

Nilambazar College
Dist-Karimganj, 788722
Guard File No. NAA&NBC/IQAe/2
Date..20.12.2022



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Nilambazar College, Nilambazar

P.O. - Nilambazar, Dist - Karimganj
Assam, Pin - 788722.



Name of the Auditors:

1. **Dr. Ashok Kumar Das**, Principal, Rabindra Sadan Girls' College, Karimganj, Assam
2. **Dr. Sahab Uddin Ahmed**, Principal, Govt. Model College, Borkhola, Cachar, Assam

Members Present :

Principal, IQAC Coordinator and all Staff Members of Nilambazar College.

Audit Committee Members

Sl No.	Name of the Member	Designation	Official Address	Signature
01.	Dr. Ashok Das	Principal	Rabindra Sadan Girls' College, Karimganj, Assam	<i>[Signature]</i> Principal Rabindrasadan Girls' College Karimganj
02.	Dr. Sahab Uddin Ahmed	Principal	Govt. Model College, Borkhola, Cachar, Assam	<i>[Signature]</i> PRINCIPAL Govt. Model College Borkhola, Cachar

Academic & Administrative Audit
from : 2017-18 to 2021-22 : Nilambazar College

Date of Audit: 20-12-2022

Visit Schedule :

Time	Agenda	Venue
11:00 am to 11:20 am	Arrival of AAA Team and Interaction with Principal & Principal's presentation	Principal' Chamber
11:20 am to 12:00 Noon	Interaction with IQAC members & IQAC Coordinator's Presentation	IQAC Room
12:00 Noon to 12:20 pm	Visit to College Library & Asstt. Librarian's Presentation	Library
12:20 pm to 12:50 pm	Interaction with Students	Hall No. 2
DEPARTMENTAL INTERACTION & HoD'S PRESENTATION		
12:50 pm to 1:10 pm	Department of Arabic	Teacher's Common Room
1:10 pm to 1:30 pm	Department of Bengali	Teacher's Common Room
1:30 pm to 2:00 pm	Lunch Break	
2:00 pm to 2:20 pm	Department of Economics	Teacher's Common Room
2:20 pm to 2:40 pm	Department of Education	Teacher's Common Room
2:40 pm to 3:00 pm	Department of English	Teacher's Common Room
3:00 pm to 3:20 pm	Department of History	Teacher's Common Room
3:20 pm to 3:40 pm	Department of Philosophy	Teacher's Common Room
3:40 pm to 4:00 pm	Department of Political Science	Teacher's Common Room
4:00 pm to 4:20 pm	Department of Sanskrit	Teacher's Common Room
4:20 pm to 4:40 pm	Interaction with Office Staff	Office Room
4:40 pm to 5:00 pm	Interaction with Committees & Cells	Principal' Chamber
5:00 pm	Exit Meeting	Principal' Chamber

**Academic & Administrative Audit Report
(from: 2017-18 to 2021-22)**



Profile of the College

Higher Education mainly in rural areas is important not only for the enhancement of life of the rural community, but also for the overall progress and development of the country. Considering this, one cannot just boast of the highly advanced educational institutions in the urban areas. The progress of Higher Education at the grass root level is also of primary concern. Nilambazar, a famous market based place of Karimganj District where there was no better scope for 10+2 passed students to pursue Higher Education for a long period of time. For this huge number of students especially Girls students of the area found their doors closed for further studies.

By considering this fact and the deep understanding of the situation of the locality in the year 1994 some dedicated philanthropists of the greater Nilambazar area established the Nilambazar College and started the teaching learning process following the course curriculum of Assam University, Silchar in the temporary campus of S.V.Vidyaniketan, Nilambazar, Karimganj. After that on 16th July of 1997 the college shifted to its permanent address which is located at Vill-Bidyanagar near the NH-8.

