

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (AAA)

Period of Audit: 2018-19 to 2021-22

(Four Academic Years)



LUMDING COLLEGE, LUMDING, HOJAI, ASSAM-782447

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INSTITUTION MOTO

“Tamaso Ma Jyotirgamaya” - Lead me from darkness to light.

INSTITUTION VISION

The college envisages to strive towards making education a means for the reconstruction of society by training the students to foster the freedom of the mind, the humanity of the heart and the integrity of the individual so that they can realize the great ideals of economic justice, social equality and political freedom. Thereby Lumding College will be the preferred destination for all.

MISSION

Lumding College aims at the attainment of academic excellence and professional competence by the young generation. Its mission is to provide knowledge through academic, co-curricular and extra-curricular activities and to develop the learners' personality with a strong value base. This holistic development of individual will lead to the promotion of national integration, harmony and secularism.

1. About the Institute

Lumding College is situated in the heart of Lumding town in the district of Hojai, Assam. It is one of the oldest college in this remote part of the state. The college was established on 14th August, 1959 by a group of visionary academicians, patriots and philanthropists who aspired for the growth of higher education in the small town of Lumding. Since its inception, the college had struggled through difficult phases of hardship to achieve its present status. The college was taken under the deficit system of grant-in-aid by the Govt. of Assam on 1st December, 1972 and was provincialized by the Govt. of Assam on 1st December, 2005. Today, Lumding College offers Higher Secondary as well as Three Year Degree (TDC) courses in three streams: Arts, Science and Commerce. It is affiliated to Assam Higher Secondary Education Council (AHSEC) and Gauhati University (GU) respectively.

Lumding College was accredited by the National Assessment and Accreditation Council (NAAC) with B+ grade in 2004 and in cycle-II, the College was re-accredited by the NAAC with B grade in 2018. It was upgraded to Model Degree College by RUSA in 2019. It gives utmost



importance to enhance the quality of higher education by considering the needs and expectations of each and every student.

The fraternity of Lumding College also considers the aspirations of people who are not able to pursue higher education due to various reasons. It has opened a study centre of the K.K. Handique State Open University which offers degree programmes such as BA, B.Sc., B.Com., BBA and BCA in the Distance mode. It has also opened a contact centre of the Institute of Distance and Open Learning (IDOL), Gauhati University in the campus which helps in pursuing various post-graduate programmes in the Distance mode.

2. General Information

1	Name & Address of the College	LUMDING COLLEGE, LUMDING, HOJAI, ASSAM-782447
2	Year of Establishment of the College	1959
2	Name of the Principal of the College, along with Tel. No. and e-mail ID	DR. MRINAL KANTI PAUL, 03674-263375/ 943566335, lumdingcollege@yahoo.in
3	AISHE ID	C-17141
3	Website Address	https://www.lumdingcollege.org
4	Year of Provincialization	1 st December, 2005
5	Number of Faculty and staff of the college	Faculty= 60 Staff= 27
6	Number of sanctioned Faculty and staff of the college	Faculty= 57 Staff= 23
7	Enrollment of Students (For UG only)	2018-19= 1563; 2019-20= 1434; 2020-21= 1417 2021-22=1522
8	Year of grant of the Model college status under RUSA	2019
9	Campus Area	4.5 acres
Departments and Program offered		
Sl. Nos	Department	Title of the Programme offered
1	Assamese	BA (Hons)/Regular in Assamese
2	Bengali	BA (Hons)/Regular in Bengali
3	Hindi	BA (Hons)/Regular in Hindi
4	English	BA (Hons)/Regular in English
5	Education	BA (Hons)/Regular in Education
6	Political Science	BA (Hons)/Regular in Political Science
7	Economics	BA (Hons)/Regular in Economics
8	History	BA (Hons)/Regular in History
9	Commerce	Common to all BCom (Honours) & BCom (Regular) programs
10	Management	Common to all BCom (Honours) & BCom (Regular) programs
11	Accountancy	Common to all BCom (Honours) & BCom (Regular) programs
12	Physics	BSC (Hons)/Regular in Physics
13	Chemistry	BSC (Hons)/Regular in Chemistry
14	Mathematics	BSC (Hons)/Regular in Mathematics



