


Schedule for Academic and Administrative Audit

1. Introduction to Peer Team Members
2. Principal Presentation
3. Departmental presentation:

Sl. No.	Departments
1	Assamese
2	Sociology
3	Political Science
4	Education
5	Economics
6	Accountancy
7	Banking
8	Mathematics & Commercial Arithmetic
9	English
10	Business Statistics
11	Management
12	IT Dept.
13	Hindi
14	Commercial Law
15	Commerce
16	Library
17	Office staff

Date: 04-07-2022


(Dr. Lohit Hazarika)
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam



OFFICE OF THE PRINCIPAL

LAKHIMPUR COMMERCE COLLEGE

At/P.O.- North Lakhimpur, Dist.- Lakhimpur- 787001, Assam, India

Dr. Lohit Hazarika, MA, Ph.D.
Principal



Ref. No..... LCC/NLP/NAAC/002/2022- 283

Date..... 23.06.2022

From: Dr. Lohit Hazarika
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

To: Prof. Sarat Kakoti
Department of Statistics
Dibrugarh University

Subject: Invitation to Academic and Administrative Audit of the Lakhimpur Commerce College as
Expert Member.

Sir,

I have the honour to inform you that the Academic and Administrative Audit (AAA) of Lakhimpur Commerce College, North Lakhimpur, Assam is being convened on 05.07.2022 from 11.00 A.M. onwards.

Therefore, you are requested hereby kindly to make it convenient to attend the Programme as member of the expert team for which act of your kindness we shall be grateful to you.

Thanking you

(Dr. L. Hazarika)
Principal

Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur



OFFICE OF THE PRINCIPAL

LAKHIMPUR COMMERCE COLLEGE

At/P.O.- North Lakhimpur, Dist.- Lakhimpur- 787001, Assam, India

Dr. Lohit Hazarika, MA, Ph.D.
Principal



LCC/NLP/NAAC/002/2022- 282

23.06.2022

Ref. No.....

Date.....

From: Dr. Lohit Hazarika
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

To: Prof. Gopal Hazarika
Retired Professor
Department of Mathematics
Dibrugarh University

Subject: Invitation to Academic and Administrative Audit of the Lakhimpur Commerce College as Expert Member.

Sir,

I have the honour to inform you that the Academic and Administrative Audit (AAA) of Lakhimpur Commerce College, North Lakhimpur, Assam is being convened on 05.07.2022 from 11.00 A.M. onwards.

Therefore, you are requested hereby kindly to make it convenient to attend the Programme as member of the expert team for which act of your kindness we shall be grateful to you.

Thanking you

(Dr. L. Hazarika)
Principal


Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur

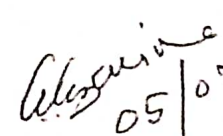
Academic and Administrative Audit Report
of Lakhimpur Commerce College,
North Lakhimpur, Assam

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)
05/07/22
Professor
Department of Statistics
Dibrugarh University



Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

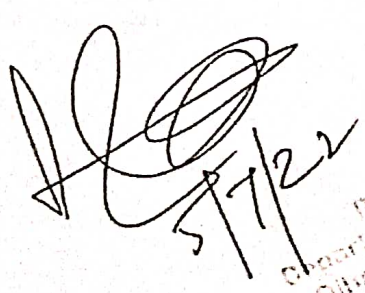

05/07/2022
(Prof. G. C. Hazarika)
Professor (Retd.)
Department of Mathematics
Dibrugarh University
Dibrugarh, Assam

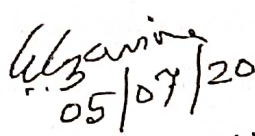
**ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT
LAKHIMPUR COMMERCE COLLEGE**