The college is permanently affiliated to Assam University, Silchar and the core subjects offered by the college are : Arabic, Bengali, Economics, Education, English, History, Philosophy, Political Science, Sanskrit. Out of these subjects Arabic, Bengali, philosophy & Political Science departments have Major Course. The college has been included under sections 2(f) and 12(B) of the UGC Act, 1956. Starting with a few copies of books in its library, the college has now holding of over 6000 collection of Textbooks and Reference books in its Central library and has subscribed many Journals and newspapers. The distance of College is 2 km from Nilambazar Rail Station, 16 km from District head Quarter, 92 km from Airport, Silchar, Cachar, 7 km from International Border with Bangladesh. A well decorated, hygienic canteen is also there in college campus. Since its inception, the college has been rendering quality higher education to the student, following participatory methods in a friendly and learner-centred atmosphere.



Vision

- College offers general education and strives to expand the horizons of mind of the students by qualitative teaching, learning and evaluation.
- Educating large section of rural youth providing an opportunity on socially equitable basis.
- Making the learners intellectually superior and ethically strong.

Mission

- To provide affordable, quality education to a wide cross-section of society without any distinction of caste or creed.
- To provide Higher education to the economically and educationally backward region.
- To develop academic excellence by building competence for community service.
- To foster independent thinking in student by offering academic freedom.
- To enrich and empower all its stakeholders through value based education and positive learning based environment.
- To work for the holistic development and improvement of the students.
- To make the college environment eco-friendly.

Core Values :

- Strives for Academic Excellence.
- Social Responsibility.
- Equal Opportunity.
- Creative Thinking.
- Student Focused.
- Eco-friendly Environmental Ethics.

Available Human Resources of the Institution:

Non-Teaching Staff:

Total Sanctioned Posts – 12

Total Non- Sanctioned – 01

Grade III – 04, Grade IV – 05

Library – Grade III – 02, Grade IV – 01

Accountant – 01

Total filled up Posts – 13

Teaching Staff:

Total Sanctioned Posts – 22

Total Sanctioned filled up Posts - 21

Total Non- Sanctioned post – 06

Total Non- Sanctioned filled up post - 06

Total filled up Posts – 27

Vacant - 01

Total PhD – 07

Total NET/SLET – 06

Students Admitted during the session 2021-22

Total – 1041 Boys - 550 Girls – 491

Present Infrastructure/Physical facilities of the Institution :

Total Land area – 12 Bigha 04 Lecha.

Campus area – 7 Bigha 04 Lecha

Build up area – 5189 square meters

Total Class Rooms – 14

Central Library – Available

Departmental Library – Nil

ICT Room/ Seminar Hall – 02

Mini Auditorium – 01

Wi-Fi/LAN facility – Available

CCTV Surveillance – Available with 44 cameras covering the entire
Campus



Computer with ICT facility – 08

Projector – 01

Digital Board – Nil

LED TV – 03

Separate ICT enabled IQAC Room - 01

Computers for Students – 46

Computer for departments and Office – 08

Boys' Common Room – 01

Girls' Common Room – 01 with running toilet facility.

Principal Chamber with Conference Room – Available

Office Room – 03

First Aid Box – 02

Glucometer – 01

Oximeter - 01

Sphygmomanometer – 01

Complain Box for Student's Grievances – 01

Yoga and Meditation Facility – Available

Separate Toilet with running water (Girl's) – 04

Separate Toilet with running water (Boy's) – 04

Separate Toilet with running water (Teacher's Common room) - 01

Pure drinking water facilities for both students and staff- Available

Canteen – 01

Generator for Power Backup – 01 (30 KV)

Biometric Attendance for Staff – Available

Permanent Sound System and a Podium – Available

Xerox Machine for Office Purposes – 02

Colour Printer for IQAC – 02



Printer cum Scanner for Principal's Room and Office Room - 03
Adequate Number of Cultural and sports equipments - Available
Fire Extinguisher - 04
Car, Bike & Cycle Stand - Available
Eco-friendly dustbin - 20
Rain Water conservation and harvesting - 02
Water Pump Set - 02
Water Tank - 02

Central Library :

Well equipped Central Library with internet connectivity and Xerox facility provide students with subsidized service.

