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# ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

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NABAJYOTI  
COLLEGE,  
KALGACHIA  
SESSION:2022-2023





## Session:2022-23

- Date of Formation of the Audit Committee : 11-04-2023
- Date of Visit by the Auditors : 29-04-2023 & 30-04-2023

### 1. Members:

- a. Dr Mahananda Borah, Principal, Mayang Anchalik College, Rajamayang, Morigaon, Assam, Pin-782411
- b. Dr Md Shahajamal Sheikh, Retd Associate Professor, Deptt. Of Zoology, Nabajyoti College, Kalgachia, Barpeta, Assam, Pin-781319

### 2. Profile of the College

#### 2.a. Introduction

On an auspicious day, the 16<sup>th</sup> August 1971 the foundation stone of this premier institution was laid in a rural landscape of Kalgachia in West Barpeta District with a noble aim to spread higher education in this area. The college, from its inception day has flourished rapidly in each and every parameter of scholastic and co scholastic domain including the infrastructural growth. Initially, the college was started with the Arts stream subjects in both intermediate (PU) and under graduate (UG) classes as general course, and then Honours Courses in different Subjects were opened. The science stream, however was introduced in the year 1979 and, successively, the honours courses were offered in different subjects. Recently, the college offers BA/BSc programs at UG level along with two centres of Distance and Open learning under GU-IDOL, KKHSOU which offer a multiple options of subject variety of Degree and Diploma Courses in UG and PG programmes.

The college has efficiently faced two cycles of NAAC peer team visits and got accreditation with a rank 'B' (2.73) in the last cycle visit in 2016.

#### 2.b. Present Status

Over the last couple of years, after the 2<sup>nd</sup> cycle accreditation, the college has made enormous progress in both academic-administrative and infrastructural sector and almost fulfilled the top ten recommendations of the peer team last time. The college, as per the suggestions, has taken bold initiatives for revamping the 'total image' of the college with new constructions, renovation, and extensions of the structure, and enriching the academic and scholastic area parameter. The college has introduced a variety of discipline specific add-on course and 3 months certificate courses parallelly with the regular curricular transaction. The college has a standard strength of 2100 as of this academic session. The college is manned by 46 full time faculty and 21 employees.

The college has grown to a position to sensitive to gender variation, PWD, slow learner, friendliness to other category of student. The college has 8 ICT enabled classroom, 2 Nos smart classrooms, 4 Nos. computer labs, two hostels, courts of badminton, football and volley ball growth and sophisticated gymnasium, one canteen.

Nabajyoti College has signed series of MOU and Collaboration with different colleges, Universities and exchange and enhance research capabilities.

The college has/ is received/ receiving grants from UGC, RUSA and other agencies for research and development activities of the college. The college with all its infrastructure and human resources get fully prepared to implement NEP 2020 from this academic year and accordingly has taken up initiatives to introduce several new vocational courses befitting the diverse needs of the students.

## Part-A: Academic Audit

### 2.c. Academic Strength

Sl. No.	Name of the Deptt.	UG/PG/ Both UG/PG	No. of Teachers	No. of students		Seat Capacity		No. of value added/Certificate programme offered
				UG	PG	UG BA B Sc	PG	
1	Arabic	UG	03	26		120		01
2	Assamese	UG	05	93		180		01
3	Economics	UG	04	30		120		01
4	Education	UG	03	118		150		01
5	English	UG	05	10		120		01
6	History	UG	03	69		150		02
7	Philosophy	UG	03	60		150		01
8	Pol Science	UG	04	143		180		01
9	Physics	UG	04	78		90		01
10	Chemistry	UG	04	51		90		01
11	Mathematics	UG	02	56		120		01
12	Botany	UG	03	76		90		01
13	Zoology	UG	05	71		90		01

### 3. Methodology of the Audit:

A questionnaire in tune with current NAAC assessment accreditation framework has been prepared as shown in the Annexure-1. The metric are considered where academic department need to be involved. Weights for each metrics are fixed as per their importance for enhancing the quality of the College. As core in the scale of 0-4 is provided based on validation by the audit committee members on the claim made by the departments of the College. CGPA for every department has been evaluated using formula.