15	Zoology	BSC (Hons)/Regular in Zoology
16	Botany	BSC (Hons)/Regular in Botany
17	Geology	BSC (Hons)/Regular in Geology
18	Statistics	BSC Regular in Statistics
19	Computer Science	BSC Regular in Computer Science
Number of Certificate Course		Nil
Details of Accreditation		NAAC Accreditation: B+ Grade in 2004 NAAC Accreditation: B Grade in 2018
Recognition & Affiliation		Section 2(f) and 12(b) of UGC act 1956 Affiliated under Gauhati University since 1968-69

2. Academic and Administrative Audit (AAA)

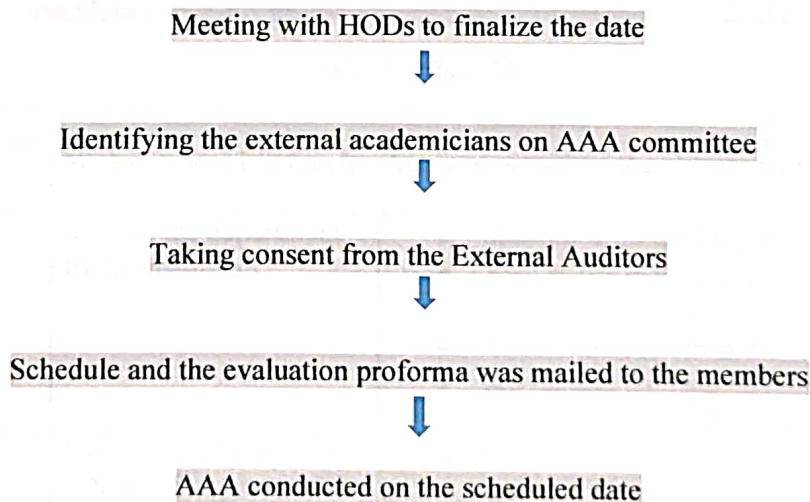
The main objective of the audit is to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution.

The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the department includes:

- Course content
- Teaching - Learning Process
- Examination and Evaluation system
- Results
- Other activities
- Infrastructure
- Department Administration

Process Involved:

The process involved for the AAA by the external members is given below.



As per the names suggested and their consent, Academic and Administrative Audit Committee for the years 2018-19 to 2021-22 consisting of the following members was constituted by the Principal:



Sl. Nos	Name of the External Member	Affiliation	
1	Sri Amar Gautam	Academic Register i/c & Associate Professor, Rabindranath Tagore University, Hojai, Assam	Chairman
2	Dr. Sagar Baruah	Retired Principal Khagarijan College and Member of Governing Body Lumding College as Gauhati University nominee.	Member
3	Sri Dibyojyoti Hazarika	Principal, Maibong Degree College, Maibong, Dima Hasao, Assam and Member of Governing Body Lumding College as Gauhati University nominee.	Member

The meeting of AAA committee was fixed on 10.08. 2022. The AAA team was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, Head of Departments and the Coordinators during which Principal presented the overview of the institute, developments and the achievements made. Members of the team were briefed about the objective of the audit and the procedure involved.

The members visited the departments, the infrastructural facilities in the department such as classrooms, laboratories and interacted with the teaching staff and the technical staff to know the academic and administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared by the member.

Also, the members visited the central facilities such as Examination section, Computer center, placement cell, library etc. and had interactions with the coordinators. Other general facilities were also verified.

The Committee after completing all stages of inspection and interactions prepared the AAA report for the college covering the summarized observations and recommendations.

Academic and Administrative Audit Process and Schedule:

Date: 10.08.2022

Time	Activities	
10.00 am - 10.30 am	Welcome and briefing by Principal regarding the objective of the audit	
10.45 am - 12.45 pm	Visit to the department by the members	- Meeting with the faculty members. - Visit to the facilities in the department such as Classrooms and labs etc. - Verification of the documents. - Interaction with the faculty and technical staff after the verification process.
1.00 pm - 1.45 pm	Visit to central facilities- Library, Placement, CC etc., and administrative office	- Interaction with Librarian/Asstt. Librarian and Library staffs. - Interaction with Office Head Assistant and staffs. - Interaction with Convenor/ Coordinators of different Cells and Committees. - Verification of necessary documents.