Place :North Lakhimpur Pin: 787001 State: ASSAM

Section I: GENERAL	Information
1.1 Name & Address of the Institution:	Lakhimpur Commerce College North Lakhimpur-787001, Assam
1.2 Year of Establishment:	1972
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties/ Schools:	02
• Departments/ Centres:	15
• Programmes/ Courses offered:	2
• Permanent Faculty Members:	Permanent faculty=35, Sanctioned Post=41
• Permanent Support Staff:	10
• Students (2022)	1477
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none">• Oldest and first full-fledged Commerce College in the North Bank of the Brahmaputra, Assam• Co-educational institution with regular UG & PG Programmes to be introduced from this session• Recognized by UGC Act 1956 under 2f and 12B.
1.5 Dates of visit of the Academic and Administrative Audit Team (A detailed visit schedule may be included as Annexure):	05 – 07- 2022
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairman	Prof. Gopal Chandra Hazarika, Retd. Professor, Department of Mathematics, Dibrugarh University
Member	Prof. Sarat Chandra Kakaty, Department of Statistics and Dean, Faculty of Science and Engineering, Dibrugarh University
Principal	Dr. Lohit Hazarika
IQAC Coordinator	Dr. Dadul Rajkonwar


Principal
Lakhimpur Commerce College
North Lakhimpur, Assam


5/7/22
Professor
Department of Statistics
Dibrugarh University


05/07/20
Professor (Retd.)
Department of Mathematics
Dibrugarh University
Dibrugarh, Assam

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 Curricular Design and Development:	<ul style="list-style-type: none"> • The College is affiliated to Dibrugarh University and it follows the syllabus, and guidelines framed by the Board of studies of Dibrugarh University. • Some of the faculty members are involved in revising and redesigning the course curriculum by way of BOS members which make the curriculum delivery process of the college more effective. • Based on the affiliating university academic calendar academic committee of the college develops its own academic calendar. • For effective implementation of the curriculum, the Academic Committee of the college prepares academic plan of the college on the basis of academic calendar. • The Routine Committee of the college develops a common routine for all the departments. Routine committee strictly follows the academic calendar.
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • In Academic flexibility is concerned; the institution provides sufficient academic flexibility to the students by way of multiple specialized courses. • As per guidelines of the Affiliating University, the institution has introduced CBCS in 2019, based on the guidelines, several SEC courses, Generic Elective courses are offered to the students. • Teaching plans consisting of unit wise lesson plans and completion periods are prepared
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • Departments arrange remedial classes for academically poor students. • Five Add-on courses are approved by the affiliating university and four other certificate courses are conducted by the college • College identified slow learners and advanced learners, accordingly remedial classes, tutorials, etc. are organized for slow learners and advanced learners are provided with advanced research work, reference books, etc. • Institution offers B.A, B.Com. & M. Com. Program through distance mode. • The college library is partially automated with SOUL 3.0 software with 21000 numbers of stock of latest text books, 6 numbers of journals, 195809+ e-books, 6293 e-journals and reference books with internet

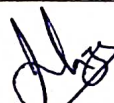
	<p>browsing facilities to the students for accessing necessary information.</p> <ul style="list-style-type: none"> • The college has a monitoring mechanism where each Department adopts mentor-mentee system which make curriculum delivery system more effective. • Performance of the students are reviewed from time to time by conducting in-semester examinations • Teachers use the audio visual and other teaching aids.
2.1.4 <i>Feedback System:</i>	<p>College has scientifically designed feedback system taken from Stakeholders such as</p> <ul style="list-style-type: none"> • Students • Teachers • Employers and • Parents <p>Accordingly Feedback is collected, analyzed and action is taken</p>

2.2 Teaching-Learning & Evaluation:	
2.2.1 <i>Student Enrolment and Profile:</i>	<ul style="list-style-type: none"> • Students enrolled in the College: 2017-18: 435, 2018-19: 448, 2019-20: 425, 2020-21: 540, 2021-22: 586 • Number of students from other states take admission in this college • Student's enrolment admission is done as per rules laid down by affiliating university and the State Government. The college has its own admission committee which looks after all the admission related matter for maintaining the transparency. The merit list is followed and reservation quota is well taken care of. • The college needs to conduct induction-cum-interaction programmes before the commencement of regular classes for the fresher's every year.
2.2.2 <i>Catering to Student Diversity:</i>	<ul style="list-style-type: none"> • Students are motivated to participate in the seminars/ workshops, talk programmes, NSS activities • During Corona pandemic and lock down period, teachers engaged classes through various online platforms such as Zoom, Google Classroom etc. • The slow learners are given extra time to clarify their doubts in the department. • Special lecture are organized by some department from time to time as per the students requirement in online and offline mode. • Field tours are also organized by the college for students.
2.2.3 <i>Teaching-Learning Process:</i>	<ul style="list-style-type: none"> • Five classrooms are furnished with ICT facilities • Regular theoretical and practical classes are taken by teachers in



Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

	<p>classical chalk - talk system as well as ICT tools are used</p> <ul style="list-style-type: none"> • Teachers make learning interactive by motivating student participation in group discussion, role-play, subject quiz, discussion and questions and answers on current affairs, etc • ICT enabled teaching includes Wi-Fienabled class rooms with LCD, Education department Lab, Smart Classrooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. • The Student seminars are organized where in the papers are presented by students on contemporary topics • Group Learning method is now being adopted through whatsApp group where teachers share study materials as per students' requirement.
2.2.4 <i>Teacher Quality:</i>	<ul style="list-style-type: none"> • Permanent teachers: 35, Temporary Teachers: 2, Teachers with PhD Degree: 12, M.Phil-8, Total sanctioned Post: 41 • Research activities of the faculty members are good. Few books, research papers, articles, chapters are published in national journals. Faculty members have been participated and presented Research Papers in national seminars, webinars, workshops, etc
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> • Examination system of the college is robust and institution strictly adheres to the rules of Controller of Examinations of Dibrugarh university • The Examination Committee looks into examination related matters, evaluation process, students grievances etc. • The entire faculty members are actively participate both in internal Assessment and external Evaluation process of Affiliating University. • Question paper setting and evaluation is conducted by the respective departmental teachers • Seminar presentations and home assignments are allocated to the students on syllabus-oriented topics. Assignments are submitted to respective teachers and marks are awarded accordingly. • Viva- voce are also conducted for students
2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> • The teachers and students are aware about the learning outcomes of all the programmes offered by the college • The learning outcomes are also notified properly. • Rigorous initiatives are taken by the authority and faculty members of the institution for achieving the learning outcomes. • Mentor- Mentee system is in vogue. • The performance of the students in different examinations of the affiliating university is highly satisfactory.




Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • A Research Journal named Lakhimpur Commerce College Research Journal with ISSN No. 2320-5415 is published regularly since 2014. • Research Publications of the faculty members of the college are good but, require enhancement
2.3.2 Resource Mobilization for Research:	<ul style="list-style-type: none"> • Two research projects granted by ICSSR. • Two projects completed
2.3.3 Research Facilities:	<ul style="list-style-type: none"> • IQAC of the college needs to encourage the faculty members to pursue research activities. • Software like SPSS, E-Resources are to be subscribed by the institution for promoting research culture in the institution.
2.3.4 Research Publications and Awards :	<ul style="list-style-type: none"> • During the last five year, 12 UGC Care List research papers, 53 book-chapters, articles are published by faculty members in national journals and proceedings. • 2 faculty members are awarded with PhD in 2017-18, 1 in 2018-19 respectively.
2.3.5 Consultancy:	<ul style="list-style-type: none"> • All teachers extend consultancy services to Government agencies such as External evaluator of Gunotsav, Master Trainer of various elections training process. • Teachers also act as Resource persons for events such as financial awareness, environmental awareness. • <i>Consultancy in formal ways needs to be formulated</i>
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> • Extension activities in a near- by village(Borbill) was carried out • Classes for School Students are conducted, which is a regular feature.
2.3.7 Collaborations	<ul style="list-style-type: none"> • MOU with North Eastern Yogasan Training & Physical Health Centre • MOU with Sabda Bharati, Guwaahati • Three MOUs have been signed with some nearby colleges and clubs • MOU with NGO AINA Foundation.

