

**ACADEMIC AND ADMINISTRATIVE AUDIT OF U.N. BRAHMA COLLEGE,  
KAJALGAON**

Date: 19/04/2023

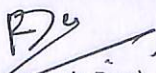
SL.No	Particulars	Response
1	Name of the college	U.N. Brahma College, Kajalgaon
2	Address with email-Id and phone number	P.O. Kajalgaon, District- Chirang, BTR, Assam, 783386 Email. <a href="mailto:Unbcollege88@gmail.com">Unbcollege88@gmail.com</a> Phone: 03664-291824
3	Website of the college	<a href="http://www.unbrahmacollege.edu.in">www.unbrahmacollege.edu.in</a>
4	Date of Establishment	01-01-2001
5	Is college registered under society act? If yes, registration number and year.	Yes Reg.No.RS/CRG/261/B/13 Of 2008-2009
6	Date of recognition by UGC under 2(f)and 12(B)	16/12/2009 (2f) 23/06/2015 (12B)
7	Name the University under which the college is affiliated, date of permanent affiliation	Gauhati University Since (25/06/2013) Bodoland University Since (2020-21)
8	Is the college recognized by UGC as college with potential for excellence	No
9	Is the college recognized for its performance by any other government agency	No
10	Number of programmes offered by the college	02 (Arts & Commerce) 12 Departments (Both Arts & Commerce)
11	Total enrolment in the college in UG and PG	760
12	Whether the college authority monitored preparation of programmes and course outcomes by the faculty	Yes, Different Committees are constituted with experienced teachers of the college to monitor different assigned responsibilities. Thus, there is an academic committees and Result Analysis committee to prepare the Programmes Outcome annually based on the final result.

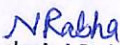
		based on the final result.
13	What mechanism is undertaken dissemination of POs and COs?	A. Result Analysis Committee is responsible for evaluation of POs by analyzing the final result of different programmes offering by the college. B. The Cos are evaluated departmentally through class test, assignment, student seminar and presentation.
14	Whether feedback form i) Students ii) Teachers iii) Employers and iv) Alumni collected?	Yes
15	Whether collected feedback analyzed and necessary measures taken?	Yes, The Feedback Committee prepared questionnaire and distribute among the stakeholders. The questionnaire for each every category are prepared the reports of each stakeholders and submitted to IQAC, U.N. Brahma College. After scrutiny of feedback report IQAC take necessary action in its meeting.
16	What ICT facilities are added to the college in the last year.	A. One smart room with ICT facility. B. Free internet Access facilities are made available for teacher and students in computer lab. C. Different software are also available for practical class in the computer Lap. C. Besides all kinds of transactions related to admission fees, Examination fees are done on online mode.
17	Amount of grants received (excluding salary) from Govt. and Non-Govt. agencies in the last year	Nil
18	No. of Seminars/Conferences /Workshops conducted during the last year- Regional/National/International	5
19	Extension activities carried out by the College during last year	Yes, A. Flood relief materials distribution organized by

		<p>Disaster management cell at Sisubari village under Amuguri VDC on 11/07/2022</p> <p>B. Woman cell Constituting All lady teachers regularly held discussion/Workshop with Students</p> <p>C. The College also celebrate world environment day jointly with IOCL, Bongaigaon and SSB</p> <p>D. Yoga day observed jointly with District Administration, Chirang</p>
20	Collaboration/ MOUs with other Institutions/Industries	<p>Two MoU signed</p> <p>A. Waste Management MOU with Bijni College, Bijni</p> <p>B. Faculty exchange programme MOU with Basugaon College, Bijni</p>
21	No. of Classroom/Laboratories added in the last year	Nil
22	No. of classrooms with ICT facilities /Digital Class Rooms	1
23	Amount spent on maintenance of infrastructure	₹ 7,56,000.00
24	Whether the college library is automated or not?	Partially Automated
25	What is the student-Computer ratio in the college	1:25
26	Whether Internet leased line installed in the college? If yes, what is the bandwidth?	Yes, Bharat Fiber wireless Connection
27	Whether wi-fi is available to the students and the faculty?	Yes
28	No. of students benefitted by the scholarships/free ships etc. provided by the college during the last year	<p>Total number of Students benefitted by the Scholarship is 318 last year.</p> <p>Total number of Students benefitted by free ships is...</p>
29	Capacity building and skill enhancement programmes conducted by the college	a. One day Workshop on soft skill on 10.08.2019. Total

