Visit Schedule of Academic and Administrative Audit (AAA),

North Bank College,

Ghilamara

(13-09-2023)

10-00 am   : Arrival of the AAA Team at the College.

10-15am to 11-15 am : Meeting with Principal and IQAC
                                      members and presentation.

11-15 am to 12-45 pm: Visit to all department and departmental
                                      presentation.

12-45pm to 01-30pm   : Visit to Accounts office, Library,
                                      Computer Lab., NSS and common facilities
                                      like canteen, sports etc.

01-30 pm to 02-15pm : Lunch on meeting with the GB Members.

02-15pm to 03-00pm : Interaction

03-00 pm to 03-45 pm: Preparation & presentation of the report.

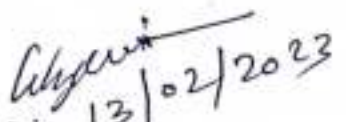04-15 pm   : Exit of the Team from the College

08/09/2023
Principal
North Bank College
Ghilamara

Academic and Audit Report
of NORTH BANK COLLEGE,
Ghilamara, Lakhimpur, Assam.

The report is the result of the inspection/ examination of the facts and documents as regards the total academia and administrative and academic governance of the College. The Committee examines and cross verifies the records and facts that are prepared by the college in strict adherence to the NAAC guidelines based- Terms of Reference (ToR) given by the academic and administrative audit Committee. Upon thoroughgoing checks and verification, the Committee records/ endorses few observations, recommendations and suggestions which are given in tabular form as follows.

It is to be noted that records presented by the college authorities bear testimony of the facts. The Committee testifies what are presented in the colleges.

(Prof. S. C. Kakaty)
13/09/23

13/02/2023
(Prof. G. C. Hazarika)

AUDIT TEAM REPORT ON
ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)
OF NORTH BANK COLLEGE

Place : Ghilamara, Lakhimpur, PIN:787053, State: ASSAM

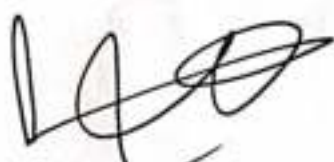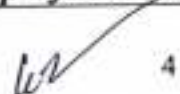| Section I: GENERAL	Information
1.0.0 Institutional Data	
1.1.0 Basic information	
➢ **Name & Address of the Institution:**	North Bank College P.O. Ghilamara, Dist. - Lakhimpur PIN 787053, Assam (India)
➢ **Year of Establishment:**	1961
1.2.0 Present status	**Provincialized – Arts Stream** **Non – Provincialized – Science Stream**
1.2.5.0 Current Academic Activities at the Institution (Numbers):	
• **Faculties/ Schools:**	2 *Faculties* B.A. (Honours & Non-Honours) B.Sc. (Honours & Non-Honours, Except Computer Science Dept.)
• **Departments/ Centres:**	16 Departments (Arts & Science) UG Skilled Based Programme (Computer)
• **Programmes/ Courses offered:**	B.A. (Honours & Non-Honours) B.Sc. (Honours)
• **Permanent Faculty Members:**	23 (Permanent, Sanctioned) 21 (Permanent, Non Sanction) and 07 (Contractual Faculty)
• **Permanent Support Staff:**	*16*
• **Students:**	*616 (Session 2022-23)*
1.2.5.0 Three major features in the institutional Context (As perceived by the Peer Team):	• *Green, Eco-friendly and Gender-friendly college campus* • *Student centric teaching learning process and extension activities* • *Course curriculum is implemented with proper planning and documented accordingly*
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Schedule of Academic and Administrative Audit (AAA), North Bank College, Ghilamara (13- 09-2023): 9.55 am : Arrival of the AAA Team at the College.