The CGPA for individual departments are shown in the Table-1.





#### 4. Table-1

Sl. No.	Name of the Deptt.	CGPA
1	Arabic	3.1
2	Assamese	3.4
3	Economics	3.3
4	Education	2.9
5	English	3.2
6	History	3.3
7	Philosophy	2.7
8	Pol Science	3.2
9	Physics	3.3
10	Chemistry	3.3
11	Mathematics	2.5
12	Botany	3.1
13	Zoology	3.1

#### 4. Observations:

##### a. *Curricular Aspects*

Nabajyoti College is affiliated to Gauhati University and accordingly follows the Curriculum set by the University. However, the college has been playing a significant role in Curriculum designing and framing Curriculum by offering valuable suggestions the university asks for in different times. Other than the University-syllabus, the college itself contributes a lot by preparing and designing the syllabus for various Add-on Certificate Courses and Skill Enhancement Courses on its own in compliance with the university guidelines and instructions. The college also conducts short term training in Vermi-Compost preparation and Civil Service Examinations. The students are exposed to various extramural and co-scholastic experience through series of out campus activities and programmes like field trips, visit to national parks, libraries, science laboratories, universities, film festivals and state assembly visit etc.

##### b. *Teaching Learning Aspects*

Nabajyoti College follows a transparent admission procedure in compliance with the government instructions and guidelines to ensure the enrolment of students from diverse groups of people in an inclusive manner. The average enrolment percentage for the assessment period is 100. The student-teacher ratio in average or the assessment period is 30 : 1 Nabajyoti College adopts various methods of teaching to ensure experimental and participative learning such as group discussion, field study, class seminar, inter-departmental discussion, library visit, etc. The college employs ICT devices enabling library, e-learning resources for blended learning. The college utilises different online platforms for teaching and sharing learning experiences with the students digitally.

The faculty of the college are recruited as per UGC regulations and government guidelines and are encouraged to undertake various professional training i.e., Faculty Development Program, Orientation, Refreshers courses etc and they contribute their best for the excellence of the college. The college witnesses a large number of faculties with PhD degree, MPhil and other professional degrees during this assessment year totalling 10 PhD, 10 MPhil 02 BEd and 02 PGDCA.

The college adopts a continuous comprehensive evaluation approach for assessing students learning outcomes in addition to the university examinations. The students' performance in examination and their achievement and failures are intimated with the parents by mailing the report card of their wards. A provision of awarding the best performer in examination with the "Award of

Excellence" at the end-semester of the course. Every department of the college works on the course and programme outcome beforehand and intimate the same with the stakeholders through orientation and career counselling programs.

To identify the strength and witness of teaching and other support facilities, a survey of student satisfaction in the form of SSS is conducted in the survey report analysed for further actions. The Grievance Redressal Cell of the college promptly attends to the grievances if any arising out of academic unfairness.

#### **c. *Research, Innovation and Extension***

Nabajyoti College has built a research environment and has become a front-line institution in this area with a healthy ecosystem for innovation through institution's innovation council of the college. The innovation council of the college focuses on supporting entrepreneurship mechanism by way of organising motivational speeches by eminent entrepreneur experts and successful personalities to encourage students' involvement in entrepreneurial activities.

The faculties of the college used to engage in various research and innovative practices in scholastic and co-scholastic domain contributing towards the growth of scientific temperament in the college. The faculties are encouraged to excel in research and innovations by providing necessary fund and supported by the college authority. The department of physics, chemistry and botany have submitted proposals for projects on (a) Biomimetic Synthesis of Organic-Inorganic Hybrids based on Spider Silk and Hydroxyapatite, (b) Establishment of Woman Technology Park based on Agro-Biomass for Socio-Economic Upliftment of the Rural Woman in Kalgachia, (c) Establishment of an Integrated Aqua Culture Centre for the Socio-Economic Upliftment of the Rural People of Kalgachia and Optimise Pisciculture in the Area. The college has 10 No. of Phd, The faculty of the college have published more than 50 textbooks, 10 research papers in national/ international/scopus/ UGC-care and peer-reviewed journals. The Research work done and proposed to be done mostly in area like orchid, medicinal plants and fish diversity and others. The college has a strong bond with the local community and is extends co-operation to the community during the time of needs. The college has adopted numbers of extension programmes and activities like "first-aid awareness programmes", health camps, cleanliness & plantation drive, literacy-awareness programme, Vermi-Composting etc which are appreciated by the local people.