2.00 pm - 2.30 pm	Lunch	
3.00 pm - 4.30 pm	Report preparation & Exit meeting	Report writing & Exit meeting with Principal, Deans, HoDs and Co-ordinators.

3. Report of AAA Committee

Assessment Based on Institutional Information

Category	Description	Availability	Remarks
Approvals and Accreditation Documents	Affiliation by University	Yes	Affiliated under Gauhati University since 1968-69
	NACC Accreditation	Yes	NAAC Accreditation: Grade B+ in 2004 Grade B in 2018
	UGC recognition	Yes	Section 2(f) and 12(b) of UGC act 1956
	NIRF	Yes	Participated
	ISO	Yes	ISO 9001 & ISO 14001
Governance	Governing Body Notification and Proceedings Books	Yes	As per guidelines formulated by the Govt. of Assam and updated Resolution Books are available
	Academic Committee Notification and Proceedings Books	Yes	Notifications and updated Resolution Books are available.
	Infrastructure Committee	Yes	Notifications and updated Resolution Books are available.
	Purchase Committee	Yes	Notifications and updated Resolution Books are available.
	Examination	Yes	Internal Examinations are conducted by notifying an Examination committee. Term End Examinations (GU) and HS Examinations are conducted as per Guidelines of affiliating University and AHSEC respectively. The Centre committee constituted for as per Guidelines of affiliating University and AHSEC respectively and accordingly constituted the AOCs. Notifications and updated Resolution Books are available.
	IQAC	Yes	There is a IQAC core committee and seven Special Committees as per NAAC seven Criteria. Notifications and updated Resolution Books are available.
	Mandatory Committees	Yes	Six committees as per directions form appropriate authorities. These are functional in the college viz. Internal Compliance Committee (Anti-Sexual Harassment Cell), SC/ST Welfare Cell, OBC Welfare Cell, Minority Welfare



			Cell, Grievance Redressal Cell and Anti-Ragging Committee.
	Other Committees and Cells	Yes	For smooth functioning of the college and for promotion of other activities in the college, the IQAC constituted various committees and cells viz. Discipline Committee, Library Management and Monitoring Committee, Girls' Hostel Management and Monitoring Committee, IT and Data Management Committee, Information, Career Counseling and Student Progression Cell, Cultural Heritage Cell, Research Cell, NSS and Extension Activity Cell, Sports Committee, Cultural and Literary Activities Committee, Value Education Cell (Yoga Centre) and Language Lab Management Committee. Besides for the smooth conduct of the general administrative works some committees are also constituted by the Principal and Governing Body of the college. Some of them are Admission committee, Routine Committee, Prospectus committee, RUSA Committee, Beautification Committee, Cleanliness Committee, Infrastructure Committee, Purchase Committee etc. Notifications and updated Resolution Books of these committees are available.
	Alumni Association	Yes	Yet not registered.
	Office Automation	Yes	Partial
	Personal Files and Service Books	Yes	Available and Updated.
	Student Scholarship and Free ships details	Yes	Application data for Post-metric scholarship for SC/ST/OBC /Minority etc. are available but the amount disbursed are not available as funds are directly transferred to beneficiaries account. However, information of free ships/ free waiver beneficiaries is available.
	Institutional Website	Yes	Functional and Updated regularly
Other Facilities	Attendance System	Yes	As per State Government Rules and directions.
	Safety and Security measures	Yes	CCTV surveillance system available. Availability of Fire Extinguisher. First Aid Box.