2.4 Infrastructure and Learning Resources:	
2.4.1 Physical	<ul style="list-style-type: none"> • The College has 18number of classrooms,5 of them with ICT


Facilities:	<p>facilities and 2 multipurpose seminar halls.</p> <ul style="list-style-type: none"> • The college has an off-campus playground with 25 bighas of land. • A Girls Hostel of the college is ready to occupy with intake of 80 students. • Photocopy facility is available for students at a nominal rate in College Library. • Good drinking water facility, Canteen and toilets for boys and girls are available.
2.4.2 Library as a Learning Resource:	<ul style="list-style-type: none"> • The library is partially automated using SOUL 3.0. and INFLIBNET. • Sufficient Text books, Reference Books periodicals and E-Resources make the library more useful for the researchers and PG students. • The record of issue and return of book is maintained properly. • The process of selection and purchase of book is democratic in nature. • The proper account of visitors (students and staff) on daily basis is maintained. • All the decisions and policies of library are taken and implemented through Library Committee.
2.4.3 IT Infrastructure	<ul style="list-style-type: none"> • Computer lab is equipped with 27 computers with updated and licensed software. In addition there are 4 computers in IQAC office, 1 in Principal room, 5 in office and 3 in library. • The entire campus is wi-fi enabled with dedicated lease line connectivity. • The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology. • Internet access is provided to all departments in the college through wi-fi system enabled with necessary firewalls. • All departments are also provided with individual system (Laptop and Desktop) with internet facility.
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • A Campus Maintenance Committee is formed to maintain and use the available resources effectively and optimally. • College develops a culture to re-use of scrape materials. • Eco-club of the college plays major role in maintain the college campus in an effective manner

2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	<ul style="list-style-type: none"> • Induction programme for academic review in the beginning of the session needs to be introduced with newcomer students by the departments or the college. • The College has an active mentor mentee cell where students are given guidance or support both academically and mentally



 Principal
 Lakhimpur Commerce College
 North Lakhimpur, Assam

	<ul style="list-style-type: none"> • The college or the Departments needs to organize parent – teachers meet to review the progress of students
2.5.2 Student Progression:	<ul style="list-style-type: none"> • Number of outgoing students placed during 2020-21: 10 • Number of outgoing student progression to higher education: <ul style="list-style-type: none"> ➤ 2017-18: 13 ➤ 2018-19: 10 ➤ 2019-20: 10 ➤ 2020-21: 25 ➤ 2021-22: 25 • Number of students qualifying in state/ national/ international level examinations in 2020-21: 9
2.5.3 Student Participation and Activities:	The college needs to practice of encouraging students for outstanding performance in sports/cultural activities at university/state/ national / international level with awards/medals.

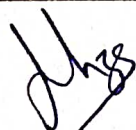
2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • The vision of the Lakhimpur Commerce College is to upgrade itself into a centre of excellence in commerce education and to build future business leaders and entrepreneurs in the globalized business environment for the development and welfare of all concerned. The vision of the college is to <ul style="list-style-type: none"> ➤ Make commerce education accessible to all sections of the society. ➤ Teach, guide and motivate the students by providing quality education. ➤ Inculcate the spirit of co-operation and healthy competition amongst the students. ➤ Mould the students towards creativity and excellence with dedication, devotion and discipline. ➤ Ensure physical, mental and moral growth and development of the students. ➤ Assist in character building by cultivating human and ethical values in the students.


Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

	<ul style="list-style-type: none"> ➤ Synthesize the traditional and modern teaching tools for capacity building through all round development of the students. ➤ Facilitate, encourage and spread education for women empowerment. • Mission: "The mission of the college is to promote learning both by students and faculty to achieve excellence in education" • The Vision, Mission and Objectives are communicated to the stake holders through the prospectus, website and notice board. • The quality policies are framed in consultation with the faculties, Governing Body, Heads, staff and different committees. • Academic and Administrative activities of the institution are in tune with Vision and Mission statement. • Leadership of the college is dynamic and follows the participative and democratic principles in all administrative aspects. • Different committees viz. PMU, Purchasing Committee, Admission Committee, Campus Maintenance Committee, GSCASH, Anti Ragging Committee, Admission Committee, Routine Committee, etc are in place and work as per the well designed policy and programmes.
<p>2.6.2 Strategy Development and Deployment</p>	<ul style="list-style-type: none"> • The College is under continuous improvement with respect to infrastructure, academic, administration and other aspects during the last couple of years. The college encourages the faculty members for research works. • Along with the central library of the college, each department is equipped with departmental library. • The institute also publishes research journal which is peer-reviewed. • The College will offer two year fulltime M.Com. Course (CBCS) under Dibrugarh University from the coming session. • The college is expecting to introduce another undergraduate course in the upcoming years. • The College alumni association is running smoothly but needs to be