Total Text Books - 4519
Reference Books - 208
E-Journals - 02
Journals - 8
Magazine - 10
Daily News Paper - 04
Digital Data Base - Available
Library Automation - KOHA
Inflibnet Facilities - Available

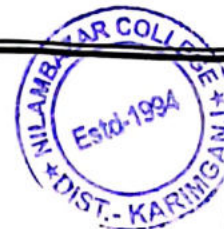
PART – A: Academic Audit



Academic Strength

Name of the Deptt.	Programme	No. of Faculty	No. of Students admitted									
			2017-18		2018-19		2019-20		2020-21		2021-22	
			Hons	pass	Hons	pass	Hons	pass	Hons	pass	Hons	pass
Arabic	UG	04	11	88	06	98	09	74	19	61	34	65
Bengali	UG	05 (T-1)	03	177	00	179	09	118	16	220	07	143
Economics	UG	03 (V-1)	---	146	---	40	---	34	---	86	---	197
English	UG	02	---	337	---	366	---	356	---	408	---	478
Education	UG	01 (T-1)	---	64	---	00	---	75	---	58	---	79
History	UG	03	---	151	---	51	---	94	---	65	---	123
Philosophy	UG	04	02	149	00	145	00	172	02	91	02	191
Political Science	UG	04 T-1	01	182	00	212	02	161	08	263	12	205
Sanskrit	UG	02	---	15	---	13	---	04	---	07	---	08

OBSERVATIONS



Curricular Aspects

Nilambazar College is permanently affiliated to Assam University, Silchar and so the College follows the CBCS curriculum designed and developed by the affiliating university in accordance with UGC guidelines. The Academic calendar and class routine are prepared at the beginning of each academic year. Every department prepares departmental class routine, action plan, strategies and conducts continuous internal evaluation for effective implementation of the syllabus.

The college uses certain tools for effective curriculum delivery which includes regular maintenance of Teachers Diary, HOD diary, student attendance registers and mentor-mentee programme. Moreover, the college offers tutorial/remedial classes to weak students. The students are also engaged in a number of activities like various Add on Courses, Departmental Wall Magazine, Departmental Seminars/ workshops, field trips, project works, internships, assignments on various topics etc.

The institution integrates the various cross cutting issues into the curriculum by conducting awareness programmes to enrich the human and social values of the students. The college takes regular feedback on the academic performance from its stakeholders and necessary analysis of the feedback and follow up action for the better implementation of the curriculum.

Teaching - Learning and Evaluation

The college pays serious attention to improve the quality of the teaching - learning process. The college always focuses on holistic academic, collective, emotional and aesthetic progress of the students. Announcement for Admission, fee structures etc. are made in the college notice- board and college website declaring all the relevant dates and all other information regarding admission process. It is a co-education institution and equity is fairly maintained in admission irrespective of caste, creed, sex and religion. About 70% of the total number enrolled students of the college are from below poverty line. Provisions are also made for differently able students to have easy access to class rooms. Students are also supported through a well designed mentor system as displayed on college notice board. The evaluation system of the internal examination is elaborated upon in the classes to ensure effective execution of the internal assessment. Students are assessed on a continuous basis through innovative and reformed techniques such as group discussion,

assignments, project work etc. which helps to identify the advanced learners and slow learners based on their performances. Accordingly remedial classes and other techniques are used to support learners with different abilities and pace.

The college has its own website www.nilambazarcollege.in which displayed numerous information relating to college. The college provides skill enhancement programmes like Yoga and Meditation and other programmes. The college organizes various Awareness programmes for community and students. The college has also a Registered Alumni Association.

At present total enrollment of the college is 1041 and the faculty strength of the college is 27 (24 permanent and 03 non- permanent). Student -Teacher ratio is 38.5. Average pass percentage of final year students are better than that of the University results during the last five years. The faculty, students and parents are well aware about the PO and CO. Attainment of PO and CO is made possible by internal assessment, end semester results, students' seminar, class room interaction etc.

