

REPORT

ACADEMIC AND ADMINISTRATIVE AUDIT

(2018-2023)



NALBARI COLLEGE
(Affiliated to Gauhati University)
Nalbari, Assam : : India

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT NALBARI COLLEGE

INTRODUCTORY NOTE FROM THE AUDITORS

This report is prepared by the following members on getting a request from the Nalbari College authority to audit academic activities carried out in the College during the academic session 2018-2023. Both the auditors submitted the Academic and Administrative Audit Report of the college based on their submitted data and by physical verification and interactions, prepared by us based on the facts received from the academic departments and administration of the college during our visit to the college on the below-mentioned date. The IQAC Coordinator supported and facilitated us during our visits to the departments followed by departmental presentations. All the academic departments presented their departmental profiles in PPT formats demonstrating their academic and co-curricular activities during their presentations in the conference rooms where the Principal and the IQAC Coordinator were also present.

On the basis of the report received, checking at the individual department, office and also from the interactions with the presenting teams of each department whatever found is presented in facts and figures.

We solemnly declare that the report has no facts which lessen the reputation of the college.

Members of the Academic Audit Team

PROF. BHABEN TANTI

PROF. DILIP KUMAR KAKATI

Visit Date: 21-12-2023

Session: 2018-2023

---::: Visit Schedule :::---

Members of the AAA	Time	Agenda	Venue
Prof. Bhaben Tanti & Dr. Dilip Kumar Kakati	10.00am	Academic & Administrative Audit for the session 2018-23	Conference Room
			Principal Nalbari College
DEPARTMENTAL INTERACTION & HoD’S PRESENTATION			
HOD, Assamese	10.30 am	Departmental Presentation	Seminar Room
HOD, Botany	10.40 am	Departmental Presentation	Meeting Room
HOD, Chemistry	10.50 am	Departmental Presentation	Meeting Room
HOD, Computer Science	11.00 am	Departmental Presentation	Seminar Room
HOD, Economics	11.10 am	Departmental Presentation	Seminar Room
HOD, Education	11.20 am	Departmental Presentation	Seminar Room
HOD, English	11.30 pm	Departmental Presentation	Seminar Room
HOD, Geography	11.40 pm	Departmental Presentation	Meeting Room
HOD, Geology	11.50 pm	Departmental Presentation	Seminar Room
HOD, History	12.00 pm	Departmental Presentation	Meeting Room
HOD, Mathematics	12.10 pm	Departmental Presentation	Seminar Room
HOD, Philosophy	12.20 pm	Departmental Presentation	Seminar Room
HOD, Physics	12.30 pm	Departmental Presentation	Meeting Room
HOD, Political Science	12.40 pm	Departmental Presentation	Seminar Room
HOD, Sanskrit	12.50 pm	Departmental Presentation	Meeting Room
HOD, Statistics	1.00 pm	Departmental Presentation	Meeting Room
HOD, Zoology	1.10 pm	Departmental Presentation	Seminar Room
HOD, Physical Education	1.20 pm	Departmental Presentation	Seminar Room
Librarian	1.30 pm	Library Presentation	Meeting Room
Office Staff	3.00 pm	Interaction with the Office Staff	Administrative Office
Exit Meeting	4:00 pm	Interaction with the faculties and office staff	Conference Room

Profile of the Nalbari College

Brief Introduction of the College

Nalbari College is in Nalbari, Assam, India. The college is affiliated to Gauhati University and recognized by University Grants Commission (UGC). Since its inception, the institution imparts higher education to the economically backward people of this locality, especially those belonging to Scheduled Castes and Scheduled Tribes communities.

Nalbari College is one of the premier colleges of Assam. Established way back in pre-independent era (4th July 1945), this college has taken a pioneering role in shaping and promoting higher education in the entire lower Brahmaputra valley. In the beginning, the college was affiliated to the Calcutta University, but in 1948, when Gauhati University was established, it came under the academic jurisdiction of the latter. The college received the UGC recognition under Section 2(f) in 1962. Beginning with a modest number of only 28 students, today it has a sizable strength of about 4420 students (including Higher Secondary programme). Spreading over 16 acres of land, the college has a built up area of approximately 8 acres.

Nalbari College is a multi-streamed co-educational institution imparting education right from Higher Secondary to PG level. At present it offers UG programmes for 09 Humanities & Social Science departments and 07 Science departments and PG programme for Assamese and English. Being aware of the issue of employability of its pass outs, the college offered two UGC sponsored job-oriented programmes like Travel and Tourism Guidance and Disaster Management. Further, since 2013, the College with approval from the Gauhati University has introduced two more professional courses i.e. Bachelor of Physical Education (B.P.E.) and Bachelor of Science in Information Technology (B.Sc. IT) on regular basis. Nalbari College is probably the first college to start B.P.E in entire Assam. From the last session the college has started two new self financing courses i.e. Bachelor of Computer Application (BCA) and Post Graduate Diploma in Computer Application (PGDCA) and from the current session the college has decided to introduce PG programme for English.

