

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

For the sessions 2023-24 and 2024-25



LCB College
Maligaon, Guwahati

Notes from the auditors

The following members of the audit team compiled this report after receiving requests from the LCB College authority to audit academic and administrative activities conducted in the college for the session 2023-24 and 2024-25. Based on their prior information, physical verification, and interactions, the auditors submitted the college's Academic and Administrative Audit Report. This report was prepared using the information we received from the academic departments and administration during our visit on the date mentioned below.

During the departmental presentations, the IQAC coordinator assisted and supported us. During their presentations in the conference rooms, which also included the Principal and the IQAC Coordinator, all academic departments displayed their departmental profiles in PowerPoint formats that showcased their academic and extracurricular activities.

Information received from the departments and other sources are tabled below
We humbly declare that there are no facts that can harm the reputation of the college.

Members of the Academic Audit Team

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Visit Date:
11-06-2025

Visit Schedule

TIME	PROGRAM
10-00 AM	<p>Presentation by Coordinator, IQAC, LCB College Presentation by Principal, LCB College Venue: Conference Hall, 1st Floor, Block C</p>
10-30 AM	<p>Presentation by Science Stream HoDs (in order) Computer Science, Information Technology, Mathematics, Statistics, Physics, Electronics Presentation by Arts Stream HoDs (in order) Political science, Education, Economics, Assamese, English, History, Bengali, Hindi, Philosophy Venue: Conference Hall, 1st Floor, Block C</p>
11.30 AM	<p>Visit to Academic Departments (in order) Bengali, Hindi , Philosophy, Economics (Department and Lab), Electronics (Department and lab), Computer laboratory (Computer science and IT), Assamese, Statistics, Physics Lab, NCC and NSS Office, English (Department and Sports Centre) , History, Mathematics, Education , Computer Science (Department and ICT Enabled Class rooms), Physics (Department), Political Science.</p>
12.30 AM	<p>Visit to Office, Central Library and others Online office, Documentation Centre, Zonal Office, Audit Office, Accounts Section, Cooperative Office, Examination Branch Office, Fee Collection Centre , Auditorium, Central Library, Girls' Common Room, Boys Common Room, Student's Union Office, Canteen, Girls' Hostel, Parking.</p>
1.30 PM	<p>Lunch –on- Meeting at College Canteen</p>
2.00 PM	<p>Exit Meeting Venue: Conference Hall, 1st Floor, Block C</p>

BRIEF INTRODUCTION OF THE COLLEGE

Founded in 1971, Lalit Chandra Bharali College (commonly known as LCB College) in Maligaon, Guwahati, Assam began as a night college operated from the premises of Maligaon Railway Higher Secondary School. In 1972, through the generosity of the Bharali family, the college purchased its own land, and from 1973 began functioning from its own campus.

Affiliated with Gauhati University and recognised under Section 2(f) and 12(B) of the University Grants Commission (UGC), the institution is accredited by the National Assessment and Accreditation Council (NAAC) with a “B++” grade. The college offers a broad range of programmes in Arts, Science, Commerce and IT—such as B.A., B.Sc., BCA, B.Sc. (IT) and PGDCA—catering to students from across the North East region. The college campus enjoys a scenic location at the foothills of Nilachal and Adingiri Hills, presenting a tranquil setting for learning and teaching. Facilities include well-equipped science and computer laboratories, a library with open-access system and automated library management, hostel accommodation for girls, active NCC and NSS units, and a dedicated placement and career-guidance cell. The principal, Dr Amarendra Kalita, emphasises the college’s commitment to academic excellence, social outreach and adapting to the changing landscape of higher education.

With its fifty-plus years of history and its mission to provide quality education especially to students from peripheral and underserved areas, LCB College continues to play a vital role in the higher-education infrastructure of Assam.

Vision and Mission

Vision:

To translate into a centre of excellence by foregrounding knowledge as empowerment and an instrument for inculcating social responsibility.

Mission:

- To provide a centre of alternative career oriented courses in Science, Technology and Management.
- To make quality education accessible to all sections of society especially to students of the peripheral areas
- To cultivate excellence by identifying and moulding some of the best minds.
- To equip students with skills and life values to face the challenges of life and thereby to contribute towards nation-building.
- To instil a sense of environmental responsibility among the learners.