	10.00am to 10.45 am : Meeting with Principal and principal presentation 10.45. 11.15 am : Meeting with IQAC members and presentation of IQAC. 11-15 am to 1.340 pm: Visit to all department and departmental presentation. 1.30 pm to 02.-00pm : Visit to Acc , Administration branch and common facilities like canteen, sports , Library, NSS and NCC etc. 2.00 pm to 02-45pm : Lunch on meeting with the GB Members. 02-45pm to 03-00pm : Interaction 03-15 pm to 04-15 pm : Preparation of the report 04-15 pm onward: Exit meeting and presentation of the report to the principal 5.00 pm : Exit of the team from the College
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairman	**Dr. Gopal Ch. Hazarika**
Member	**Prof. Sarat Ch. Kakoti**
Member	
Member	
Member	
Member	
NAAC Officer:	

Section II: CRITERION WISE ANALYSIS	Observations (Strengths and/or Weaknesses) on Key-Aspects (Please limit to three major ones for each and use telegraphic language (It is not necessary to indicate all the three bullets each time; write only the relevant ones)
2.1 Curricular Aspects:	
2.1.1.0. Curricular Design and Development :	• *For effective curriculum delivery, all the faculty members of a department discuss the syllabus, and units are distributed accordingly to the faculty members under the supervision of the Head of the department* • ***Teachers' diary and HoD diary** are maintained*

	- The authority holds regular meetings with HODs on the progress in curricular delivery - Implementation of **Student-Mentoring system** - **Use of ICT facilities**
2.1.2 Academic Flexibility:	- *The institution has inter-disciplinary courses, viz., Skilled Enhancement Course (SEC) and Generic Elective (GE)* **Skilled Enhancement Courses (SEC):** - DTP in Assamese - Basic Field Training - MS. Excel and its application in business - Teaching in Elementary Level - Photoshop and Web Design - Library and information science
2.1.3 Curriculum Enrichment:	*Pool of special courses are offered on the Computer Science, Library science, Human Rights, Fish Breeding etc. The main focus on ...* - *The experimental learning – Field Trips, Faculty Exchanges, Project Work, Popular Talk etc.* - *The students activities including involvement in seminar, group discussions, and other activities etc. are promoted.*
2.1.4 Feedback System:	- *The IQAC collects feedback on different aspects, viz curriculum, academic environment, teaching learning process, infrastructure, library, admission procedure, examination system etc. from the Students, Teachers, Parents, and Alumni. The collected data are analysed and taken action* - *Online mode of feedback system was introduced from 2021-22 session*

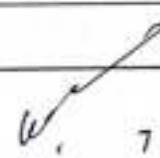| 2.2 Teaching-Learning & Evaluation:	
2.2.1 Student Enrolment and Profile:	• The enrolment in last five years (UG 1st Semester only): 2018-2019 : 356 2019-2020 : 255 2020- 2021 : 344 2021- 2022 : 290 2022- 2023 : 227
2.2.2 Catering to Student Diversity:	• The preliminary process of identifying slow learners and others is carried out through the general counselling session organized by the institution after the admission process is complete. • After admission the teachers of each department also organize **introductory meetings** with the students where their individual learning aptitudes are identified. • **Special tutorial classes are organized** by the departments to assist slow learners which benefits advanced learners as well. • **Seminars, group discussions**, etc. are organized on a regular basis to help students with their understanding and to improve their interactive abilities. • Advanced learners are encouraged to prepare for various competitive examinations. They are provided with additional study materials to utilize their learning capacities to the full extent. Talks and seminars on **career orientation** are conducted by the institution. • **Collaborative learning** in encouraged where advanced learners assist their less capable classmates with the preparation of notes and assignments etc. • The institution regularly conducts activities such as **career orientation programs, seminars, and talks on various topics** in which students are actively involved. • In order to make the teaching-learning process more engaging various **ICT mediums** are used in the college. Both advanced and slow learners are helped through this means as the learning process is made more interesting and interactive. • **Student-full time teacher ratio was 14:1 in 2022-23**
2.2.3 Teaching-Learning Process:	• The institution conducts **workshops, seminars, and collaborative exercises** which do not limit the student to textbook learning but engages their interactive skills as well. • Group discussions and group projects in

