

## AAA Report of the Committee

### Bir LachitBorphukan College, Sivsagar, Assam, India

This Report is prepared as the result of the inspection of the facts and documents as regards the total academia and the administrative governance of BLB College. The Committee examined and cross verified the records and documents that were prepared by the college in strict adherence to the terms of reference (TOR) given by the Academic and Administrative Audit Committee. Upon thoroughgoing checks and vetting, the Committee endorsed/ recorded few observations, recommendations, Felt-needs and anticipatory needs, which are given in the Fact-sheet. It is to be noted that the records presented by the college authority bears testimony of the facts. The Committee also testified what were presented in the College. Physical inspection was carried out on 28<sup>th</sup> Dec, 2021, and the Academic and Administrative Audit report has been delivered on 2<sup>nd</sup> Feb, 2022.

#### College Profile:

1.	Name of the College, Website, email and Ph. No.	BIR LACHIT BORPHUKAN COLLEGE Website : <a href="http://blbcollege.org.in">http://blbcollege.org.in</a>
2.	Year of Establishment	1981
3.	Affiliating University	Dibrugarh University
4.	Last NAAC Grade with Cycle, Accredited Year & CGPA	N/A
5.	UGC Recognition ( 2F & 12 B) with dates	2F vide F.8-159/2007(CPP-I) dtd. 16/05/2007 12B vide F No. 8-473/2015(CPP-I/C) dtd. 30/12/2015
6.	Online Admission Status	Active
7.	Number of students during the year	781 (1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester only)
8.	Number of Full Time Teachers	29 ( Out of them , Mrs.DipaliNeog is Principal I/C)
9.	Whether institutional data submitted to AISHE	Institution has been submitting AISHE Data regularly.

1. Curricular Aspects:

	Item	Remarks by Assessors			
1	Implementation of Annual Institutional Plan/College Calendar	The college has academic calendar and distinct academic routine to manage all the classes regularly with proper monitoring			
2	Whether the above plan circulated among students	The students get full access to the academic calendar and class routines which the college follows strictly			
3	College Activity Register session wise (e.g. 2019-20)	All academic depts. maintain their activity registers with records of events organized in the depts.			
4	Add-on Courses (Department wise) completed during last academic year	Department	Name of the course	Enrolment	
		Assamese	1. Beautician 2. Food Preservation	85 70	
		English	English Language in Use for ESL Learners'	95	
		Pol. Science	Yoga	40	
		Education	Art & Craft	75	
		Economics	Weaving	45	
5	Feed-back from students/parents/alumni on curricular aspects	The college has the regular practice of students, Staff, Parents and Alumni feedback system.			
6	New UG & PG Courses introduced this year	NIL			
7	Maintenance of Student Attendance Registers	The students attendance registers were maintained properly by all academic depts.			
8	Teachers participate in following activities related to curriculum development , Academic council/BoS/ Design and	Question Paper Setting of Dibrugarh University by 1. Santanu Buragohain in 2019 ( General Eng.-101 ) , in 2020 (GE-201) 2. Chandrajyoti Boruah in Alte. Eng. (101) 2020.			

	Development of Curriculum etc..	Question Paper Setting of DODL, Dibrugarh University by 1. Santanu Buragohain in 2021 , English (Alt)-101 in 2021 Development of Curriculum DSC IT , GE IT ( CBCS) by 1. Bidyut Konwar in 2019.	
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## 2. Teaching, Learning and Evaluations

Item		Remark(s) by assessor	
1	Are students' enrolment and profiles computerized and well documented?	Students' enrolment and profiles are computerized and well documented	
2	Number of International students & students from other states	International students: Nil (20-21) Students from other states : Nil (20-21)	
3	Maintenance of Teaching Diaries & Lesson plan/Teaching Plans in prescribed format, course progress record/course completed records	Faculty members prepare their diaries, lesson plans and course progress reports.	
4	Tutorials- Assignments, students' seminar, students' projects etc.	Tutorials, home assignments, students' seminar etc. conducted regularly.	
5	Conduct of Internal Exams - semesters, evaluation etc.	The college followed the University guideline and conducted CIE as per University calendar.	
6	Subject wise result analysis (percentage)	Result 2021	
		Programme/ Department	Percentage
		English	100
		Assamese	100
		Economics	100
		History	100
		Education	100
		Sociology	100
		Political Science	100
Pass Course	100		

		PGDCA	100	
7	Remedial/doubt clearing classes	College conducts remedial/doubt clearing classes and they are projected in departmental routines.		
8	Updating teachers Profiles	All faculty members update their academic profile regularly.		
9	Students full time teachers ratio	(781/28=27.89 ⇒) 28:1		
10	Number of teachers with PhD and M Phil	Teachers with Ph.D.: 02 Teachers with M. Phil.: 10		
11	Pass % of students in the last year final exam	Pass percentage of the students is found to be quite satisfactory.		