 Principal
 Lakhimpur Commerce College
 North Lakhimpur, Assam


	<p>registered.</p> <ul style="list-style-type: none"> • A few plans to be started shortly are as follows: <ul style="list-style-type: none"> ➤ Off campus playground be refurbished. ➤ Off campus boys' hostel be constructed. ➤ Off campus staff quarters be constructed. ➤ To start few certificate courses / add on courses as per guidelines of NEP 2020. ➤ Effort e made to get RUSA grant after NAAC accreditation.
<p>2.6.3 Faculty Empowerment Strategies:</p>	<ul style="list-style-type: none"> • College has a Thrift Society from the inception of the college, benefitting the entire college community. • The institution has the following facilities: <ul style="list-style-type: none"> • Canteen, library, drinking water, washing facilities for all • Departmental room with adequate seating provisions and Stationery grants for teachers. • Provision of Group Life Insurance Policy for all employees be made. • All the departments, main offices and library are equipped with the facilities of laptop, desktop and internet having free wi-fi. • A faculty member may be granted sufficient leave with salary for pursuing higher studies.
<p>2.6.4 Financial Management and Resource Mobilization:</p>	<ul style="list-style-type: none"> • Two-tier finance audit is in place. • Methodology of audit in the institution consists of appointing of auditor with due permission from the Governing Body and then checking of all bank and cash transactions, scrutiny of ledger, analysis of stock register, cash book, advance register, scrutiny of all other documents. • In the institution, Internal Audit of financial matters is carried out by the Audit Officer of Local Accounts, Government of Assam. In this regard, accounts section of the College provides all necessary books of accounts and information as required for the purpose of audit.



Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

	<ul style="list-style-type: none"> • After the completion of audit a detailed report is given by the auditor with all necessary suggestions and objections if any with direction to take necessary correction. Then the report is placed in the meeting of the Governing Body for approval and acceptance. • The Members after discussion and consideration on the audited statements and report provide suggestion in this regard for future improvement.
<p>2.6.5 Internal Quality Assurance System:</p>	<ul style="list-style-type: none"> • IQAC of the college is formed as per NAAC guidelines. • Should work to get ISO Certification • Some initiatives of the IQAC are: • The collection of feedback from various stakeholders and inform the concerned about its outcome • Helping in preparing AISHE reports. • Few quality initiatives undertaken during last five year by IQAC include: • Seminars/webinars on “Emerging issues of RD, Voter awareness, Self Defence for Girls, Code of Conduct on Professional Ethics, Financial Literacy, e-resource through N-LIST, IRP, Postal and Banking Services, Hindi Sahitya mein Rashtriyotabodh, Young Investor awareness, Skill Development, Investment Awareness” etc. • IQAC of the college is expected to be more pro-active


<p>2.7 Innovations and Best Practices:</p>	
<p>2.7.1 Environment Consciousness:</p>	<ul style="list-style-type: none"> • The College's NSS unit is active in putting on numerous awareness events such as <ul style="list-style-type: none"> ➤ Plantation programmes, ➤ Hygiene management,


Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

	<ul style="list-style-type: none"> ➤ Swacchata Abhiyan (cleanliness drive) and other activities. • Students are educated about the necessity and protecting environment along with waste management and garbage disposal mechanisms in courses such as Environmental Studies. • The college should take measures for waste management of solid waste and E-waste etc. • The college should take necessary steps for rain water harvesting.
2.7.2 Innovations:	<ul style="list-style-type: none"> • Policies are documented for innovative practices of the institution.
2.7.3 Best Practices:	<ul style="list-style-type: none"> • Institutions best practices are framed as per the NAAC format. • Qualitative initiatives are visible in tune with the Vision Statement

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:	<ul style="list-style-type: none"> • Good faculties. • <i>Demand ratio is encouraging for the last couple of years.</i> • Updated infrastructure with free wi-fi enabled campus. • Library is well equipped.
3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • Limited financial resources for students benefit program. • High Teacher - Student ratio.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • A platform to provide quality education in commerce up to Post Graduate level including skill-based courses • Potential to carry on extra shift. • <i>Willing to tap into the multidisciplinary programmes provisioned in the NEP 2020.</i>

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)


Principal
Lakhimour Commerce College
North Lakhimpur, Assam

- Efforts be made to make the college as a hub of entrepreneurship development centres.
- Industry-Academia relationship be augmented.
- Sports facilities of the college including hostel need to be enhanced.
- The information and career guidance cell of the college should work in a more visible manner
- Alumni engagement needs to be enhanced in more diversified manner
- More workshop, seminars can be conducted for the students on emerging issues of commerce and management
- Institution can develop Commerce Laboratory.