In order to facilitate those students who cannot pursue regular education, the college offers distance learning mode through its affiliating centres of Gauhati University Centre for Distance and Online Education (GUCDOE), Krishna Kanta Handique State Open University (KKHSOU) and Assam State Open School (ASOS). The issue of employability is in the prime agenda of the college. Therefore, in coming years the college is prospecting to introduce more and more such programmes which would provide employment opportunity to the students.

Vision and Mission

A. VISION

- To provide outstanding education and training to our learners to achieve their goals.
- To reach out to the unreached.
- To forge institutional, departmental and individual linkage with society.
- To turn the college into a nodal facilitating centre for inclusive and sustainable development of the region.

B. MISSION

- To impart quality education to the learners.
- To create better academic environment in order to produce competent and industrious human resource.
- To provide student-centered academic and personal enrichment opportunities to enhance lifelong learning.
- To make education more relevant in the global perspective.
- To expand and accommodate with the changing traits of higher education.

INFRASTRUCTURE FACILITIES OF THE COLLEGE

Facilities	Quantity
Campus area	16 acre
Built up area	8 acre
Class rooms	57
ICT Enabled Class Room	14
Digital Class Room	1
UGC Network Resource Centre	1
Total floor area	25749 sq. m.
Campus Wi-Fi	YES (10 connection with 5 MBPS)
Language Lab.	1
Laboratories	18
Total number of text books and reference books available for UG and PG	72205
Seminar/Conference Halls	2
Meeting Room	1
Auditorium	1
Language Lab	1
Water Supply Plant	1
Water Treatment Plant	1
Parking place	3
Teachers' Common Room	1
Museum	1
Boy's Common Room	1
Girl's Common Room	1
Health Centre	1
College Canteen	2
Roof Top Solar Plant (Grid Connected)	1
Boundary wall	YES
Total Computer	166
Students Browsing Centre	1
Computer lab	3

Auditorium	1
Foot ball/ Cricket/ outdoor sports ground	1 (20,664 square meters)
Badminton Court	1
Basketball Court	1
Gymnasium Hall	1
Yoga and Wellness Centre	1
Volleyball Court	1
Women Hostel	2
Indoor Sports Complex	1
Distance Education Centre (Study Centre of KKH State Open University, GUCDOE, Assam State Open School)	1 each

Academic Strength

Academic Department	UG/ PG	Number of Teachers
Assamese	UG& PG	4 (R); 2 (C)
Botany	UG	4 (R)
Chemistry	UG	6 (R)
Computer Science	UG	5 (C)
Economics	UG	4 (R)
Education	UG	2 (C)
English	UG & PG	5 (R); 3 (C)
Geography	UG	5 (R); 1 (C)
Geology	UG	2 (C)
History	UG	4 (R)
Mathematics	UG	4 (R)
Physical Education	UG	2 (C)
Philosophy	UG	3 (R); 2 (C)
Physics	UG	6 (R)
Political Science	UG	4 (R)
Sanskrit	UG	2 (R)
Statistics	UG	2 (R)
Zoology	UG	5 (R)

Student Intake

Sl. No.	Title of the Programme	Course Level (UG/PG/ Diploma)	Department Name	Sanctioned Strength
1	BA Honors Course	UG	Assamese	50
			Economics	60
			Education	40
			English	60
			Geography	35
			History	40
			Philosophy	50
			Political Science	50
			Sanskrit	60
2	BA Regular Course	UG	Assamese	170
			Economics	150
			Education	180
			English	160
			Geography	125
			History	170
			Philosophy	170
			Political Science	170
			Sanskrit	90
3	B.Sc. Honors Course	UG	Botany	40
			Chemistry	40
			Computer Science	0
			Geology	0
			Mathematics	40
			Physics	40
			Statistics	40
			Zoology	40
			Geography	5
4	B.Sc. Regular Course	UG	Economics	0
			Botany	110
			Chemistry	140
			Computer Science	45
			Geology	65
			Mathematics	135
			Physics	120
			Statistics	60
			Zoology	110
5	B.P.E.	UG	Geography	15
			Economics	10
5	B.P.E.	UG	Physical Education	30
6	BCA	UG	Computer Science	30
7	B.Sc. (IT)	UG	Computer Science	30
8	MA (Assamese)	PG	Assamese	50
9	MA (English)	PG	English	22
10	PGDCA	Diploma	Computer Science	25

Methodology of Audit

The inputs received from the departments as per the proforma (Annexure-1) have been validated from the supporting documents, interaction with the Head of the Department, and visits to the departments.

- **Curricular Aspects**

Nalbari College, Nalbari is affiliated with Gauhati University. The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum, the departments are maintaining lessonplans and course progress records. Departments follow the academic calendar of Gauhati University and the college has its own in alignment with Gauhati University's calendar.