	addition to workshops and seminars are also used as participative learning methods to engage students. • The **problem-solving capacities** of students are gauged and improved **through remedial classes.** Moreover, **regular tests** are conducted to assess the students. Competitions are also organised. • The college observes many different events on special days of international, national and state significance as part of experiential learning exercises. Students not only are made aware of observance of different days but are also encouraged to work as teams in organizing such events. • **Practical and experimental learning** is carried in the well-equipped laboratories of the different departments. • The college is equipped with a number of **Smart and Digital Boards** which enrich the teaching-learning process and make it vastly more engaging. • The college has **Digital Classrooms** having all the required equipment for a digital educational experience. The rooms are equipped with smart boards, projectors and screens, microphones and speakers, servers for internet connectivity etc. • **Mentors-Mentees ratio was 1:14 in 2022-23**
2.2.4 Teachers quality	• Number of Teachers (Permanent) who have qualified for award of the degree of Doctor of Philosophy (Ph D): **8**
2.2.5 Evaluation Process and Reforms:	• Internal assessment of the students is carried out according to the examination rules and schedule stipulated by the Dibrugarh University. Two Sessional written examinations, seminar, group discussion, viva and home assignment are conducted as part of internal assessment. The sessional written examinations are conducted by the institution centrally while other assessments are conducted by the respective departments.
2.2.6 Student Performance and Learning Outcomes:	• **The Pass percentage for Arts** 66.28 % : (2018-19) 95.24 % : (2019-20) 96.48 % : (2020-21) 85.33 % : (2021-22) 85.61 % : (2022-23) • **The Pass percentage for Science** 35.48 % : (2018-19)

	83.62 % : (2019-20) 100 % : (2020-21) 88.46 % : (2021-22) 80.26 % : (2022-23)
2.3 RESEARCH, INNOVATIONS AND EXTENSION:	
2.3.1 Promotion of Research:	• Through seminars, popular talks and group discussions organized for and among students. • Through National seminar organized both for the teachers and students • North Bank College Research Consultancy Cell exists
2.3.2 Resource Mobilization for Research:	• *Funds from North Bank College Teachers Unit, North Bank College Women Cells are used for Infrastructure and departmental /cell level research.*
2.3.3 Research Facilities:	• Even though the research facilities are negligible, the college library provides books for the researchers. • Majority of the departments of the college have their own proper equipment/ instruments for researchers.

2.3.4 Research Publications and Awards :	• *Research papers published in UGC care-list journals during 2018-19 and 2022-23*
	
	    2018-19: 00
	    2019-20: 01
	    2020-21: 02
	    2021-22: 04
	    2022-23: 06
	• *Research papers published in different journals / books during 2018-19 and 2022-23*
	
	    2018-19: 01
	    2019-20: 03
	    2020-21: 04
	    2021-22: 09
	    2022-23: 28

2.3.5 Consultancy/ Counselling	• College offers counselling services related to Socio-political-economic and cultural issues. • Consultancy/ Counselling at the fringes area villages for Socio-political-economic and cultural upliftment

2.3.6 Extension Activities and Institutional Social Responsibility:	*40 nos. of Extension activities by NSS/Women Cell/IQAC/ NCC etc. during 2018-19 and 2022-23* 2018-19: 02 2019-20: 03 2020-21: 09 2021-22: 17 2022-23: 09
2.3.7 Collaborations	*16 Numbers of MoUs with different institutions to undertake inter-institutional cooperative and collaborative activities in academic exchange and research activities. (Department of Assamese (1), Economics (2), Education (2) , English (2), Political Science (1), Sociology (1), Fish Breeding and Aqua Culture (4), In General (3))*
2.4.0 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	• **Total Classroom:30** • **ICT Based: 04** • **Conference Halls:01** • **Laboratory: 10 (Science & Arts)** • **Library (College): 01** o *(Every Department has their own Libraries)* • **Auditorium: 01 (open stage)** • **Indoor Stadium: 01** • **Girls' Hostel: 02 (Capacity:90 Seats)** • **Boy's Hostel: 02 (Capacity:40 Seats)** • **Canteen:01** • **Digital Center /Classroom: 04** • **Community Retail Store:01** • **Parking Shades: 03**
2.4.2 Library as a Learning	• **Books in the College Library: 8123**

Resource.	o **(Till 31st December 2022)**:
	o **(Text +Reference)**:
	
	    Text Books ; 2057
	    Reference :6066
	
	• **Periodicals:**
	    o **(Magazine:2 Journals: 3)**
	• **NLIST E-database & NDLI Club Member**
	• **Automated Library with *Koha* and Barcode system.**
	• **Extensive online learning support with E-books, e-journals, E- question papers, E-learning resources etc.**