The college has 02 collaboration for (on the job training, research and internship). Moreover, Faculty Exchange Programme between the Deptt of Physics, Nabajyoti College, Kalgachia and Bijni College, Bijni & BBK College, Nagaon.

#### **d. *Infrastructure***

Basic infrastructure facilities for academic activities are available.

The Central library has good number of books which is also supplemented by departmental libraries. IT facilities are adequate. ICT enabled classrooms are inadequate

#### **e. *Students support and Progression***

Nabajyoti College is committed towards student-support and progression and to keep this commitment, the college focuses primarily on building a conducive environment and ensures sufficient infrastructure and support facilities for an all round development of students. The college conducts mentor-mentee interaction as a routine-based activity.

The college provides necessary support system and services in terms of intimating information, career-guidance, financial facilities, academic counselling, scholastic and co-scholastic activities. There are cells for SC, ST, OBC and minority community for looking after the issues of





their welfare in respect of scholarship and other financial support and also conducting special classes for preparing these category students for competitive examinations. Other support services include redressal of student grievances cell, women cell and Internal Complaint Committee dealing with issues arising out of the respective cell concerned. Various activities for overall development of students including the soft-skill development, face to face counselling, health and hygiene, yoga and physical fitness are operational. A total of 864 students got the benefits of scholarship under various govt. schemes including minority scholarships during the last 5 years.

The college maintains a good relation with the alumni association of the college. The alumni association actively participates in various development activities of the college and contributes to the college in respect of infrastructure development and Academic Excellence.

### ***Professional Development Activities***

Nabajyoti College is governed by a full fledged governing body (GB) which acts as the apex body of institutional governance and the pioneer organization to ensure all inclusive growth of the college with a specific vision and dynamic policy initiative. The maxim in the college logo 'Learn-Labour and serve' motivates students to do their best. The college constitutes different cells and sub-committees for participatory management of the college. To ensure sustainable institutional growth, Nabajyoti College has taken up appropriate measures to implement e-governance in all area of operation. The college has taken up different short-term plans for implementation of NEP-2020 along with the long term plans for the institution. A perspective plan for a period of 10 years from 2020-2030 has been formulated by the college with approval of the governing body of the college on curriculum development, infrastructure, research, governance, students' progression etc.

The college facilitates professional growth of the employees by implementing the performance based appraisal system framed by DHE. The college has developed welfare schemes for students, teaching and non-teaching staff and hold programmes for faculty development and progression.

The college develops strategy for mobilization and utilization of resources and funds from government and funding agencies and conducts financial audits on regular basis both internally and externally. The IQAC of the college monitors and reviews all the processes by holding meetings periodically.

## **5. SWOC Analysis**

### ***Strength of the Institute: (10 points)***

1. A transparent mechanism for recruiting faculty. Highly qualified and strongly motivated faculty.
2. A clean and transparent vision ahead for students' holistic development.
3. A total commitment for the wellbeing of the institution and an employee-friendly administrative mechanism.
4. ICT facilities with sufficient numbers of smart classrooms and laboratories.
5. Increased use of advanced software and technology.
6. A fully automated central library with internet and wifi facilities with a huge 28000 + collection of journals, periodicals, daily news and e-resources.
7. The college has active NCC, NSS, Scouts and Guides' units.
8. Community support and co-operation.
9. Eco-friendly Campus
10. Good Leadership