	Canteen Facilities	Yes	Available and needs to be more attractive.
	Hostels	Yes	Girl's Hostel available with limited seats.
	Sports Facility	Yes	Both indoor & outdoor sports facilities are available. There is a provision of gymnasium which will be constructed under RUSA fund shortly.
	Parking Facilities	Yes	Cycle and Motor cycle sheds are available
	Break up Electric Supply	Yes	15KW power generator is available
	Drinking Water Facilities	Yes	Bore well /Open well and Railway water supply connections are available. Drinking water stalls at a central place of the campus are also available.
	Existing welfare measures		PF, Gratuity, Medical Insurance as per govt. rule. Child care leave for female faculty and staffs. Collective financial assistance is provided to the needy at the time of distress. Advance payments are made as festival advance which is recovered in instalments for non-teaching staffs
	Sewage Disposal System	No	Needs to be developed
	Rain Water Harvesting	Yes	Needs to be renovated
	Waste management	Yes	Traditional
	Green Campus Initiatives	Yes	Adequate and recently the college has contributed to the World Environment Day Celebrations June 2022 by facilitating and completing the Green activities on campus. The initiatives taken up under Swachhta Activities were reinforcing greenery and showcasing the green decisions of the Institution. Mahatma Gandhi National Council of Rural Education congratulates the Institution for its participation and adding impetus to the activities conducted by the faculty members and students.
	Language Laboratory	Yes	Capability building and skill enhancement initiatives are taken by the college for UG students in Soft Skills (Soft Skill in Business) and Language & Communication skills.



	Computer Lab	Yes	Used for practical of Computer science department. Further, Capability building and skill enhancement initiatives are taken by the college for UG students in ICT/Computing Skills.
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4. Criterion wise Observation & Comments

Criteria	Key Indicators	Observation & Comments
1. Curricular Aspects	Curriculum planning & implementation	A well planned and documented mechanism is in practice for curriculum delivery. Based on Academic Calendar of the Gauhati University, the college prepare its own Academic Calendar for smooth conduct of its normal academic activities. Effective curriculum delivery is ensured and documented through a well-planned time table, academic calendar, teaching plan and systematic evaluation. On the basis of a well-planned master time-table, departmental time-tables are prepared. For recording and monitoring of progression of courses, a system of maintenance of a Teachers' Diary (Class Diary) has been implemented where each teacher records their daily progression of courses. Students' participation is always encouraged by engaging them in the class, guiding them in preparing projects and through assignments. Classroom teaching is done using traditional as well as technology-based methods.
	Academic Flexibility	The curriculum followed is as per the framework laid down by the Gauhati University. The college follow the curriculum as prescribed by the affiliated university. All the courses are offered in semester mode under CBCS. Students have freedom to choose any subject combination within the stream.
	Curriculum enrichment	In order to promote learning beyond the curriculum, the College integrates issues relevant to Gender, Human Values Environment and Sustainability which are carried out by various functionaries of the college by organising various programmes with the aim to enhance curricular value for students.
	Feedback System	Feedback from Students, Teachers and Alumni's are collected through a well prepared mechanism (offline). After analyzing the feedback, Feedback collection and analysis committee prepare a report and placed to the appropriate authority for taking proper action. Finally, the college authority takes initiatives to fulfil suggestions of its stakeholders.



2. Teaching, Learning & Evaluation	Student Enrollment & Profile	Online admission process of the college is transparent and well administered. Reservation policy is maintained as per Govt. rules.
	Catering to student diversity	Enrollment of students is carried out on merit basis and with diverse socio-economic background. A significant percentage of students belonging to BPL families get admitted in the college.
	Teaching, learning process	Faculties practice variety of teaching method to make teaching-learning process effective and successful. Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences. The Institutions provide platform for participative learning to the students. The department assesses learning levels of the students through internal assessment, home assignments, class test, etc. on regular basis and organized need based special programmes for advanced learners and slow learners. With the increasing demand of ICT in imparting quality education, the college has incorporated traditional ICT tools for effective learning of the students. The teachers of various departments have been using traditional ICT tools and techniques to support, enhance, and optimize the delivery of education.
	Teacher profile & Quality	Twenty teachers out of sixty on roll have PhD degree. Twenty-one teachers are NET/SLET qualified. College organizes Faculty development programme with ICT Academy and E & ICT, IIT. Teachers also attend RCs, OCs, STCs and other FDPs organized by other institutions.
	Evaluation process & reforms	Gauhati university guidelines with regard to conduct of internal evaluation is strictly followed.
	Student performance & learning Outcome	Considering the locational disadvantage of the college and socio-economic condition of the people of its surrounding areas, the college maintains a satisfactory pass percentage.
	Student Satisfactory Survey	It is conducted through offline mode.
	Research Publication & Awards	Faculties of the college usually publish research paper in journals, articles in books/chapters with ISSN/ISBN. The Women Cell, ACTA Lumding College unit regularly publishes research journal (Annually).
	Extension Activities	Lumding College organizes and participates in various extension activities with a dual objective of not only sensitizing the students about various