2.4.3 IT Infrastructure	• **Online Teaching Learning Mechanism.** • **E-governance: Admission, Examination, Feedback. ID cum Library and Printing, Reprographic Service in Library, Online Transaction.** • **Partially Wi-Fi Campus with dedicated & need base Wi-Fi Dongle net Connection.** • *Biometric attendance system for employees, CCTV surveillance system, online UPS provision for power back-up .*
2.4.4 Maintenance of Campus Facilities:	• *The library committee ensures the best possible utilization of the library's resources by monitoring them, tracking any problems, and fixing them promptly.* • *Every hostel has a management team whose job is to keep an eye on things, find problems, and fix them so that the hostel is always running smoothly.* • *The Planning Board is responsible for designing campus improvements like new buildings and landscaping.* • *The Sports and Cultural Committee monitored, identified, and maintained all linked facilities.*

	• *The college's NSS and NCC also run periodic campus cleaning programmes.* • *The IQAC conducts regular quality audits* • *Regular inspections and maintenance of the plumbing and drinking water purification system are outsourced.* • *MoU with Context, NEWS for Maintaining college website, feedback portal, examination portal, ID card portal etc.*
2.5 Student Support and Progression:	

2.5.1 Student Mentoring and Support:	• *There are provisions for scholarships in the college both at the institutional level and from the government.*
	• *During the academic year 2020-21 a total number of 44 students benefitted from the schemes with 44 numbers of Scooties.*
	• *All total numbers of 771 students were benefited by scholarships and free ships provided by the Government during the year 2021-22.*
	
	• **Total students benefited by free ship under "Pragyan Bharati" (year wise)**
	    2018-19: 171
	    2019-20: 132
	    2020-21: 273
	    2021-22: 139
	    2022-23: 149
	
	• **A list of the students received scholarship (HS included) : (YEAR WISE)**
	
	2018-19: 370
	2019-20: 642
	2020-21: 618
	2021-22: 771
	2022-23: (Data not available due to technical problem.)
	
	• *Capacity building and skills enhancement initiatives taken by the institution include i) Soft skills, ii) Language and communication skills Life skills (Yoga, health and hygiene) and iii) ICT/computing skills*

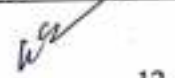|	

2.5.2 Student Progression (Placement and Progression to Higher Education):	• **Placement**
	    2018-19: 26
	    2019-20: 26
	    2020-21: 33
	    2021-22: 41
	
	• **Progression to Higher Education**
	    2018-19: 12.7%
	    2019-20: 20%
	    2020-21: 12%
	    2021-22: 14%

2.5.3 Student Participation and Activities:	• The institution has an inclusive policy for social justice where girls, PWD students, third gender community enjoy equal rights and respects. The code of conduct and college policies are based on the principles of social justice. • The institution has an indoor stadium, a Yoga Centre, an open green gallery, two volleyball COATCH and ON badminton court, playground for Football & Cricket, cultural, ONE OPEN STAGE ALONG WITH Clubs etc.. Students use these facilities for their holistic development.. • Both the students and teachers participate in various occasions /rallies celebrated/organized by the departments/college in a regular basis. • Students from the college received awards in national / state / district / university / local level competitions in the years (2018-2023) • **Students received awards in national level competition: 01** • **Students Received Awards in State Level Competition: 02** • **Students Received Awards in University Level Competitions: 10** • **Students received awards in college or local level competitions: 03** • The NCC team of the college is the winner in various competition held in different places of the state.

	In the last 5 years 41 numbers of students got selected for various sectors that have NCC membership from the college. List of the NCC students and designation
2.6 Governance, Leadership and Management:	

2.6.1 Institutional Vision and Leadership:	• The institution has a well-structured Mission and Vision and activities of the institution are planned as per the Mission and Vision.
	
	• *The vision of the college:*
	To establish a centre of excellence in an environment of scientific and professional knowledge and capabilities with the basic human values focusing on quality and career competency.
	  • *Mission of the college:*
	  • Focus on students.
	  • Strengthen faculty and staff.
	  • Engage stakeholders of the society and alumni.
	  • Foster the pursuit for academic and intellectual excellence.
	  • Focus on resource management.
	  • Promoting education with human face.
	  • Facilitating conducive environment for career competency.
	  • Application of modern input devices.
	  • Encouraging discipline, transparency and teamwork.
	
