

ACADEMIC & ADMINISTRATIVE AUDIT (AAA)

NIRMAL HALOI COLLEGE, PATACHARKUCHI

Patacharkuchi, Dist. Bajali (Assam), PIN – 781326

Academic Session: 2025-26

REPORT

**Submitted to the IQAC, Nirmal Haloi College, Patacharkuchi
by the Duly Appointed Peer Team**

Members of the Peer Team

Dr. Dhrubajyoti Saharia

Professor & Head, Department of Geography
Director, IQAC, Gauhati University, Assam

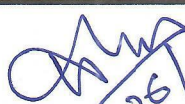
Dr. Mani Sarmah

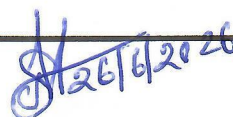
Principal, Saraighat College, Changsari
Kamrup (Rural), Assam

REPORT OF THE ACADEMIC & ADMINISTRATIVE AUDIT (AAA) FOR

NIRMAL HALOI COLLEGE, PATACHARKUCHI

1. Preface


26/6/26


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June 26, 2026

Nirmal Haloi College, Patacharkuchi invited a two-member Peer Team comprising of (i) Dr. Dhrubajyoti Saharia, Professor & Head, Department of Geography and Director, IQAC, Gauhati University and (ii) Dr. Mani Sarmah, Principal, Saraighat College, Changsari, for the Academic and Administrative Audit (AAA) of the College for the session 2025-26. The members of the AAA Peer Team visited the College on 26th June, 2026 and conducted a detailed audit through (i) visits to the administrative sections, academic departments, library, laboratories, ICT facilities, sports facilities and other infrastructure of the College, and (ii) a series of meetings with stakeholders (Principal, Teachers, Non-Teaching Staff, Students, Governing Body, IQAC, NSS and other functionaries) of the College. The AAA report is prepared based on the observations of the Peer Team and the feedback received during the visit.

2. Programme Schedule of the AAA Visit

The programme schedule of the AAA visit, prepared in consultation with the Principal of the College, is provided below:

Table 1: Programme Schedule

Time	Programme
10:00 a.m.	Welcome meeting with Principal and IQAC Coordinator
10:15 a.m.	Presentation of the Self-Appraisal Report by the Principal and the IQAC Coordinator of the College (covering brief introduction to the College and key indicators of NAAC accreditation viz. (i) Curricular Aspects (ii) Teaching-Learning and Evaluation (iii) Research, Innovations and Extension (iv) Infrastructure and Learning Resources (v) Student Support and Progression (vi) Governance, Leadership and Management and (vii) Institutional Values and Best Practices)
11:15 a.m.	Visit to the academic departments and interaction with faculty, staff and students
1:00 p.m.	Visit to Library, Laboratories, ICT-enabled classrooms, Sports facilities and other facilities
2:00 p.m.	Interaction with stakeholders represented by the Governing Body, teachers, non-teaching staff, students and alumni
3:00 p.m.	Meeting of the AAA/Peer Team and preparation of the Report
3:30 p.m.	Submission of AAA Report and Exit meeting (in presence of Principal, Teachers and IQAC Coordinator)

3. The AAA Report

The Peer Team critically analysed all the inputs gathered during the visit and prepared this report for the consideration of Nirmal Haloi College, Patacharkuchi.

3. A. Nirmal Haloi College: A Brief Overview

Nirmal Haloi College, Patacharkuchi, established in 1979, is a provincialized College recognised by the Government of Assam and the UGC under Section 2(f) & 12(B) of the UGC Act, 1956. The College was earlier affiliated to Gauhati University and, with effect from the academic session 2024-25, has been affiliated to Bhattadev University, Bajali. The College is governed by The Assam Provincialised Colleges and Assam Non-Government College Management Rules, 2001, the Assam College Employees (Provincialization) Act 2005 and other regulations of the Higher Education Department, Government of Assam. It operates in accordance with the policies, directives, and circulars of the Directorate of Higher Education, Assam, as well as the statutes, regulations, and guidelines of its affiliating university concerning admissions, examinations, academic affairs.

The College Governing Body meets quarterly and as and when required. The College authority satisfactorily implements the policies and resolutions of the Governing Body for the all-round development of the institution. The Vision and Mission of the College are clearly stated in the College Prospectus and on the College website. The College was accredited by NAAC with Grade-B in its 3rd Cycle in the year 2024.

The College has 21 permanent teachers against 23 sanctioned posts, and 10 permanent Non-Teaching Staff members against 11 sanctioned posts (including Librarian). 01(one) post of MTS (Gr IV) is currently vacant.