	during the year and the no. of students participated.	number of students and teachers participated 78 B. Adventure sports organized by adventure circle of the College on 10 April 2021. c. One day workshop on project and dissertation writing organized by Research cell on 30.05.22
30	Placement drives organized during the year and no of students placed	No
31	How the student's representation is facilitated in various administrative-curricular and extra-curricular bodies?	Student Representative in IQAC Students Union Body
32	What initiatives/practices undertaken for decentralized and participative management?	Annexure-I
33	Does the institution have a Strategic/Perspective management plan?	Yes
34	What kind of leaves available to the staff and how the records are maintained?	Casual Leave, Maternity Leave, Child Care Leave, Special Leave
35	Whether grants are provided to the staff to attend Seminar/Workshop/Conference etc.? If yes, details.	Yes. Seminar/Workshop/Conference Fees
36	Explain implementation of E-Governance in i) Administration ii) Finance & Accounts iii) Student admission and iv) Examination	Annexure-II
37	Explain the welfare measures available or undertaken for the staff	Financial assistance provided to the temporary staff during Covid pandemic period.
38	Whether any professional development/administrative training programmes organized in the last year for faculty and staff?	a.FDP for faculty by IQAC b. Basic Computer training for office staff.
39	Whether Internal and External audit are regularly conducted?	Yes
40	Whether the college has received grants from RUSA for infrastructure development?	No
41	What strategies are adopted for mobilization of fund for the college? Is there any self-sustained courses?	Annexure-III
42	Whether the college has participated in	No

	NIRF?	
43	What measures are initiated by the authority for ensuring gender equity in the college?	The College Authority constituted a woman cell with the ladies faculties to ensure gender equity in the college the cell is monitoring for any discrepancy.
44	Whether solar energy plant, Biogas plant installed as alternative sources of energy?	<ul style="list-style-type: none"> <li>❖ Planning to Set up Solar Energy plant</li> <li>❖ Applied for installation of Solar Street light at Municipal Board, Kajalgaon</li> </ul>
45	Explain the practices adopted for solid waste, liquid waste, bio-medical waste management, E-waste management, water recycling and hazardous chemical and radioactive waste management.	MoU is signed for waste management
46	Whether the college has Assam bore well and has it undertook rain water harvesting?	Yes
47	What measures are undertaken for restricted entry of automobiles and to ban plastic use?	<ul style="list-style-type: none"> <li>❖ Installation of CCTV</li> <li>❖ Security Guard at the Entrance Gate</li> <li>❖ Declare as Plastic Free Zone</li> </ul>
48	Whether Environment /Green and Energy audit conducted?	Yes
49	Explain the PWD friendly initiatives undertaken by the college.	No PWD student yet. Planning to install PWD friendly initiatives
50	Explain how the college authority sensitize the students and employees on constitutional obligation -values, rights, duties etc.	Annexture-IV
51	Whether the college has prepared code of conduct for the students, teachers, administrators, and other staff and how these are disseminated and displayed?	Annexture-V

  
 ( Dr. Rabindra Nath Das)  
 Retd. Principal (Peer Member)  
 K.R.B Girls' College, Guwahati-9  
 Retd. Principal  
**K.R.B. Girls' College**  
 Guwahati

  
 (Dr. Nilpadmini Rabha)  
 (Counter Signed)  
 Principal  
 U.N Brahma College, Kajalgaon  
 Principal  
**U. N. Brahma College**  
 Kajalgaon