Research, Innovations and Extension

To shape and enhance the growth of intellectual, Research, Innovations and Extension activities, Nilambazar College constituted a Research and Development Cell to enhance and ensure all possible help to the researchers to promote research works and Environment within the College. Though the college has a minimum infrastructure facilities to carry out research works, internet reference books are made available to all faculty members to facilitate research works. Faculty members are always encouraged to pursue research work/ project. A good number of faculty members have been awarded Ph.D degree by the affiliating University in the recent past. Some are at present pursuing Ph.D research work. Faculty members have been presented/published a good number of research papers in various national and international seminars/journals/books. Apart from that the academic departments of the college has organised a few numbers of seminars/workshops during the last five year as a part of extension of knowledge.

The institute has created innovative eco-system for creation and transfer of knowledge. College is introducing vermicomposting unit and has also agro based fishery project within the college campus.



The college has several committees/cell such as NSS, NCC, Women's Cell, Cultural Committee, Alumni Association etc. which organise numerous awareness programme, social service activities in the nearby villages for encouraging the students and developing social responsibilities in them.

The college has a number of functional MOU/collaborations/linkages with other institutions for faculty exchange, students exchange, internship, field trip and on-the job training.

Infrastructure and Learning Resources

The campus of the college consists of both RCC and Assam type Pucca buildings. There are adequate class rooms, office rooms, principal chamber, Teacher's common room, Library Room, separate office for NCC & NSS, distance education centre, IQAC Room, well furnished Computer Lab, canteen and waiting shed. The college has Pure drinking water facility, 30 KVA High power Generator.

The students are facilitated with Boys Common Room, Girls Common Room, separate toilets for boys and girls, both Cycle/Bike and Car parking stands. The college provides facilities for various outdoor and indoor games. Students are encouraged to take part in various cultural activities like college social week, Independence Day, Republic Day, Quiz, Debate, Essay Writing Competition etc.

The college has provided 2 class rooms for ICT enable facility for internet browsing. The college has broadband internet connection.

The college library is automated using Integrated Library Management System (ILMS) and has total number of 4519 books, 02 e-Journals, 08 journals, 10 magazines and 4 newspapers and e-resources through N-List available. The library reading room is spacious enabled with computers and photocopier machine.

The college provides a disabled friendly and barrier-free infrastructure in the campus.

There are committees like construction committee and purchase committee to make decisions at the implementation level. A designated C.A. firm has been assigned the responsibility to conduct the annual auditing.



Student Support and progression

The college offers more than 80% of admission fee waivers to economically underprivileged students, as per the direction of the state Government. The students of the college are also benefitted by various scholarships provided by the state/central government as well as by UGC. During last five years the total number of 3451 students got benefitted by various scholarships and free ships.

Various capacity building and skill enhancement activities and awareness programme on face to face counseling, soft skill development, health and hygiene, yoga and physical fitness, computing skills, language and communication skills are also organized by the college to develop the skills and awareness among the students.

The college has valid units for students like NSS, NCC etc. The college provides tutorial classes for the weaker students in order to bring improvement in their academic performance. The college also provides prestigious medals and certificates to the rank holders securing highest marks in the final examinations.

The college has framed Grievance Redressal Policy and various committees namely, Anti-ragging cell, Grievance redressal committee, anti-sexual harassment committee, women cell is in place to address the grievances of students. Although the cases of ragging have never been reported, grievances related to examinations and academic activities related are addressed by the grievance redressal committee.

During the assessment period a total of 566 students have completed their graduation out of 820 students from this college.

Governance, Leadership and Management

The college has its own vision, mission and objectives. The Governing Body of the college is acting as the sole decision making authority with the principal as its secretary. The management of Nilambazar College is highly decentralized and democratic in its approach. Various Committees have been constituted to conduct different activities with a view to make effective implementation. Academic committee takes care of the academic activities of the college. The institution follows all the rules and guidelines of affiliating university, UGC and State Government for employment, admission, utilization of funds, maintaining disciplines and overall management.