	• Authority and IQAC has successfully led the entire family where all stakeholders participate in decision making and decision execution process.
	  • *The department management committee makes sure that the students are participating in different activities that are related to their courses. All department committees continuously take part in decision making to ensure management progression and decentralization. Initiatives are taken to implement decentralization and encourage the members for active participation.*

2.6.2 Strategy Development and Deployment	• IQAC in tandem with committees and cells constituted by college authorities' work for the development of the college. All the decisions are taken using transparent mechanism.

	- IQAC formulates future plan for upcoming years. Academic calendars are prepared for the academic years. College has adopted one master plan in 2010 and one in the year 2015 and all developmental works are taken based on these Master plans. - Faculty recruitment and selection process is done as per the rules and regulations of UGC, Government of Assam and Dibrugarh University - E-governance in: o Admission, Feedback and Examination, Salary Bill, Scholarship etc.
2.6.3 Faculty Empowerment Strategies:	- *development programmes, workshops and seminars etc. organized by college and other institutions.* - *Faculties are promoted to higher stage following the annual performance indicators system based on DHE regulation.* - *Financial supports are provided to teachers for attending conferences/ Workshops.* - *Faculty recruitment and selection process is done as per the rules and regulations of UGC, Government of Assam and Dibrugarh University* - *Implementation of e-governance in Admission, Examination, Salary Bill, Feedback, Scholarship etc.*

2.6.4 Financial Management and Resource Mobilization:	- External financial audit done and utilization submitted for the years:
	    - 2018-20219
	    - 2019-2020
	    - 2020-2021
	    - 2021-2022
	    - 2022-2023 (Under process)
	
	- Funds are utilized in construction/revamping of: College gate, Sanitizer, Book Donation,
	- Annual Budget preparation, transparent fund management, timely utilizations report

	submission, participatory financial decision.
2.6.6 Internal Quality Assurance System:	⇒ IQAC has been formed as per NAAC guideline and IQAC ensures quality academic and administrative practice in each and every sphere. ⇒ IQAC annually meets to review and plan academic activities of the college. Decisions are taken in IQAC meeting and recorded in minutes. Action Taken Report (ATR) is prepared regularly. Participation in Green And Environment Audit, Energy Audit by component authority and feedback from all stakeholders.
2.7 INNOVATION AND BEST PRACTICES:	
2.7.1 Environment Consciousness	• Frequent on-campus and off-campus environment promotional activities, including awareness programme, plantation programme and observation of days related to environment. • College has used waste materials for revenue generation like Vermicompost production etc. • Reduced use of non-biodegradable waste and recycling of generated waste as well production of manure from biodegradable wastes. • The college is taking a very different idea of making the campus a "orchid hub" in future. In order to full-fill the same, steps are already taken. Most of the larger plants of the campus are hosted by a variety of orchids. • Harvesting and harnessing of rain water, recycling of waste water, and promotion of energy conservation policy including adoption of solar energy and installation of sensor-based machines and energy efficient equipment. • The college has the following types of degradable and non-degradable waste management systems: **Solid Waste Management:** Solid waste in the form of dry and wet waste, generated in the college campus is

	segregated in separate bins. The organic waste collected is used for vermicompost production and thus recycled.
	
	Liquid Waste Management: Liquid waste generated in the laboratories is checked for corrosiveness and disposed of after neutralization. Waste water from toilets, hostels, canteen and kitchens is disposed off through drainage system.
	
	- **Water conservation facilities available in the Institution:**
	  1) Rain water harvesting
	  2) Bore well /Open well recharge
	  3) Construction of tanks and bunds
	  4) Waste water recycling
	  5) Maintenance of water bodies and distribution system in the campus
	- *Green campus initiatives include*
	  1) Restricted entry of automobiles
	  2) Use of Bicycles/ Battery powered vehicles
	  3) Pedestrian Friendly pathways
	  4) Ban on use of Plastic
	  5) landscaping with trees and plants
	
