

**Academic and Administrative Audit  
(AAA)**



**Lakhimpur Girls' College**  
Khelmati, North Lakhimpur  
Assam-787031

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## General Information

<b>Name of the College</b>	Lakhimpur Girls' College															
<b>Address</b>	Khelmati, North Lakhimpur, Assam, PIN 787031															
<ul style="list-style-type: none"> <li>• Website</li> <li>• Email</li> <li>• Phone number</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://lgcollege.ac.in/">https://lgcollege.ac.in/</a></li> <li>• <a href="mailto:lgcollege72@rediffmail.com">lgcollege72@rediffmail.com</a></li> <li>• 03752-295014</li> </ul>															
<b>Date of college Establishment</b>	16/08/1972															
<ul style="list-style-type: none"> <li>• Name of the Principal</li> <li>• Email</li> <li>• Mobile Number</li> </ul>	<ul style="list-style-type: none"> <li>• Dr Surajit Bhuyan</li> <li>• <a href="mailto:surajitnlp@gmail.com">surajitnlp@gmail.com</a></li> <li>• +91 94350-86064</li> </ul>															
<ul style="list-style-type: none"> <li>• Name of the IQAC Coordinator</li> <li>• Email</li> <li>• Mobile Number</li> </ul>	<ul style="list-style-type: none"> <li>• Dr Kalidash Brahma</li> <li>• <a href="mailto:kalidashbrahma@gmail.com">kalidashbrahma@gmail.com</a></li> <li>• +91 70866-70293</li> </ul>															
<b>Affiliating University</b>	Dibrugarh University															
<b>NAAC Grade with Cycle, Accredited Year &amp; CGPA</b>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Accreditation Year</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B+</td> <td>77</td> <td>2004</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>3.01</td> <td>2014</td> </tr> </tbody> </table>				Cycle	Grade	CGPA	Accreditation Year	Cycle 1	B+	77	2004	Cycle 2	A	3.01	2014
Cycle	Grade	CGPA	Accreditation Year													
Cycle 1	B+	77	2004													
Cycle 2	A	3.01	2014													
<b>Total number of departments</b>	16															
<b>Total number of faculty</b>	<b>Male</b>		<b>Female</b>													
	29		26													
	55															
<b>Program-wise student strength</b>	<b>H.S.</b>	<b>B.A.</b>	<b>B.Sc.</b>	<b>M.A.</b>	<b>Total</b>											
	555	1158	505	22	2240											
<b>Date of Visit</b>	10/05/2022															




### **Preface:**

For the essentiality of understanding the existing system and strengthening academic departments and administrative units, Lakhimpur Girls' College invited a committee to conduct the Academic and Administrative Audit of the college. The committee consisted of the following members:

- (i) Gopal Ch. Hazarika  
(Retd.) Professor, Department of Mathematics  
Dibrugarh University
- (ii) Sarat Ch. Kakaty  
Department of Statistics  
Dibrugarh University

The committee first interacted with the faculty members of the college and exchanged opinions/ views with the faculty members as to how to prepare SSR, which is to be submitted to the NAAC(3<sup>rd</sup> Cycle) for Assessment and Accreditation. The committee next interacted with the faculty members who are engaged with the task of preparing SSR criteria-wise. Committee listened to the faculty members and addressed the queries that were raised by them as regards preparing the draft SSR online. The committee has also gone through the report prepared by the college authority, which is carried through in strict adherence to the NAAC guidelines.

Upon thoroughgoing checks and vetting of papers, committee records few suggestions/ recommendations/ observations which are given at the end of the report.



# Report prepared by the College

## Criterion-wise Observations

### 1. Curricular Aspects:

As an affiliated college under Dibrugarh University, the college follows the curriculum prepared by the university. The college ensures the smooth delivery and implementation of the curriculum through a well planned and documented process.

- All departments strictly follow an Academic Calendar issued by the college which provides the date of commencement of academic session, term work (home assignment etc.) submission, internal assessment date, tentative in-semester examination dates, final semester examinations dates etc.
- Workload of individual faculty members is calculated by respective HoD of the department on the basis of the syllabus and faculty strength at the beginning every semester and hence depending on the expertise, experience and opted choices the subject allocation is done.
- A constant monitoring of the students is being done by each department through conducting sessional examinations, assignments, seminars and group discussions regularly.
- All faculty members have their own lesson planning for both theory and practical classes.
- Each faculty is given a teacher's diary, wherein they maintain records of each class they have taken in a day.
- 40% of full time faculty members are engaged in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years.
- With the objective of fostering discipline, positive human values and gender sensitization amongst the students, and to facilitate their holistic development the college encourages all the students to join NCC/NSS as volunteers. They are encouraged to go for rural camps and create awareness about health, hygiene, education and personal development. Further, students are sensitized about different societal issues prevailing in the locality in collaboration with charitable organizations/NGOs.