The college implements e-governance in areas of administration, financial accounts, student admission and support and examination. The college has also adopted certain welfare measures and transparent mechanism for performance appraisal of the teaching and non-teaching staff.

The financial management is assisted by DDO and the accountant of the college. However, yearly financial audits are conducted externally by a registered chartered accountant.

The IQAC reviews different aspects and initiates the work for quality enhancement in the college by organizing programme for both the faculties and the students. The IQAC holds regular meetings, collects feedbacks, analysis and takes necessary measures for improvement in various sectors. The IQAC also signed up Memorandum of Understanding (MOUs) with other establishments for the welfare of the institution. Recently the College is assessed by Royal Assessments Private Limited (RAPL) and found to comply with the requirements of Quality Management Systems, ISO 9001: 2015.

Institutional Values and Best Practices

The college has taken bold initiatives for the promotion of Gender Equity among the students at the institution by providing equal opportunity for both the genders providing separate boys and girls common room, providing student union with proportionate share basis. Further the college encourages both the gender to take part in various programmes like women empowerment, physical trainings, self defense and other security measures by installing CC Cameras, fire extinguisher etc.

Solid Waste Management is introduced in the college through vermicompost unit. Incinerator, Sanitary Napkins, Vendor Machine has been installed to maintain cleanliness and hygienic environment.

The college has done its Environment/ Green Audit, Energy Audits, Gender Audit. To provide facilities towards the Divyangjan student's ramps, disabled friendly toilets, wheel chairs, supporting sticks have been made available in the campus.

To promote sensitivity and awareness among the students and side by side to decentralize power and function of various activity of the college, The college authority has implemented two best practices such as "National Service Scheme" (NSS) and "Decentralization of Responsibilities". The college also initiated various positive and Distinctive measures for fostering good relationship with the neighborhood communities for improvement and upliftment of the society and common masses.

1.2. Strength, weakness, opportunity and challenges (SWOC)

Institutional Strength :

- Cordial relationship among all the stakeholders.
- The surroundings of the college is peaceful and safe making the college an ideal place to study.
- The college is adjacent to Karimganj – Agartala NH – 8 and so the communication is very congenial for all stakeholders.
- Govt. provincialised, UGC recognised and permanent affiliated to Assam University, Silchar.
- Supportive Governing Body.
- Active NSS & NCC Unit.
- Effective mechanism of examination and assessment.
- Only Higher Education Institution in the greater South karimganj area.
- Institute operates with holistic perspectives.
- Effective mentor- mentee system.
- Some NCC cadets and NSS volunteers participated in National level events.
- The entire college campus is under CCTV surveillance including National Highway.
- Obedient Students.
- Higher qualified, experienced and dedicated faculty members.
- Adequate sports facilities.
- Cordial relation with the neighbouring communities and local people.
- Increasing good performance of students.
- Effective Teaching-Learning mechanism.
- The students can avail the facility of free-admission and various scholarship of state government, central government, UGC, etc.

Institutional Weakness

- Maximum students are academically weak.
- Most of the students are from very poor financial background and the first generation college goers.
- Inadequate funding for infrastructure development from Government.
- Guardian response is very poor.
- No auditorium yet.
- No residential quarters for teachers and staffs.
- No sufficient playground for the students.
- No indoor stadium.

Institutional Opportunity

- The Governing Body has an excellent vision towards up-gradation and continuous improvement of the college.
- There is enough scope to increase the infrastructural facilities of the institution.
- There is scope to open multi-disciplinary stream and professional course as per proposed NEP 2020.
- There is more scope of collaboration with the institutions, organizations providing skills and add - on courses.
- There is also scope for inter-institutional students & teachers exchange programmes.
- To enrich the quality of teaching by extending the facility of ICT enabled smart class rooms.
- To increase the number of books, journals, etc. in the library.
- Strong Alumni Network engaged for institutional growth.
- There is scope for further utilization of campus space.