B. Curricular, Teaching-Learning and Related Aspects

- The curricular and teaching-learning activities of Nirmal Haloi College are guided by the regulations and academic framework prescribed by the affiliating university. The institution strives to ensure effective curriculum delivery, student-centric learning and continuous academic improvement through systematic planning and monitoring.
- The college follows the curriculum prescribed by the affiliating university and prepares academic plans at the institutional and departmental levels at

the beginning of each academic session. Academic calendars, class routines, course allocations and evaluation schedules are prepared and implemented systematically.

- The Heads of Departments, in consultation with faculty members, distribute courses based on expertise, specialization and teaching experience. Departmental meetings are conducted regularly to review academic progress and address issues related to curriculum delivery.
- The college has successfully implemented the undergraduate curriculum as prescribed by the affiliating university and has taken necessary initiatives for the smooth implementation of the National Education Policy (NEP) 2020 and the Four-Year Undergraduate Programme (FYUGP).
- Classroom teaching is supplemented through seminars, group discussions, assignments, project works, field studies, educational tours and student presentations. Such activities promote experiential learning and enhance the analytical and communication skills of the learners.
- The institution has adopted ICT-enabled teaching-learning practices through the use of smart classrooms, digital classrooms, multimedia presentations, online learning resources and internet facilities. Faculty members increasingly integrate digital tools into classroom instruction to improve learning outcomes.
- Continuous Internal Evaluation is conducted through class tests, assignments, presentations, group discussions and sessional examinations. The performance of students is monitored regularly and necessary academic support is provided to slow learners through mentoring and remedial measures.
- The college maintains a healthy teacher-student ratio which facilitates personal interaction and effective mentoring. Faculty members remain accessible to students for academic guidance, career counselling and personal support whenever required.
- Special emphasis is given to student participation in co-curricular and extracurricular activities. Students are encouraged to engage in literary, cultural, sports and extension activities that contribute to their holistic development.
- The institution utilizes its library, language laboratory, computer laboratory and other learning resources to support academic activities. The

availability of N-LIST, OPAC and internet facilities further enriches the learning environment.

- Feedback on curriculum and institutional performance is collected from students and other stakeholders at regular intervals. The feedback is analysed by the concerned authorities and appropriate measures are adopted for quality enhancement.

The overall academic performance of the students remains satisfactory. The college continuously strives to improve teaching-learning outcomes through academic monitoring, faculty development and student support mechanisms. In general, the curricular and teaching-learning practices of Nirmal Haloi College reflect its commitment to academic excellence, student welfare and the promotion of quality higher education in the region.

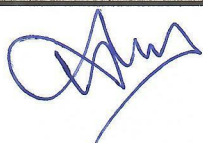
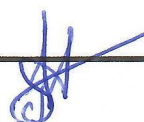
C. Faculty, Research, Innovations and Extension

- Nirmal Haloi College has developed a conducive academic environment through the dedicated efforts of its faculty members, research initiatives, innovative practices and community-oriented extension activities. The institution remains committed to promoting academic excellence, professional development and social responsibility among its stakeholders.
- The college presently has a committed team of qualified and experienced faculty members, including several teachers possessing doctoral degrees and NET/SLET qualifications. Faculty members regularly participate in Faculty Development Programmes (FDPs), Orientation Programmes, Refresher Courses, seminars, workshops and training programmes to update their knowledge and pedagogical skills.
- The Research and Development Committee of the college actively encourages faculty members to engage in research, publication and academic collaborations. Faculty members contribute research articles to peer-reviewed and UGC CARE-listed journals, publish book chapters and participate in national and international conferences, seminars and webinars.
- The institution promotes a research culture among teachers and students through departmental seminars, project works, field studies, assignments and academic discussions. Departments are encouraged to undertake collaborative academic activities and strengthen research output through networking with other higher educational institutions.