- Environmental awareness amongst the students is created by providing knowledge on environmental issues, its degradation, and measures to be taken for its sustainability.
- As a women institution, the college emphasizes on the issues related to gender equality, women empowerment and social justice. Organizational climate, stress management, SWOC Analysis, self-actualization, human values is also included as a part of the curriculum of several departments.
- The college introduced P.G. course in Home science from the academic session 2015-2016 under Dibrugarh University for the first time in North East India at college level.
- In order to generate a wide range of employment opportunities, the college has offered Certificate/ Diploma/Add-On courses such as (i) Human Rights (ii) Nursing and Health Care (iii) Nursery Teachers Training (iv) Fashion Designing (v) Tourism and Travel Management (vi) Dietetics. Introduction of a few Add-on courses is under process.
- The college also hosted the KKHSOU study center from 2007. The center offers (i) Bachelor's degree in almost all branches of Humanities and Social Sciences, (ii) Masters in Assamese, Sociology, Political Science and Economics (iii) Diploma program in Journalism and Yoga and (iv) Certificate course in Nursery Management and Creative Writing.

## **2. Teaching, Learning & Evaluation:**

The teachers and the students of the college make collaborative efforts to make the teaching-learning process a success. The teachers adopt both traditional and modern methods of teaching as per the demand of the concerned subject.

- Advanced and alternatively-abled learners are identified with the help of in-semester and end-semester assessments (previous semester).
- Advanced learners are encouraged to write articles, papers and present papers in seminars and participate in inter-college, state and national level competitions. Also they are being engaged in career counseling, advanced topic discussions and seminars at departmental level.
- Remedial/extra classes or one-to-one discussion with teachers are arranged for alternatively-abled learners.




- Progress of the students is assessed with the help of classroom activity, questioning session, sudden test and in-semester tests at departmental level.
- Quiz competitions and group discussion on various topics are also organized regularly by each department to assess the learning levels of the students.
- Annual parent-teacher meetings are organized to discuss students' progress at the college and find solutions to academic or behavioral problems.
- All departments organize various extensions, community oriented and outreach programmes, making students active participants, to build self confidence and a sense of harmony and motive of dedication towards the locality and to acquire diverse experiences.
- All teachers use ICT enabled tools like PPT, video clipping, films, E-resources etc. for an effective teaching-learning process.
- The evaluation of internal assessment marks for all the students is transparent. It is awarded on the basis of their performance in sessional examinations, attendance, home assignments/projects and classroom activity.
- 1561 students have appeared in Degree final examination in last 5 years out of which 1013 students have passed. Pass percentage across the years is 65%. A good number of students bagged university rank in B.A./B.Sc. final examination.
- Mentorship program is introduced to provide academic guidance and support to all the students at personal level.
- The college aims to make the students ready for their professional lives by imparting various ways to deal with how to solve work-based problems ethically.

### **3. Research, Innovation & Extension:**

The faculty members of the college are engaged in genuine research work in different areas. 70% of the faculty members have either completed or are currently pursuing Ph.D. / M.Phil. degrees from recognized institutions. Moreover a good number of Sponsored Research Projects are ongoing or have been completed by the faculty members of several departments.

- Out of 57 full time faculty members, currently 16 hold Ph.D. degree and 20 hold M.Phil. degree. Also 10 faculty members are currently pursuing Ph.D. degree.

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- A total number of 59 research papers have been published in national/international peer reviewed journals in the last five years. Moreover, a total of 9 books and 35 book chapters in edited books with ISBN have been published during this period.
- The college publishes a peer reviewed online journal KANCHIOLI with ISSN 2583-0740. The journal aims to publish original articles in the branch of Humanities and Social Sciences.
- In the last five years, the faculty members of the college attended in 88 seminars, 55 workshops including FDPs, 16 orientation programs and 19 refresher courses.
- The college has successfully organized 4 seminars, 3 workshops and 1 symposium in the last five years.
- A total of 6 Sponsored Major Research Projects and 15 Minor Research Projects from University Grant Commission and Ministry of Science & Technology, Dept. of Biotechnology etc. have been completed by faculty members.
- Several faculty members are engaged in collaborative works at National and International research institutions.
- The college is also active in community works through collaboration with other institutions and organizations. For this purpose a total of 12 MoUs have been signed with IIT Bombay, Ramanujan College (Delhi University), NERIWALIM, North Lakhimpur College (Autonomous), Royal Treat Hospital, Dhakuakhana College. Collaboration with several institutions including Kaziranga University is also under process.
- 110 Extension Activities until today were carried out in the neighboring community in collaboration with industry, community and non-government organizations through NSS/NCC/departments/administration etc.