- **BASICS FIRST:** We the teachers, college/university administrators must reach out to the students.
- Teaching should be improved in order to instil in students (the critical bent of mind) the original thinking
- Steps should be taken to appreciate the quality of overall education and then social returns in terms of quality graduates capable of addressing social concerns, and responsibilities of society and societal problems. Steps may be:
 - i. Good teaching is the Mantra for overall quality journey.
 - ii. Strict vigilance/monitoring in teaching-learning process
 - iii. Fortnightly/monthly in-house workshop/seminar on contemporary/current socio-economic political issues by concerned faculty members.
 - iv. Stress should be given on teaching /doubt clearing sessions/ once in a week to address the students having learning gaps.
 - v. UG students should be rigorously trained/taught Grammar, Composition, translation etc.
 - vi. Student should be trained in/acquainted with writing skills such as précis/letters (business/Advertising/Communication etc.), Assignments writing, Statement of purpose etc.
 - vii. Faculty members of English and Assamese be given space (incentives/time etc.), to get engaged in assignments v. and vi.
- College Academics should go hand in hand with the University and the UGC guideline and reforms, especially to address the nitty-gritty and collaterals of the implementation of NEP 2020.
- UG students be given space/opportunities or, UG students be trained how to formulate Problems and solve Problems (Problem Solving Exercise)
- Space for Case studies / Empirical studies (in Pilot Form) be given to students (Science and Social Science students) and be augmented.
- Instil /nurture in students the Exercise solving Habit, especially in Mathematics and Sciences) and ideation in social sciences.
- In addition to Physical exercises/sports events, Mental sports such as Quiz; Group Discussion and Debate on Topical issues/matters; colloquia etc. be organized periodically (quarterly/monthly) in the college.


- Internal Academic Audit (what was done by the college) is encouraging. It is a prelude to the overall good of the college. Exercise of this sort will stimulate/fillip the quality journey of education of the college
- NEP 2020 recommendations to be adhered to and complied with
- Adopt right mix of Chalk and Talk/Lecture and ICT applications.
- Solution to quality education solely lies in how the teachers deliver. So, we the teachers should reach out to students.
- Efforts are directed for recruitment and retention of quality faculty with appropriate cadre ratio.
- Encouragement to faculty to enhance (augment) their qualifications (training).
- Motivate faculty for financial resource mobilization through research and consultancy work, and also to publish quality research papers
- Laboratory and ICT infrastructure, and library services be suitably upgraded to avoid its obsolescence, and meet the requirements of the stake holders
- Efforts be made to acquire full autonomy from the University

Strong/ Encouraging Features of the College:

- College has a good Library with good stock of text books, reference books and e-books.
- A sense of strong collegiality exists among the college community.
- College has a thrift society since inception with a good number of welfare schemes already carried through to the college community.
- College has a strong NSS unit which has performed a good number of social/ outreach activities.
- College is going to create a corpus fund.
- Functioning of the finance Branch of the College is up to scratch.

Suggestions:

- Students need to be insured through a scheme called "Students Insurance", which can be developed/ created using interest accrued from the thrift society scheme. (This might be one of the best practices of the college).
- Induction program in every department be made mandatory, esp. in the beginning of the 1st semester.
- Department of English and Maths may take initiatives to eliminate the are called (English) grammar phobia and (Dyscalculia) Math Phobia that exists among students esp. in early stages. Pilot form of survey may be taken up by the Departments.
- Sociology- Economics- Political science has lots of responsibilities to educate students with current socio-political, socio-economic, political economy and economic issues. Colloquia/ Seminars may be conducted by the Department fortnightly/ monthly in order to make the students educated with these issues.
- Policy of a college/university is meant for greater public good. Autonomy, if granted be applied logically.