3. Research, Innovation & Extension		social issues but also contribute to the community and strengthen community participation. The NSS and Extension activity cell, Women Cell of the ACTA unit, Lumding College take part in various initiatives like rural education, cleanliness and hygiene by organizes lecture programmes, workshops for students inside and outside of the college which is helpful for them to cope up with the community.
	Collaboration	The College conducted MoU with a number of institutions for faculty exchange, students exchange & other collaborative activities. List of such institutions are as follows KKHSOU, Guwahati. IDOL, Gauhati University. Mayang Anchalik College, Morigaon, Assam ICT Academy, Guwahati. ADP College, Nagaon. Lanka Mahavidyalaya, Lanka , Hojai.
4. Infrastructure & Learning Resources	Physical Facilities	Adequate infrastructure facilities are available for carrying out daily activities and to meet the needs of the students for their all-round development. The College has twenty-three (23) Classrooms, and majority of the classrooms are furnished with whiteboards for clear visibility as well as for clean and dust free classrooms. Two classrooms and three departmental classrooms are facilitated with LCD Projectors.
	Library as a Learning Resource	Library is partially automated using Integrated Library Management System (ILMS) and has digitization facility (SOUL). Besides more than 22000 text & reference books, the library provides e-resources under N-List services.
	IT infrastructure	Three laptops and 63 desktop computers are available and most of them are used for academic purpose. 8 LCD projectors are also available as ICT tool & Wi-Fi facilities are also available in the campus.
	Maintenance of Campus Infrastructure	There are well established procedures & policies for maintain & utilizing physical, academic & support facilities of the college. The college authority has constituted a number of committees to take care of infrastructure and other facilities.
	Student Support	Majority of students of the college received the benefits of Fee Waiver Scheme of Govt. of Assam. Scholarship under Central & State Govt. schemes are also availed by the students. Capacity building and skills enhancement initiatives taken by the institution for the benefit of



5. Student Support & Progression		students. Career counselling & guidance programme are regularly arranged to help students.
	Student Progression	Passed out students often go for higher studies.
	Student Participation & activities	Active student's union and their members are actively engaged in various committees. A few students of the college have secured medals in National level sports competition.
	Alumni Engagement	Alumni association though not registered but always extend their cooperation in the all -round development of the college.
6. Governance, Leadership & Management	Institutional Vision & Leadership	The college has attempted to fulfill its vision and mission by adopting various perspective plans from time to time as per the need of the hour and implements them through the process of delegation of authority and participative management style and for that from time to time various Committees, Cells and Bodies are formed for its execution. Proper authority and responsibility is also delegated to them by the appropriate authority for effective and timely implementation of the perspective plans of the college.
	Faculty Empowerment Strategies	Organizes Professional development Programme
	Financial Management & Resource Mobilization	Being a provincialized higher education institution, the college regularly conducted internal and external financial audits.
	Internal Quality Assurance System	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. IQAC with its so many sub-committees organizes various programmes for academic and co-curricular activities in the college.
7. Institutional Values & Best Practices	Institutional Values and Social Responsibilities	As a leading co-education college having multi-faculty in entire Hojai District of Assam, our vision rests on creating a safe space for the girl students and women and providing a gender sensitive and empowering education. The awareness of gender sensitization is not limited to classrooms alone. The college has organised various programmes related to gender issues in the last few years. The Women Cell of the ACTA unit, regularly organises International Women's Day, Self Defense programme and health and hygiene awareness programmes. The institutional efforts in providing an inclusive environment is reflected in the admission



