses.
6. Mapping of POs/COs should be done uniformly for all the courses.
7. Departments are preparing combined day wise time table for all courses. In addition, Time Table should be prepared class wise and faculty wise. Time table should also be displayed on Notice Boards.
8. Though the Labs are equipped, but description of equipments and SOPs were missing. These should be displayed properly.
9. Outreach and extension activities of the departments to be highlighted with documents.
10. Weightage of each internal assessment component should be separately mentioned as against 25% in aggregate.

Observations on PPT Presentation:

1. Lack of consistency was observed in department presentation. Every department should be asked to prepare foolproof and effective presentation. IQAC should design a common structure of broad contents for departments.
2. Only a few Schools and Departments have prepared their Vision and Mission statements. Every School and Departments should do so aligning with the Vision and Mission statements of the University.

Administrative Audit Report

1. E Governance in academic, student support, examination, accounts etc. should be prioritized.
2. Placement data and document are weak and inadequate. Training & Placement Cell needs to be strengthened.
3. Alumni Association should be formed and registered. Sufficient fund should also be generated and deposited in a separate bank account.
4. More print journals and e databases should be procured.
5. E work stations should also be installed in the library.
6. Selection Committee for faculty members should be constituted as per the UGC norms.
7. Faculty sanctioned position should be calculated on the basis of student intake capacity in various programmes (not as per actual student strength) by the HR as per the UGC norms and faculty cadre ratio 1:2:6 should be maintained.
8. Band width of internet should be upgraded to 1 GBPS.
9. Ratio of student:computer is too large. It should be brought down substantially.
10. University should adopt some neighbouring villages (preferably under Unnat Bharat Abhiyan) for community services, outreach and extension activities. Needless to mention that some departments are already doing appreciable work, which needs to be made regular and continuous and also expanded.

Observation on IQAC

1. Audit Forms should be modified by incorporating all major aspects of NAAC criteria. Each parameter should carry some score and aggregate score of each academic and administrative department should be put up/discussed in the IQAC meeting in the presence of HODs.
2. IQAC should also design Evaluative Report for the departments/schools and filled along with Audit Report.

(Prof. Utpal Sarma) _____



(Prof. P.K. Jain) _____



(Prof. Debarshi Prasad Nath) _____



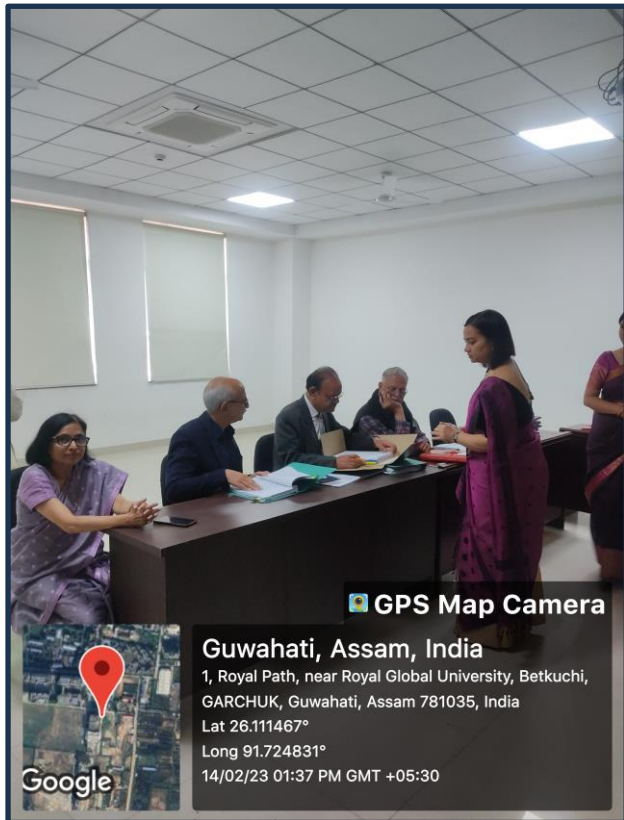
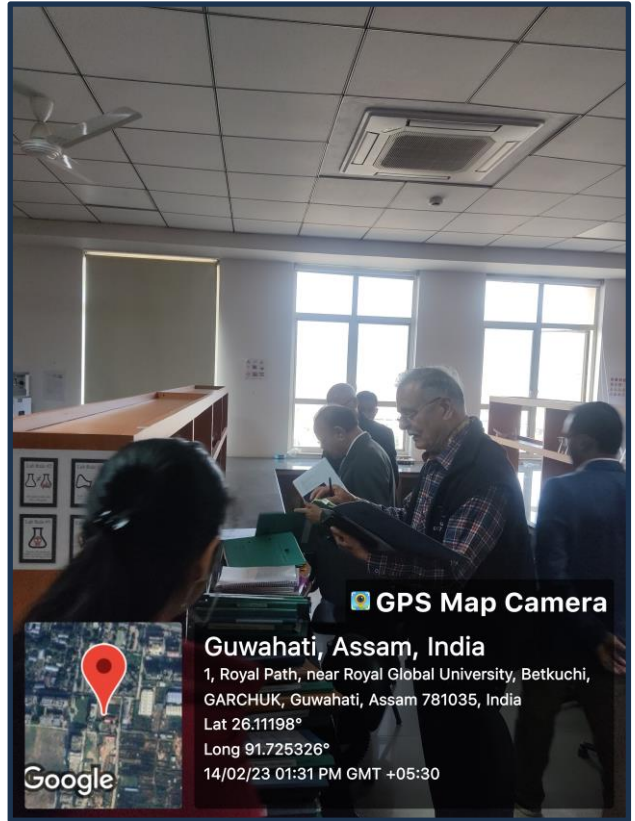
(Big. S. K. Sareen) (Retd.) _____

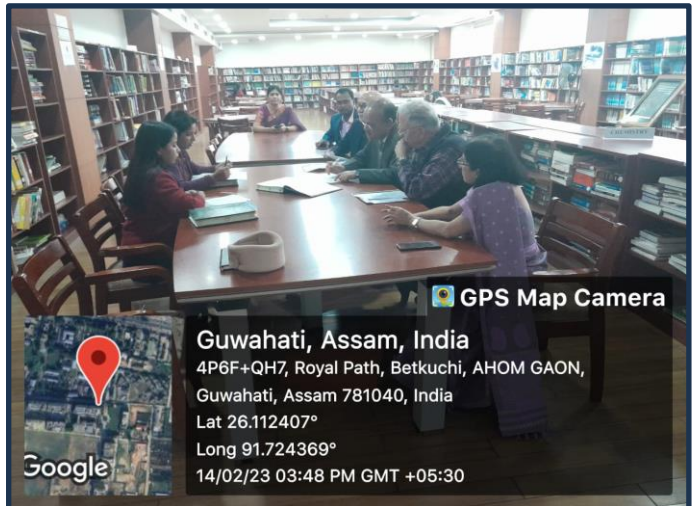


(Prof. Ajay Prakash) _____











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