### 3. Research, Innovation and Extension:

Item		Remark(s) by assessors
1	Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the session (INR in Lakhs)	2020-21- Nil
2	Research Papers Published during last academic year (International=? National=? State=? Book/text books published	01No. : International
3	Papers presented during last academic year (International/National Seminars)	Papers Presented : NIL

4	Seminars/Workshop/Training Programme conducted during last academic year (International/National)	Workshop Conducted : 01 No.	
5	Records of linkages/MoUs during last academic year	<ol style="list-style-type: none"> <li>1. 06 Nos. MOUs with Other Colleges of Assam</li> <li>2. 01 No. with Nowgong College for mentoring of NAAC.</li> <li>3. 01 No. with Majestic Academy.</li> </ol>	
6	Record of subject/Department related extension activities	The academic Depts. organised good number of academic/socio-cultural extension activities and large number of students got involved in those activities.	
7	Awards and recognitions received for extension activities from government / government recognized bodies during the last five years	The students were successful in receiving awards/recognition for their commendable extension activities like before as the college has a glorious past with all sorts of sociocultural contributions to the society.	
8	NSS activity/NCC Activity	<p>NSS Unit of the college underlines the belief that welfare of an individual is ultimately dependent on the welfare of the society as a whole. The unit has successfully implemented Plantation, Awareness on Plantation, Cleanliness Drive, AIDS Awareness, COVID Vaccination, Road &amp; Safety Awareness Programme, NSS Day Observation, Sanitation Awareness Programme, Health Check-up Programme, Blood Donation Camp etc.</p> <p>NCC wing has been inculcating the spirit of discipline, patriotism &amp; community service. The wing is functional.</p>	
9	College has IIC	IIC has not been established yet.	
10	Women's Cell activity	Women Cell is successful in its mission to empower women students & staff, and make the college campus a safe place. It has organised various extensional activities in and around the college and has successfully implemented them.	

#### 4. Infrastructure & Learning Resources

Item		Remark(s) by Assessor	
1	College Library/Circulation of Library Books among students. Status of library automation(E-lessons & e-resources/e-journals)	The college has been trying to develop the Library.	
2	Availability of previous years question papers	Previous years question papers are available in Dspace.	
3	Keeping daily Record of Library's visitors	The visitor Registrar has been maintained.	
4	Number of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc	The college has 03 ICT-enabled classrooms and seminar halls and Faculty members take active role in maintaining ICT-environment in the college.	
6	Availability of WI-FI & Internet within the campus. Bandwidth of internet connection in the Institution	College has been a partially used WI-FI in the campus. The Library& Computer Lab. Have Netgear 19 WNR Wi-Fi Router with LAN/WAN 10/100 Mbps &Internet facilities with LAN 100 mbps bandwidth at present .	
7	Students' Canteen/recreational/sports amenities	The college has a small Canteen.	
8	Computer/Language labs (No. of labs & working systems)	30 Nos.	
9	Special facilities for Persons with Disability (PwD)	<ol style="list-style-type: none"> <li>1. Lavatory</li> <li>2. Wheel chairs</li> </ol>	
10	Girls Common room facilities	The Girls' Common room has all the required infrastructure facilities for girls including sports/games etc. and fitted with proper washroom	

		facilities.	
11	Hostels	The college has a Boys' Hostel.	
12	Sport facilities etc./Gym etc	<p>The college has the following facilities:</p> <ol style="list-style-type: none"> <li>1. Football Field of Delihi Dhal Ali High School (Permission granted)</li> <li>2. Gymnasium Hall of Olympus Gym ( MOU with the College)</li> <li>3. In association with Royal Cricket Coaching Centre . College provides (a) Professional Training , (b) Indoor / Outdoor Facility (c) Practice Match (d) Fitness Training</li> <li>4. Badminton</li> <li>5. Kabadi</li> <li>6. Yoga</li> <li>7. Indoor games like Table Tennis, Carom, etc.</li> </ol>	