***Weakness of the Institute: (10 points)***

1. Poor background of students.
2. Flood prone area
3. First generation learners.
4. Lack of post-graduate programme in regular mode
5. Some of the departments have inadequate sanctioned post
6. PhD teachers are not sufficient
7. No collaboration with National/International Corporate Houses/Universities
8. No National/International Award Winner
9. Only one patent right achieved
10. Lack of Incubation Centre

***Opportunities: (10 point)***

1. Sufficient scope for introducing Post-Graduate Courses.
2. Ample opportunity of introducing more professional and vocational courses.
3. Scope for collaboration with NGOs for further extension of community activities.
4. Facilities of post office, ATM, Bookstall in the College Campus can be established.
5. The Alumni Association of the college can be involved in various development activities of the college in terms of designing policies and sharing experiences.
6. There is ample scope for collaborating with prominent higher education institution at the State and National level in respect of introducing Certificate courses and Add-on Courses for students.
7. There is a scope for conducting more innovative research work in the college if and when sufficient grants received from funding agencies.
8. The college has the scope for constructing an indoor stadium and a sports complex in the college campus.
9. The college has a greater opportunity for entrepreneurship in agriculture sector and small-scale industries.
10. The College could open an Advanced Language Lab

***Challenges: (10 points)***

1. The college has been facing the challenges of providing opportunity to the increasing numbers of outgoing students for higher studies in the Universities because of limited seat capacities of the nearby Universities.
2. Upgradation of the college to a post-graduate institution with upgraded infrastructure.
3. Upgradation of infrastructure of the Science stream of the college for further expansion of science education in this area.
4. Generating funds for the expansion of ICT enabled classroom.
5. Mobilisation of Funds for Research and Innovation
6. Some departments like Arabic, Economics and History are facing low enrolment ratio
7. Dropout ratio is high
8. Rising trend of the private Colleges/Universities





9. Situated at a distant location from the main city and the parent University
10. Most of the nearby villages are located in 'Char' (River Island) areas

## 6. Recommendations

1. Recommendation for Autonomy
2. Open courses in Assamese, Political Science and Arabic.
3. Conduct more community/outreach program by NSS.
4. Join at NIRF
5. Give emphasis on research work.
6. Increase the number of certificate courses .
7. Increase of alumni involvement in college.
8. Increase the number of digital classrooms.
9. Mitigation of drop out students.
10. Introduction of more skill courses.

## Part-B: Administrative Audit

### The following units were covered

- Administration
- Finance
- Library

### Observations: Resource Mobilization and Utilisation

#### Administration

- Nabajyoti College, Kalgachia administration is responsive to the stakeholder's issues and strives to ensure quick delivery of the services and attend to the grievances. It maintains a well-documented receipt and dispatch registrar. It also maintains an asset registrar showing capital items acquired by the college.
- Issues related to welfare and service conditions of both teaching and non-teaching employees are resolved through a well-established mechanism involving the Governing Body.
- As part of its strategy for long term development of the College.






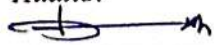
## Recommendations

- To bring in financial discipline, a well-planned annual budget depicting all sources of income and expenditure should be prepared well ahead of beginning of the financial year. This document should have endorsement from the Governing Body of the College. Expertise available at the affiliating university i.e. Gauhati University may be availed in budget preparation
- Efforts may be made to generate fund from Non Govt. sources including through philanthropy, individual endowment etc. besides approaching industries under CSR for specific, result oriented projects. To this effect, a policy on resource mobilization should be in place with statutory endorsements.
- The College should get accredited by NAAC at the earliest and also take part in NIRF ranking regularly. It should strive to avail fund under RUSA
- Non-teaching staff of the College need to be provided training on service related matters and student support
- Automation of all the services namely administration, finance and accounts, student admission and support should be completed
- Library automation including facilitating remote access should be initiated

  
(Dr Mahananda Borkata  
Auditor

Principal  
Mayang Anchalik College  
Date: 30-04-2023

  
Principal  
Nabajyoti College, Kalgachia  
Nabajyoti College, Kalgachia  
Date : .....

Auditor  
  
(Dr. M. S. Sheikh)  
30-04-2023

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