 Principal
 Lakhimpur Commerce College
 North Lakhimpur, Assam

- SSR be crosschecked before presenting it to the NAAC Peer Team
- Compliances of the Recommendations of the previous NAAC visit be put on record
- To promote the college to an autonomous status by creating right ambience (Academic, Finance and Administrative) on the college campus. Meaning is that college requires to be financially and academically well endowed.

Felt Need:

- Every department be equipped with latest ICT facility
- SLM's (by all Faculty members) be given to the students at the beginning of every semester. This is one of the needs of the hour, which may counter any kind of adversities that might knock the door in future.
- Principal and the faculty members are the torch bearer of the college. They may be requested to call the tenor of time- "Come along to go along"
- IQAC needs to be more pro-active.

Ameliorative Measure(s):

- The learning gap that has cropped up in students due to supervening Covid-19 needs to be addressed diligently by the faculty members.

Epilogue:

Opportunities- Location of the college is good for demographic inclusion - location has scope for creation of demographic dividend.

I agree with the Observations of the Academic and Administrative Audit Team as mentioned in this report.

Signature of the Head of the Institution
Seal of the Institution
Principal

Lakhimpur Commerce College
North Lakhimpur, Assam

Signatures of the Peer Team Members:

Name and Designation		Signature with date
Prof. Gopal Chandra Hazarika	Chairperson	 05/07/2022
Prof. Sarat Chandra Kakaty	Member	 5/7/22

Place: North Lakhimpur

Date: 05.07.2022

Professor (Retd.)
Department of Mathematics
Dibrugarh University
Dibrugarh, Assam



OFFICE OF THE PRINCIPAL

LAKHIMPUR COMMERCE COLLEGE

At/P.O.- North Lakhimpur, Dist.- Lakhimpur- 787001, Assam, India



Ref. No.....

Date.....

**ACTION TAKEN REPORT OF ACADEMIC AND ADMINISTRATIVE
AUDIT
held on 5th July, 2022
Lakhimpur Commerce College
North Lakhimpur, Assam**

Sl. No	Recommendation of Academic and Administrative Audit	Action taken
1	Efforts be made to make the college as hub of Entrepreneurship Development Centre	Innovation and Entrepreneurship Centre has been set up and awareness programmes is being organised regularly.
2	Industry Academia relationship to be augmented	The college is planning to collaborate with different industries
3	Sports facilities of the college including hostel needs to be enhanced	The college has sports ground in the second campus and Lakhimpur Commerce College Women's Hostel has been already inaugurated.
4	The ICG Cell needs to work in a more visible manner	The ICG Cell has been organising different programmes for the benefit of the students in regular basis.
5	Alumni engagement need to be enhanced	College has registered Alumni Association and alumni meet has been organised by the Alumni Cell
6	Workshop, seminars can be conducted for the students	Various workshop, seminar have been conducting for sensitizing the students
7	Development of Commerce Laboratory	The college is planning to develop Commerce Laboratory in the college campus
8	Students need to be insured through a scheme called "Students Insurance",	The college is planning to introduce Students' Insurance Scheme



OFFICE OF THE PRINCIPAL

LAKHIMPUR COMMERCE COLLEGE

At/P.O.- North Lakhimpur, Dist.- Lakhimpur- 787001, Assam, India



Ref. No.....

Date.....

9	SSR should be crosschecked before presenting it to the NAAC Peer Team	SSR crosschecked by the core members
10	Compliances of the Recommendations of the previous NAAC visit be put on record	Recommendations of the previous NAAC visit have been recorded.
11	To promote the college to an autonomous status by creating right ambience (Academic, Finance and Administrative) in the college campus.	The college has been initiating measures by forming Task Force for NEP-2020 Implementation, Road map for NEP-2020 and introducing Add on Courses
12	Every department needs to be equipped with latest ICT facility	Every department has computer and WiFi facility
13	IQAC needs to be more pro-active.	IQAC of the college has been taking proactive measures for quality initiatives, enhancement and sustenance

(Dr. Lohit Hazarika)
Principal
Lakhimpur Commerce College
North Lakhimpur, Assam

Principal
Lakhimpur Commerce College
North Lakhimpur, Assam