### 5. Students Support and Progression

Item		Remarks by Assessors	
1	Role of Students' Union/Sports events conducted during the session	The college facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities.	
2	Students engagements and significant achievements in games & Sports	Engaging them in various co-curricular and extra-curricular activities such as conduct of fresher' social, college week, celebration of festivals, national and international days, participation of college students in inter college events and many others	
3	Capacity building and skills enhancement initiatives taken by the College	The IQAC and the academic departments and concerned committees take initiatives for organizing various activities for capacity building and skill enhancement programs.	

4	Career guidance Cell activities	Career Guidance Cell is quite active in its objective. Successfully held various counseling programmes and outcome of them is reflected in placement of outgoing students.	
5	Record of contributions by Alumni Association	Approx. 1.5 Lac	
6	College has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases record/Grievance Redressal Cell	The College has a Grievance Redressal Cell. It has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.	
7	Record of Anti-ragging cell	The college has strict anti-raging policy and students have been made aware of the same.	
8	Drinking water facility	Adequate and pure drinking water facilities are available in the college.	
9	Healthcare facility	Doctors on call. First-aid facility is available.	
10	Records of students progressing to higher education	It has been observed that a good number of students have been progressing to higher education and got admitted in reputed universities and HEI in the region.	
11	Records of Students benefited by scholarships and freeships provided by the Government	The college has been following the state govt. initiatives for free studentship etc.	

6. Governance, Leadership and Management:

Item		Remarks by Assessors	
1	To realise the Institutional vision and Mission by the administration	The college has a functional and active Governing Body.	
2	Distribution of works among the academic/administrative staffs	Distribution of works among the academic/administrative staffs is quite satisfactory.	
3	Faculty Development Program initiatives	College needs to encourage non-provincialized faculties for FDPs.	
4	Staff Welfare Initiatives	College maintains the record of staff welfare initiatives. Need to maintain a Staff Welfare Fund.	
5	Financial management and Audit of finances	<p>The Institution has a transparent and well planned financial management system in which Government is the main source of fund. The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem. The government funds are taken care of by the College Development Committee and Purchase Committee.</p> <p>After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government/UGC are initially submitted to an external</p>	

		Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.	
6	Resource Mobilization	The college has taken adequate measures to plan for resource generation and mobilisation	
7	Quality assurance initiatives of the College/Functioning of IQAC/Committees in (Minutes of the meetings)/participation in NIRF etc.	The IQAC of the college has been found to be active.	
8	Implementation of e-governance in areas of operation	The college office staffs have been working for efficient management of the office.	
9	Professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the last five years	College needs to enhance the no. of Professional development /administrative training programs organized by the institution for teaching and non-teaching staff.	
10	Number of Teachers undergoing FDP (Online/offline)	18 Faculties have undergone FDPs. College needs to encourage the non-provincialized faculties to undergo FDPs.	
11	IQAC	IQAC has been functional since 2016. The cell has been gearing up for NAAC's Assessment & Accreditation (1 <sup>st</sup> Cycle).	

7. Institutional Values and Best Practices:

	Item	Remarks by Assessors	
1	Measures taken for gender equity in the college	The College being a co-educational institution has maintained an ambience which is congenial in terms of gender equity.	
2	Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities	The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste and religion are studying without any discrimination. Though the institution has diverse socio-cultural and linguistic background, college does not have any intolerance towards cultural, linguistic, communal socio economic and other diversities.	
3	Best/innovative practices undertaken by the institution	<ol style="list-style-type: none"> <li>1. Planting of saplings by freshers every year.</li> <li>2. Shedding light on the glorious activities of Lachit Borphukan in the campus once in a month</li> </ol>	
4	Management of the following types of degradable and non-degradable waste : Solid waste management Liquid waste management Biomedical waste management E-waste management	<p>College has a place on its campus where the solid wastes materials are disposed. There are not much waste in the college.</p> <p>The waste water is carried out through the canal. This system is made by the Public Welfare Department of the state government.</p> <p>Biomedical Waste Management- There is no biomedical waste management system as the .college does not have any biomedical waste.</p> <p>E-waste management: College dumps its E-waste where Municipal Board dumps the waste of the Town.</p>	