Institutional Challenge

- As college is situated in a rural area, good students prefer to go to the bigger and more renowned colleges in the city in search of better opportunity and glamour.
- Rural Colleges like us, struggling to be completely prepared for NEP 2020.
- Process of industrial collaboration is a major challenge for the college due to the lack of nearby industry.
- Nilambazar College is lacking a serious scarcity in fund for its infrastructural development.

- We are facing challenge to explore the research potential of our existing resources.
- Socio-economic backward condition of students.



PART - B: Administrative Audit

Administrative set up :

The college was established in the year 1994 and was provincialized with effect from 14/08/2013 by the Government of Assam vide 'Venture College Provincialization Act. 2011-2012. The College has a full-fledged governing body constituted by the government with Principal as Member Secretary. The college is under the preview of State Government through Director of Higher Education (DHE), Govt. of Assam. The college has a vibrant IQAC under which different cells are functioning as per NAAC and UGC guidelines. Apart from these, Students' Union Body, Women Cell, Anti Ragging Cell, NSS, NCC, Sexual Harassment Prevention Cell, Career Guidance and Development Cell, Grievance Redressal Cell are functioning for the welfare of the students. Admission & Prospectus Committee, Academic Committee, Library Development Committee, Examination Cell, Budget Committee are constituted by Principal of the College as Chairman.

For infrastructure Development and Renovation, Grants received from different agencies are utilized by construction committee constituted for the purpose.

All financial transactions are done through account and audited by internal auditors and chartered accountants.

All total 14 nos. of accounts are available for transaction of funds in different heads in Punjab National Bank, Nilambazar & Kayasthgram Branch & SBI main Branch Karimganj.

Institutional Distinctiveness

- The college is a single stream Arts College located in rural area serving the higher education needs of more than 1000 students of poor and rural background.
- To increase the deeper knowledge the college organizes frequently Extension lectures, National Seminars, Workshops, Group discussion etc.
- Educational trips and industrial visits are also used as tools for optimizing concept development and promoting experimental learning among students.

- Annual Social meet is a regular feature which provides equal opportunities to boys and girls to exhibit their sporting excellency in various track and field events.
- Donation drives, Awareness Rallies, Blood Donation Camp, Swachhta Abhiyan, and Plantation Drive etc. are done in regular mode to make the student socially sensitive and responsible.
- Emphasis is given on student's centric teaching-learning method.

Suggestions and Recommendations

- Best practices of individual department for various aspects should be institutionalized.
- Library enrichment with more reference books, journals as well as e-resources as per new syllabi and library should be maintained properly.
- Emphasis should be given on quality publications.
- Research culture needs improvement.
- Proper documentation of all the activities needs to be improved.
- Facilities like canteen, sports should be increased.
- College should establish a gymnasium and yoga centre.
- Regular practice of Green Audit and other Academic activities should be continued.
- More National and International Seminar, Workshop and Conference like Faculty Development Programme, intellectual Property rights etc. should be organised.
- ICT enable classroom and use of more ICT in classroom teaching by the faculty members should be increased.
- Capacity building programme specially computer literacy for non-teaching staff and faculty development programme for teaching staff should be organised.
- Emphasis should be given on opening of skill based programme /add on courses or certificate courses catering social needs by the individual departments.
- The faculty members need to engage in research and other needs of higher running as much as possible.
- The college need to participate in the NIRF ranking process.

All data furnished in the report of the Academic and Administrative Audit for the year 2017-18 to 2021-2022 are verified and found satisfactory.



[Signature]
Auditor *20/12/2022*
Principal
(Dr. Ashok Das) Girls' College
Rabindranath Tagore Girls' College,
Principal, R.S. Girls' College,
Karimganj

[Signature]
Auditor *25/12/2022*
Principal
(Dr. Saha Biddin Ahmed)
Govt. Model College
Borkhola, Cachar
Principal, Govt. Model College,
Borkhola, Cachar