#### **4. Infrastructure & Learning Resources:**

The college provides excellent infrastructure for academics as well as extra-curricular and co-curricular activities. The college authority ensures proper operation and maintenance of the available infrastructure facilities.

- The college has a updated website (<https://lgcollege.ac.in/>) which is easily accessible and provides all important information to the students and stakeholders.
- The major facilities available in the college includes library, hostel, indoor and outdoor sport facilities, digital/smart class rooms, computer center, gymnasium and yoga center, canteen,



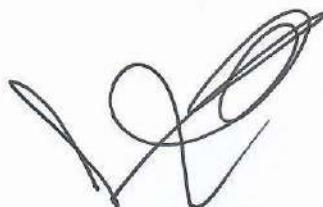

laboratories, conference hall, common room for teachers and students, well furnished classrooms etc.

- The college also provides safe water drinking facilities, sanitary pad dispenser facilities, sanitation/toilet facilities, uninterrupted power supply and parking facilities.
- The central library is fully computerized with the SOUL 2.0 package installed in the library computer system. The library has a collection of 20161 printed books, 18 journals/periodicals and 10 newspapers. With the subscription of N-List of Inflightnet, the readers get access to more than 3000 ebooks and e-journals. The college has also installed D-space digital library software to organize, manage and provide access to institutional repositories.
- The college has two computer laboratories. 96 PCs are made available in computer centers, library, departments and offices with internet facility (100 mbps) for academic and administrative works. The Computer-Student ratio is (approx) 1:17.
- For the purpose of avoiding piracy and securing data, the college is keen to avail genuine products like Windows, Linux, MatLab, antivirus etc. All the softwares are regularly updated.
- There is a Health Care Unit in the college campus that provides necessary first aid treatment to the students during college hours. For the better and emergency health treatment of the students, the college has signed an MoU with Royal Treat Hospital.

#### **5. Student Support & Progression:**

The college deeply believes in the necessity of student support for their all round development. The academic progression of a student is being monitored through their performances in semester examinations. Also there are various bodies/committees like Students' Union Body, Career Counseling and Placement cell, NCC, NSS, Literary Committee, Sports Committee, Cultural Committee etc. under the leadership of the Principal to extend additional support and care required for the progression of its students.

- The college provides financial support to economically weak students. A total of 57 students have benefited from this scheme in the last 5 (five) years.
- 154 students of the college have qualified for ISHAN UDAY scholarship provided by Govt. of India.





- The college, in conjunction with AASU, has adopted schemes like Civil Service Entrance Coaching, AROHAN, Career Counseling etc from which 286 number of students benefited for competitive examinations.
- Students with good academic performance are motivated to pursue higher studies. 398 students have enrolled in Masters programs in universities and other higher educational institutions. Moreover, a good number of students have bagged positions in Masters programs.
- A total of 44 students of the college have qualified regional/national level competitive exams like NET/GATE/SLET/TET/Civil Services/State Government Services.
- The college holds a good placement record with 32 no. of placements in government sector, private sector and banking sector.
- The college has an active alumni association that often takes part in organizing events like alumni meet golden jubilee year, foundation day, saraswati puja etc. Most of the alumni of the college have a good practice of donating a book to their departmental library. The college website provides a link (<https://lgcollege.ac.in/alumni/registration/>) for alumnae registration. Total Alumnae contribution during the last 5 (five) years is Rs. 5 Lakhs.

#### **6. Governance and Leadership:**

The governance and management of the college are well maintained by the Principal through the Governing Body and are aligned with the mission and vision of the college. The Governing Body consisting of President, Secretary (the Principal), Local MLA, representatives from teaching and non-teaching staff, university nominated members and guardian members holds regular meetings to make sure that the college administration runs smoothly and can achieve its goals.

- The Internal Quality Assurance Cell (IQAC) of Lakhimpur Girls' College was formed in January 2005 to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the college.
- The Academic Committee of the college took responsibility of managing the process of selection and appointment of contractual teachers. This committee consists of the Head of all Academic departments. Moreover, this committee also manages the academic affairs of the students including attendance records and internal evaluation.

  
  
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- The Purchase Committee has been activated to manage all kinds of procurements amounting above Rs. 20,000.
- Digitized attendance register is well maintained for teaching and non- teaching staff. student attendances, feedback, assignments are received through the mobile app Class O Clock.
- Admission procedure is conducted purely on merit basis. Online admission process has made the selection process transparent.
- All financial dealings (i.e. payments and receipts) of the college from 1st April to 31st March are maintained by a Junior Assistant and cross-verified by the Principal of the college. Internal Audit is carried out by Chartered Accountants, External Audit is carried out by Govt. Auditor (Local Fund).