- **Teaching learning aspects**

Assessment of learning levels to identify slow and advanced learners is carried out through sessional examination, seminars, and assignments. Though the College follows students' centric learning method for effective curriculum delivery, however, a detailed unit-wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The College maintains a mentoring system. All the departments conduct internal examinations as per the requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation.

Program Outcomes, Program Specific Outcomes, and Course Outcomes are described in the syllabus. Evaluation of the attainment of the learning outcomes to be evaluated properly.

- **Research, Innovation, and Extension**

The college has recently started various research activities. However, the overall research culture in the College needs to be strengthened. Several departments are conducting very effective extension activities. The involvement of the students in those activities should be encouraged.

- **Infrastructure**

The College has adequate infrastructure facilities for all academic and other extracurricular activities. The indoor and outdoor play area is adequate. The library and IT facilities need to be improved including increased internet bandwidth.

- **Student Support and Progression**

Several departments conduct capacity-building and skill enhancement activities for the students. The placement of the students and progression to higher education is encouraging. Students need more encouragement for participation in extra-curricular activities.

- **Professional Development Activities**

A few teachers have participated in FDP. But more teachers need to be participated in FDPs.

SWOC Analysis

Strength of the Institution

- Resourceful, experienced and committed faculty
- Continuous update of domain knowledge of teachers through refresher courses and faculty development programmes
- Healthy interaction between teachers and students which go beyond the classrooms and thereby promote learning beyond curriculum
- Consistently brilliant results of the college for last several years
- Best Graduate positions (Topper of a faculty in University Final Examination) in UG level for several times (once for two consecutive years in Sanskrit). Even the lone PG department of the college, Assamese has proudly produced a University Topper from the department.
- Equal emphasis on academic and co-curricular activities for all round development
- Well-stocked library.
- Thrust in ICT based learning.
- Wi-Fi enabled campus
- Promotion of extension activities

Weakness of the Institute

- Paucity of adequate infrastructure
- Lack of Govt. provisions for substitute faculties against lien, maternity leave and child care leave.
- Limited scope for research oriented activities

- Lack of skilled non-teaching staff

Opportunities

- Scope for introducing new courses and programmes
- High quality student intake with brilliant academic result
- Nalbari being a major hub of various forms of performing and folk art forms like Oja Pali, Dhulia, Nagara Naam, Puppet theatre etc., the college is poised to act as a nodal institution for conducting research in these unexplored art forms.
- Bamboo Arts/crafts centre

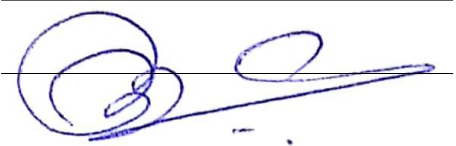
Challenges

- Contemporary apathy towards general education
- Mushrooming of private institutions
- Lack of coordination between administrative and academic authority i.e. the state government and the university respectively
- Lackadaisical policy of examination and evaluation followed by the parent university.
- Uneven Teacher- Student ratio
- Inadequate government funding

Recommendations

- Outcome Based Education to be implemented for calculation of attainment level of the students.
- Students may be provided more experiential learning.
- The college needs to evolve a structured methodology for identifying the slow learners and remedial measures for their improvement based on outcome based education (OBE).
- Few large classrooms need to be created with ICT facilities to conduct common classes to conduct the common courses for FYUGP.
- The college may arrange a motivational lecture/counseling for the entire fresher at the beginning of the session.
- The teachers may be encouraged to enhance their research output, fund mobilization, consultancy services. To that end, the Principal may arrange brainstorming sessions time to time among the teachers to listen to their views and prepare a strategy for increasing research output of the teachers.
- Adequate ICT enabled class room facility may be made available to the academic departments.
- For effective delivery of curriculum, the course file of Academic departments should be assessed by IQAC.
- Research culture needs much improvement and multidisciplinary research to be initiated.
- More departments and students should be involved in the extension activities.
- More teachers should be participated in the FIP/FDP programmes.
- Proper documentation is required for all activities.

- Best practices of individual departments should be identified and need to be institutionalized.
- Students and society need to be engaged while formulating policies specific to students' welfare and society.
- More collaboration needs to be established for faculty exchange, students exchange, internship etc.
- RFID based digitalization of the central library of the college
- Master list of all the office related documents with document number and retention time, SOPs and vendors feedback need to maintain.
- Safety issues like fire extinguishers to be placed in some selected areas; distinct markings for emergency exits should be there in the multi-storied buildings.

Name of the Members of the Audit	Signature
Prof. Bhaben Tanti Head, Department of Botany Director, IQAC & RDC Gauhati University	
Prof. Dilip Kumar Kakati Former Head, Department of Chemistry Gauhati University	