	- *Quality audits on environment and energy are regularly undertaken through*

2.7.2 Best Practices:	- College has been working for the economic growth of the neighbouring villages. Training programmes, consultancy/counselling service, workshops, motivational sessions are organized for the economic development of the adopted villages. Economically productive items like Coconut tree Sapling, Broiler chicks, Pickle packing bottles are distributed among the villagers. - College has adopted an inclusive policy for environment where all the students need to plant and grow saplings. Students take active part in environment protection activities. Regular awareness programmes, activities, plantation drive, cleanliness drive etc. are carried forward for protection and promotion of the environment. College has undergone quality audits like Green Audit, Environment Audit and Energy Audits etc. - *E-GOVERNANCE*

Section III: OVERALL ANALYSIS	Observations (Please limit to five major ones for each and use telegraphic language) (It is not necessary to denote all the five bullets for each)
3.1 Institutional Strengths:	• Committed teaching staff and dedicated non-teaching staff who are ready to devote to their best of abilities. • 2. College has participatory system of governance where all stakeholders involve in decision making. • 3. North Bank College is well connected with the neighbouring community. It has adopted the village called "Chetia-gaon". Most of the extension activities are linked with that community and mentioned village.
3.2 Institutional Weaknesses:	• College is located in a remote area. • Inadequate Research support to the faculties due to infrastructure and financial constraints.
3.3 Institutional Opportunities:	• College has diversity in terms of students' enrolment and employees. These diversities may help in catering to a diverse knowledge base for all. • There is a huge scope and potential to be tapped from the disadvantaged and vulnerable populations that surround the college. • Due to her being located in a rural area, the college may tap into more opportunities in the field of rural empowerment and entrepreneurship. Short-term professional courses catering to local industries such as tea, tourism, mineral extraction, organic farming, horticulture, business management and digital media may be introduced.
3.4 Institutional Challenges:	• Government concurrences to the non-sectioned post is a challenge. • The health and sanitation situation of the

Section IV: Recommendations for Quality Enhancement of the Institution
(Please limit to *ten major ones* and use telegraphic language)
(It is not necessary to indicate all the ten bullets)

- Concrete steps for filing in the vacant positions of both teaching and non-teaching staff to be taken on priority basis.
- To overcome the challenges thrown by the NEP 2020 in transforming the college into a multi-disciplinary institution of higher education two more additional posts of assistant professors in each subject need to be created and the competent authority be urged upon.
- Adhere to and comply with the recommendations and regulations of New Education Policy 2020 and Four-Year Undergraduate Programme (FYUP) of Dibrugarh University.
- Increase the number of classrooms with ICT enabled facilities, such as, smart class, Learning Management Systems (LMS) to make the teaching learning process more effective.
- Special efforts may be taken for mobilization of resources for research. Apply more for the grants for Major Research Projects and Minor Research Projects from Government and non-governmental agencies.
- Comply with the recommendations of Previous NAAC peer team.
- Implementation of e-governance at the optimum level for smooth functioning of administration and academic areas.
- Register the Alumni Association and take necessary initiatives to increase the contributions of Alumni for overall development of the institution through their financial and/or other support services.
- Increase the number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/ Youth Red Cross (YRC) etc., (Including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs).
- Take initiative for design and development of curriculum for Add on/Certificate/ Diploma Courses
- Increase collaborations and/or linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc. For this purpose, encourage and support the functional MoUs with national and international institutions, universities, industries, corporate houses etc
- Ensure and focus on adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. for all round development of the students.
- Regular guidance to students for competitive examinations and career counselling.
- Efforts and strategies should be taken for grants from non-government bodies, individuals, Philanthropists.
- Encourage regular Academic and Administrative Audit (AAA) of the institution.
- Laboratory and class rooms for Science departments be separated.
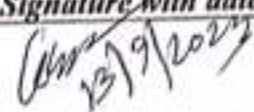- Class room desk-benches be replaced phase wise.

I agree with the Observations of the Peer Team as mentioned in this report.

13/09/2023

Principal
North Bank College

Signature of the Head of the Institution
Seal of the Institution

17

Signatures of the Peer Team Members:

Name and Designation		Signature with date
Prof. Gopal Ch. Hazarika	Chairperson	
Prof. Sarat Ch. Kakaty	Member	

Place: North Bank College, Ghilamara

Date: 13/09/.2023