5	Water conservation facilities available in the Institution	The college has taken initiatives for water conservation strategies, Rain water harvesting etc.	
6	Green campus initiatives Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives: • Green audit • Energy audit • Environment audit	The college has many green initiatives for maintaining a green campus of the college. Green Audit, Energy Audit and Environment have been done in 2021.	
7	The Institution has a prescribed code of conduct for students, teachers, administrators and other staffs	The Institution has a prescribed code of conduct for students, teachers, administrators and other staffs.	
8	Institutional Distinctiveness	“IF DAUGHTER IS EDUCATED, IT IS EQUIVALENT TO AN EDUCATIONAL INSTITUTION” Backward Area of Nawjan Area: Motivating Parents for encouraging their daughters to pursue primary to higher education.	

## **Recommendations:**

1. The College Website is expected to display the Programme Outcome and Course Outcome for every programme and Course. PO-CO matrix needs also to be presented along with.
2. A Standard Operating Procedure for online classes may be prepared as physical classes may get disrupted in the future again.
3. The number of e-contents prepared by the faculty of the college is not adequate.
4. The college may adopt at least up to 10 nearby villages as far as academics/child education/health and hygiene/gender sensitivity/ drinking water/environmental awareness programs etc. are concerned.
5. A structured mechanism to detect slow and fast learners at the beginning of the programme shall be very helpful for the holistic progression of all students. The ICT system can be used for a central database of slow learners and the Principal's office and the IQAC should monitor the progress of such students closely.
6. Faculty be made aware of the variables of the Student Satisfaction Survey (SSS) so that they are motivated towards full satisfaction of the students.
7. A good number of nearby High and HS schools may be adopted academically to encourage students from a young age for higher education/Science education etc. This will also strengthen college extension activities.
8. The College may think of admitting some students from nearby areas in its value added and skill development courses in addition to the regular college students.
9. Teachers may still be encouraged to take part in more quality improvement programmes offered by reputed institutions even in online mode without disrupting the regular academic activities.
10. The Academic departments should try to make provisions for students' internships during the vacation period in collaboration with nearby industries/Banks/Tea-gardens/Insurance companies etc.
11. There should be an active Placement Cell; and the Cell should help the students in getting meaningful employment. The role of the Cell will be more important and essential for the College as the provisions of NEP 2020 envisage considerable number of credits being completed through internship. The Placement Cell may also help the students in getting prepared for National and State level competitive examinations also.
12. The College should establish an Institute Innovation Council (IIC) as per the norms of the Innovation Cell, Ministry of Education, Govt of India during This will help bringing out hidden talents among students as far as start-up and other endeavours are concerned. Few add-on courses are already dealing with entrepreneurship and the new Cell may help in such efforts.

13. The strength of the active alumni associations may be channelled well in developing the college resources. As they have been doing already, a more structured approach may be adopted to synchronise the efforts of the alumni with that of the college in achieving the Mission and Vision of the College.
14. A few Study Centres may be considered for development in the College: a. Study Centre for India's Act East Policy b. Centre for Eco- restoration/River restoration, c. Centre for developing English Language Proficiency: IELTS/TOFEL etc.
15. The ICT-enabled classrooms should maintain user registers (Log book) separately and the college can encourage all Departments to use these ICT- enabled classrooms regularly (with prior booking) at least for say, 40 percent of total allotted classes.

1.	<p><b>Dr.SaratBarkataki,</b></p>  <p><b>(Dr.SaratBorkataki)</b> Principal, Nowgong College (Autonomous) &amp; Member of NAAC Mentoring Committee, Govt of Assam</p> <p><b>Member, Academic &amp; Administrative Audit Committee</b></p>
2	<p><b>Prof. JogenChKalita</b></p>  <p><b>(Dr. Jogen C. Kalita).</b> <b>Professor &amp; Head</b> Dept of Zoology, Gauhati University &amp; Member of NAAC Mentoring Committee, Govt of Assam</p> <p><b>Member, Academic &amp; Administrative Audit Committee</b></p>