#### **7. Innovative Practices:**

From its genesis, Lakhimpur Girls' College has strived to bring new innovations in various fields. In regards to the college's prime vision and objective, the institution tries to bring about new developments for the betterment of its students. Some of such initiatives are listed below:

- Mentoring continues to be a favourite practice. The teachers of the various departments are entrusted with the responsibility of mentoring groups of students for their academic and other development. As a result, students-teachers relationship has improved a lot and the behaviour of the students has undergone remarkable change.
- Being a higher educational institution for women education, the college prioritizes the importance of promoting equal rights and opportunities for women. Observation of International Women's day, installment of sanitary napkin dispensers inside the college campus, self defense course for students are some notable steps taken by the college.
- The college ensures that different types of degradable and non-degradable wastes are properly managed and disposed. E-wastes such as computers, batteries, and other electrical and electronic parts are sold directly to vendors which ultimately lead to safe disposal. Liquid wastes from toilets and lavatory are disposed in soak pits.
- Students from different communities are encouraged to showcase their cultural heritage through providing platforms like college week, freshmen social and other cultural events.

  
  
 15/5/22

- The college celebrates national and international commemorative days such as Independent Day, Republic Day, National Voters' Day, National Science Day, World Environment Day, International Yoga Day etc.
- In order to make the lockdown period (2020-21) productive for the students as well as the teachers and to continue the academic atmosphere in the college, 17 one-day webinars and 1 three-day webinar was organized.
- The college has adopted Gosai Sapori village, where several community services and extension programs have been conducted for the betterment of the area. Also in collaboration with district administration, the college has adopted Hatilung, Gosai Sapori, Gagaliyan, Nalkata and Fesuchapari village under Unnat Bharat Abhiyan (UBA).
- Various programs are organized inside and outside the campus to raise awareness on the importance of women's health.
- The college puts impetus on the development of life skills which will help the students in their future. In regards to this, programs on career options, self-learning, innovations, importance of inculcating hobbies etc. are conducted.

### **SWOC (Strength, Weakness, Opportunities & Challenges) Analysis**

SWOT Analysis was carried out to identify and assess internal and external forces impacting the growth of the college. The following are some key observations of this analysis.

#### **Strength:**

- Mainstay of the college: Faculty members and Students enrolled.
- Infrastructural facility is up to scratch.
- Geographical Advantage (located in the town area).

#### **Weakness/ Limitations:**

- Vocational courses require to be augmented.



  
20/5/22

- Linkages be incremented.
- Well furnished auditorium is the need of the hour.

#### **Opportunities:**

- To implement NEP -2020 and address its ramifications/ offshoots.
- Scope of introducing integrated B.Ed. courses.

#### **Challenges:**

- Generation of revenue through self-finance programmes.
- Expansion of college campus is one of the handicaps.
- Enrollment in few departments is a cause of concern.

#### **Pressing Imperatives :**

- Enterprise Resource Planning (ERP) requires be implemented fully in the different branches of the college.
- Soft-skill requires to be implemented in the college.
- College campus be fully Wi-fi enabled.
- Linkages and collaborations with institutions be augmented.

#### **Strength of the College :**

- Collegiality that exists on the campus is rich.
- Eco-system of the college is very good.
- Alumnae strength and contribution is encouraging.
- Extension activities/ outreach activities are up to the mark.
- Research culture is satisfactory, the committee opines.
- Library is well equipped.

#### **Suggestions and Recommendations**


- All classes be made ICT enabled.
- Departments be provided with Smart-boards.





  
15/5/22

- Library services be suitably upgraded.
- Faculty members be encouraged to get involved with the projects which, in other words, helps creating a kind of financial resource mobilization in the college.
- Faculty of Assamese department be advised to create a "Collocation Dictionary", which will enrich the language and culture of Assamese society.

I do agree with the observations recorded in this report by the Audit Committee.

  
Principal 10/5/2022

Lakhimpur Girls' College  
Principal  
Lakhimpur Girls' College  
North Lakhimpur, Assam

<p> 10/5/2022</p> <p><b>Gopal Ch. Hazarika</b> (Retd.) Professor, Department of Mathematics Dibrugarh University (Chairperson of the AAA Committee)</p>	<p> 10/5/22</p> <p><b>Sarat Ch. Kakaty</b> Department of Statistics Dibrugarh University (Member, AAA Committee)</p>
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10/5/22