- The college has established various committees and cells under the guidance of IQAC to ensure quality enhancement in academic and co-curricular activities. Regular academic monitoring, mentoring and evaluation mechanisms contribute significantly to maintaining educational standards.
- ICT-enabled teaching-learning practices are gradually being strengthened. The college currently possesses ICT-enabled classrooms and digital classrooms equipped with modern teaching facilities. Faculty members make use of digital platforms, presentation tools and online resources to enrich classroom teaching and learning experiences.
- Extension and outreach activities constitute an important component of the college's academic culture. Through NSS and various departmental initiatives, the institution regularly organizes awareness programmes, cleanliness drives, plantation activities, health and hygiene campaigns, voter awareness programmes, gender sensitization programmes and community service activities.
- The college has adopted Barsahan village as part of its extension and community engagement initiatives. Various welfare activities such as educational support for school children, distribution of nutritional food and sanitary pads, awareness programmes and infrastructural support have been undertaken to improve the socio-economic conditions of the adopted village. In addition, under the School Adoption Initiative, the eight academic departments of the college have adopted eight secondary schools in the nearby localities with a view to strengthening educational outreach and fostering academic and community engagement.
- Environmental sustainability remains a major concern of the institution. The college maintains a green and plastic-free campus, promotes environmental awareness among students and has developed medicinal and aromatic plant gardens. The use of solar energy and regular green audit practices reflect the institution's commitment towards sustainable development.
- The college encourages students to participate in co-curricular and extracurricular activities that contribute to their holistic development. Academic competitions, cultural programmes, sports activities and community engagement programmes provide students with opportunities to develop leadership, communication and social skills.

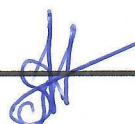
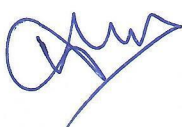
D. Infrastructure and Learning Resources

- The College has initiated installation of ICT-enabled classrooms. The total number of ICT-enabled classrooms is 08 (eight), in addition to 03 (three) digital classrooms with modern facilities.
- The College has well-maintained laboratories including the departmental laboratory of Education, the Computer Laboratory and the Language Laboratory.
- The infrastructure of some departments with laboratories needs renovation, including proper drinking water facility and toilets; toilets should also have provision for physically challenged students.
- The College Central Library is well managed by the Librarian and other staff members, under a Library Advisory Committee headed by the Principal. The Library has been automated with adequate computers, internet facility and CC cameras. The library has a collection of 21,610 books, including textbooks, reference books and books for competitive examinations, in addition to periodicals, manuscripts, journals and newspapers. The N-LIST INFLIBNET facility is available for accessing e-journals, and the Library OPAC system is functional. Book bank and achievers' card facilities are also available for students. A good number of latest books/editions have been procured through RUSA grants.
- The College office is automated/computerised with internet connectivity and Wi-Fi, extended to all departments including the Central Library. A Management Information Service (MIS) Software is in place to digitalise data related to the office, students and staff. The College website is fully functional and regularly updated with admission, examination and other notifications.
- The College has received grants under the RUSA 2.0 scheme. A College Project Monitoring Unit (PMU) with a dedicated Coordinator is in place, and funds received have been fully utilised for infrastructure development, laboratory equipment, books, computers, IT goods and sports goods. The College is eligible for the next phase of RUSA grants, for which the Detailed Project Report (DPR) has been submitted.
- The College maintains a green and clean, plastic-free campus with four gardens of medicinal and aromatic plants. Green audit and use of solar power reflect the eco-friendly practices of the institution.
- Sports and student support facilities should be upgraded; a permanent common court for Badminton and Volleyball for students may be developed.
- More e-learning facilities may be developed, and the management may consider further provision of solar power across the campus.

E. Student Support and Progression

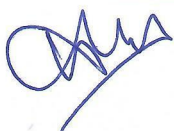
- Nirmal Haloi College recognizes the importance of providing comprehensive support services to ensure the academic progression, personal growth and career development of its students. The institution has adopted various measures to assist learners, particularly those belonging to rural and economically disadvantaged backgrounds.
- The college facilitates access to various scholarships and financial assistance schemes offered by the Central and State Governments. Students regularly avail benefits under schemes such as Pre-Matric and Post-Matric Scholarships for SC, ST, OBC and Minority students, Ishan Uday Scholarship, Central Sanskrit University Scholarship and Assam Building and Other Construction Workers Welfare Board Scholarship.
- Faculty members provide academic mentoring and counselling to students for improving learning outcomes and addressing academic challenges. Regular interactions between teachers and students contribute to a supportive and learner-friendly academic environment.
- The college encourages students to pursue higher education and appear in competitive examinations. Guidance regarding career opportunities, admission to higher educational institutions and preparation for competitive examinations is provided through various academic and career-oriented initiatives.
- The Central Library, equipped with a rich collection of books, journals, newspapers, e-resources and N-LIST facilities, serves as an important academic support system. Special facilities such as Book Bank, Achievers' Card and OPAC enhance students' access to learning resources.
- Students are encouraged to participate in seminars, workshops, cultural programmes, sports competitions, literary activities and community outreach programmes. Such participation contributes to the development of leadership qualities, communication skills and social awareness.
- The NSS unit of the college plays an active role in promoting social responsibility among students through community service, awareness campaigns, environmental programmes and extension activities in the adopted village.