		guidelines of the college which follows the state government reservation policy. The multilingual, multi-cultural harmony in college environment is projected in college magazine, Research Journal of ACTA Women Cell “<i>Shristi</i>”, college fresher’s and various programmes and activities are organised both by departments as well as different cells. The college has an active National Service Scheme (NSS) unit where students engage in community service programmes. The institution caters to students belonging to diverse social, cultural, economic, religious background. Department of History established a heritage centre to aware and promotes cultural diversity of North East India. Observance of Gandhi Jayanti, International Women’s Day, National Constitution Day etc. have ensured the continued existence of a tolerant, all-inclusive progressive environment in college. International Yoga Day has been observed by the college through sessions on yoga practice. Our institution also believes that promoting religious harmony is very important to maintain peace in our diverse society by celebrating Raksha Bandan Ustav. To adhere to the Constitutional obligation of our country, Independence Day, Republic Day, Constitution Day etc. are celebrated every year with participation of all the stakeholders of the college. To keep up with the Swachh Bharat Abhiyan of the Government, the institution regularly cleans its campus and has implemented strict rules for the faculty, staff members and the students to keeps the campus clean and environment friendly. The institution regularly celebrates various national and international commemorative days, events and festivals.
	Best Practices	The best practices of the college includes-a) Participation to beat COVID-19; b) Health and hygiene, c) Swachh Bharat Abhiyan, d) Book Fair, e) Relief to the Distress and f) Rational use of Power Consumption
	Institutional Distinctiveness	Lumding college has played an exemplary role in providing educational opportunities to the underprivileged and backward areas of Hojai, Karbi-anglong and Dima Hasao districts of the state of Assam. In the college a large section of students come from poor economic background as evident from the fee waiver scheme and mostly they came from Barlangfar, Baitalagshu,



		Hathikhali areas of Karbi-anglong and Dima Hasao. This recognition is primarily achieved due to its institutional distinctiveness which is mainly because of the institution's distinct policy of giving admission to students from underprivileged and backward areas, if all the potential candidates met the minimum eligibility criteria as declared by affiliating university.
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Glimpses of AAA Team visit



5. Suggestions and Recommendations of Auditors

1. Best practices in each department to be highlighted.
2. Motivation for students to participate in other co-curricular activities needs to be encouraged.
3. To appoint a physical instructor for promoting sports activities including NCC.
4. Considering the vision and mission of the college, a perspective and strategic plan needs to be evolved on priority basis.
5. To focus on strengthening IT infrastructure and online resources in library.
6. To introduce more capability development and skill enhancement courses.
7. To establish linkage with industry so that Industry-Academia Innovative practices may be promoted.
8. To promote collaborative activities with institutions, other universities, industries, corporate houses etc. for Faculty exchange, Student exchange/ internship
9. The Career Counselling cell needs to be more active by extending guidance to students for competitive examinations.
10. The IQAC should play a dynamic role in initiating quality enhancing measures.

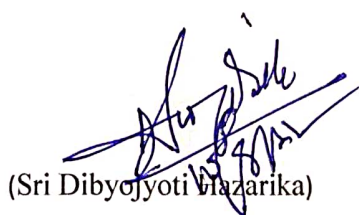
6. Declaration

This Academic and Administrative Audit (AAA) Report of Lumding College, Lumding is prepared after examining all the facts and documents supplied by the college authority. AQAR of all the corresponding years and documents are considered for preparation of this report. Internal Academic Audit Report of the reporting years are also studied for preparing the report. Norms and guidelines of NAAC with regard to AAA has been rigidly followed in preparing the report. We, the members of the Academic and Administrative Audit team have conducted the Academic and Administrative Audit for the 2018-19 to 2021-22 (Four Academic Years) of Lumding College, Lumding, Hojai, Assam-782447 on 10.08.2022.

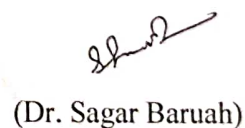
Signature of the Members of Academic and Administrative Audit Team


(Sri Amar Gautam)

Academic Register i/c &
Associate Professor,
Rabindranath Tagore
University, Hojai, Assam.


(Sri Dibyojyoti Hazarika)

Principal,
Maibong Degree College,
Maibong, Dima Hasao,
Assam.


(Dr. Sagar Baruah)

Retired Principal,
Khagarijan College,
Khagarijan, Assam.



We have gone through the observations, suggestions and recommendation of AAA Team as mentioned in this report.

Signature of the IQAC Coordinator



(Dr. Sanjay Kanti Das)

Coordinator, IQAC

Lumding College

Lumding, Hojai, Assam.

Co-ordinator
IQAC
Lumding College
Lumding, Hojai, Assam

Signature of the Head of the Institution



(Dr. Mrinal Kanti Paul)

Principal

Lumding College

Lumding, Hojai, Assam.

Principal
Lumding College
Lumding, Hojai, Assam