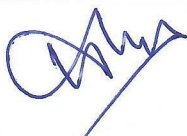
- The institution provides ICT facilities, internet connectivity, digital classrooms and learning resources that support students in adapting to contemporary educational requirements and digital learning environments.
- The college maintains an inclusive and student-friendly atmosphere through various support mechanisms, including grievance redressal facilities, anti-ragging measures, gender sensitization programmes and mentoring practices that ensure the welfare and safety of students.
- Students are encouraged to actively participate in academic, cultural and sporting events organized at institutional, university, district and state levels. Such participation contributes significantly to their holistic development and confidence building.
- The college continuously strives to strengthen student support services and progression opportunities through academic guidance, skill enhancement initiatives, career counselling and community engagement activities.

F. Governance, Leadership and Management

- The governance and management of Nirmal Haloi College are guided by the principles of transparency, accountability, participatory decision-making and effective decentralization. The institution functions in accordance with the provisions of the Higher Education Department, Government of Assam, and the regulations of the affiliating university. The college administration remains committed to ensuring quality education, efficient governance and sustainable institutional development.
- The Principal, as the Head of the Institution, looks after the administrative, financial and academic affairs of the College. As per Government rules, the Principal also functions as the Secretary of the Governing Body and the Drawing and Disbursing Officer (DDO) with regard to financial matters. The Principal has been successfully discharging these responsibilities since assuming office in 2024.
- The Governing Body functions as the highest policy-making body of the institution. Regular Governing Body meetings are held to discuss academic, administrative, financial and developmental matters. The resolutions adopted by the Governing Body are implemented by the college authority for the overall growth and development of the institution.




- The Governing Body has entrusted a senior-most faculty member with the responsibility of Vice-Principal to assist the Principal in academic and administrative matters.
- The Principal regularly conducts meetings with faculty members and Heads of Departments to review academic activities, monitor curriculum delivery and discuss matters relating to institutional development. Proceedings of these meetings are systematically recorded and maintained.
- Regular meetings and interactions are also conducted with non-teaching staff, including office personnel, library staff, laboratory bearers and Grade-IV employees. The Principal closely supervises administrative functioning and monitors the work of security personnel, gardeners, cleaners and sweepers to ensure efficient campus management.
- The Internal Quality Assurance Cell (IQAC), under the chairmanship of the Principal, plays a central role in maintaining and enhancing institutional quality. The President of the Governing Body serves as the Advisor of the IQAC. Various committees and cells function under the IQAC and the general administration to facilitate academic and administrative activities.
- The college office functioning efficiently with five office assistants. Administrative routine duties are assigned and distributed by the Principal among the two Senior Office Assistants and three Junior Office Assistants. One Senior Office Assistant has been entrusted with the responsibility of supervising the Accounts Section.
- The Accounts Section is maintained in accordance with established financial rules and procedures. Financial transactions, cash books, ledgers, budgets and related records are regularly updated and preserved. The Internal Audit Report up to the financial year 2024–25 has been completed and maintained properly. Government Audit (Local Fund) has also been completed up to 2023–24. Internal audits for the financial years 2025–26 are currently under process.
- The institution follows prudent financial management practices and ensures transparency and accountability in all financial transactions. Regular auditing and monitoring mechanisms contribute significantly to effective financial governance.
- The college office is computerized and equipped with internet and Wi-Fi connectivity. A Management Information System (MIS) is in place for

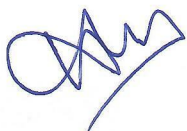



maintaining academic, administrative and personnel records digitally, thereby ensuring efficient record management and service delivery.

- The college maintains a dynamic and regularly updated website that provides information regarding admissions, examinations, academic activities, notices, quality assurance initiatives and other institutional matters for the benefit of students and stakeholders.
- The institution has effectively utilized grants received under various schemes, particularly RUSA, for infrastructure development, ICT enhancement, procurement of books, laboratory equipment, sports facilities and other academic resources. Necessary records and documentation relating to these projects are systematically maintained.
- Faculty members and non-teaching staff are encouraged to participate in professional development programmes, workshops, seminars and training programmes to enhance their professional competencies and contribute effectively to institutional development.
- The Vision and Mission of the institution are clearly articulated and disseminated through the college prospectus, website and other official publications. These guide the institution in achieving its academic objectives and developmental goals.

G. Quality Assurance, Community Engagement/Outreach Activities, Best Practices

- Nirmal Haloi College remains committed to fostering a culture of quality, social responsibility and holistic development through continuous quality enhancement initiatives, community engagement programmes and institutional best practices. The institution strives to integrate academic excellence with social commitment and environmental consciousness.
- The Internal Quality Assurance Cell (IQAC) functions as the nodal agency for quality sustenance and enhancement within the institution. The IQAC regularly monitors academic and administrative activities, facilitates quality-oriented programmes and promotes a culture of continuous improvement among all stakeholders.
- The college has successfully undergone the Third Cycle of NAAC Accreditation in 2024. The institution continues to implement quality



assurance measures in accordance with the recommendations of various academic and accreditation bodies.

- Academic and administrative activities are regularly reviewed through meetings, feedback mechanisms and institutional monitoring processes. The college promotes evidence-based planning and participatory decision-making for institutional development.
- The institution maintains a dynamic and user-friendly website that disseminates information relating to admissions, examinations, academic activities, notices, scholarships, governance and quality assurance initiatives, thereby ensuring transparency and accessibility.
- Nirmal Haloi College actively promotes environmental sustainability through the maintenance of a green and plastic-free campus. The institution has developed medicinal and aromatic plant gardens and encourages environmentally responsible practices among students and staff.
- The college undertakes Green Audit and promotes the use of renewable energy resources. The installation and utilization of solar power facilities reflect the institution's commitment to sustainable development and environmental conservation.
- Community engagement forms an integral part of the institutional mission. The college has adopted Barsahan village near Patacharkuchi and regularly undertakes outreach activities for the welfare of the local community.
- Through the active involvement of NSS volunteers and faculty members, the institution organizes various extension programmes in the adopted village, including educational support for school-going children, nutritional food distribution, sanitary pad distribution, health and hygiene awareness campaigns and community welfare initiatives. A One-Week Special Camp of the National Service Scheme (NSS) was organized at Dakshin Bajali High School.
- As part of its commitment to social responsibility, the college has contributed to infrastructural development in the adopted village through the construction of a crematorium and the development of an approach road connecting the cremation ground, thereby addressing an important community need.
- The institution regularly observes national and international days of significance such as Independence Day, Republic Day, Constitution Day,

International Yoga Day, World Environment Day, National Voters' Day and other commemorative occasions to promote civic consciousness and social awareness among students.

- The college encourages active student participation in extension activities, environmental campaigns, awareness programmes and community service initiatives, thereby fostering leadership qualities, social commitment and a sense of responsibility among learners.
- The maintenance of a clean and eco-friendly campus, the adoption of a village for community development, the promotion of sustainable practices and the integration of social outreach with academic activities may be regarded as some of the notable best practices of the institution.

H. Recommendations

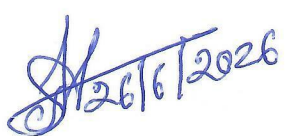
- The planning of course curriculum and teaching plan of the different departments is good and should be continued.
- The IQAC of the College and the different departments are advised to maintain proper records of data.
- The departments should maintain a credit board displaying the names of students who have performed excellently in University examinations, to motivate present students towards better performance.
- The different departments should maintain a good relationship with alumni and involve them in the development of the College. Departments are advised to properly record the contributions and donations of alumni. The College should take initiatives for registration of the Alumni Association before the competent authority.
- The Research & Development Committee should take initiative for more collaboration and encourage departments for publication of more peer-reviewed research journals. The Committee may also motivate faculty members to apply for Minor/Major Research Projects and to participate in National/International seminars and workshops.
- Sports and student support facilities should be upgraded; a permanent common court for Badminton and Volleyball for students may be developed.

- The infrastructure of some departments with laboratories needs renovation, including proper drinking water facility and toilets.
- More e-learning facilities may be developed; toilets should also have provision for physically challenged students.
- The management may consider further provision of solar power across the campus.
- Internal and external financial audit should be conducted in a timely and regular manner.
- The College may consider documenting quantitative data (faculty profile, research output, student progression, infrastructure details) in the format followed by other NAAC-accredited institutions, to facilitate future audits and accreditation processes.

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

(Dr. Kaushik Kumar Deka)
Principal
Nirmal Haloi College

Signature of the Peer Team Members

Name and Designation	Peer Team	Signature with date
Dr. Dhrubajyoti Saharia, Professor & Head, Dept. of Geography Director, IQAC, Gauhati University	Member	 26/6/26
Dr. Mani Sarmah Principal, Saraighat College, Changsari	Member	 26/6/2026

Place: Patacharkuchi
Date: 26th June, 2026