GENERAL INFORMATION OF THE COLLEGE

BROAD HEADS	DESCRIPTION	STATUS (2023)	STATUS(2024)
GENERAL INFORMATION	Total area of the campus	1.86 Acre	1.86 Acre
	Total built up area	1.50 Acre	1.50 Acre
	2(f) and 12 (B) status	Yes	Yes
	NAAC Accreditation Status	B++	B++
	Governing Body exists and meetings are regularly held	Yes	Yes
	Faculty Strength	35	35
	Administrative Staff Strength	19	19
	Library Staff Strength	5	5
	Vacancy of Teaching Staff	5	6
	Vacancy of Library Staff	2	3
	Vacancy of Non-Teaching Staff	7	8
	Service Record of Staff maintained and updated	Yes	Yes
	Biometric attendance maintained and monitored	Yes	Yes
	Leave records are maintained	Yes	Yes
	General Record of Students	Yes	Yes
Scholarship Records and Procedures	Yes	Yes	
GOVERNANCE	Institutional Development Plan exists and adherence to the plan with evidence	Yes	Yes
	Organogram	Yes	Yes
	Participation of stakeholders in decision making with evidences	Yes	Yes
	Decentralised decision making with evidences	Yes	Yes
ERP STATUS	Administration	Yes	Yes
	Finance and Accounts	Yes	Yes
	Admission	Yes	Yes
	Examination	Yes	Yes
	MIS	Yes	Yes
LIBRARY	Total Library Collection	21697	22048
	Documents added (Number and amount)	393 (228645)	337 (95839)
	Library Automated Using Standard Software	SOUL 2.0	SOUL 2.0
	Remote Access Facility	Yes	Yes
	Accession Register Updated	Yes	Yes
	Library Documents Classified and Arranged	Yes	Yes
	Library Manual	Yes	Yes
	Status of Library committee	Yes	Yes
	Other Best Practices	1.Orientation program for students every year 2. Extension service at Guwahati Central Jail 3. Internship to 3 rd semester students of C.U and G.U. 4. Best Library User Award for students and teachers.	

EXAMINATION	Standard Photocopy and Printing Machines and other facilities	Yes	Yes
	Grievance Redressal Procedures are transparent	Yes	Yes
	Examination procedure is robust and transparent	Yes	Yes
INFRASTRUCTURE	Computer Systems available	Yes	Yes
	Updated software available	Yes	Yes
	Wi-Fi facility	Yes	Yes
	Smart classroom and ICT enabled classroom	Yes	Yes
	Laboratory facility	Yes	Yes
	Auditorium	Yes	Yes
	Energy Conservation Measures	Yes	Yes
	Other infrastructures	Yes	Yes
EMPLOYEE WELFARE	General Welfare measures	Yes	Yes
	Registered cooperative society	Yes	Yes
	Physical infrastructure for extracurricular activity	Yes	Yes
	Canteen facility	Yes	Yes
	Drinking water facility	Yes	Yes
	Women Welfare Measures	Yes	Yes
	Students Welfare Measures	Yes	Yes
	Whether all statutory cells (IC/Anti-ragging/ Grievance Redressal) are constituted and functioning as per norms?	Yes	Yes
	Facilities for Disaster Management	Yes	Yes
	Facilities for Differentially abled person	Yes	Yes
	Hostel intake and seat filled	54/34	54/34
FINANCE AND ACCOUNTS	Hostel inmates' welfare	Yes	Yes
	Are the financial audits conducted regularly?	Yes	Yes
	Status of Internal Audit	Yes	Yes
	Status of Local/ External Audit	Yes	Yes
	How are the audit objections met, if any?	Yes	Yes
	Whether there are standard procedures for purchases?	Yes	Yes
	Are the ledgers and cash book regularly maintained?	Yes	Yes
	Are the stock registers maintained and updated?	Yes	Yes
Steps initiated for generation of fund	BSNL tower and logistics support for conduct of External Exam.		
Waste Management	Solid waste: Segregation of waste, GMC collects regularly. E-waste disposed through vendor. Newspapers and other items sent for recycle, committee for the same exists.		
IQAC	IQAC is constituted as per norms	Yes	Yes
	Significant contribution for institutionalizing quality assurance (strategies and processes)	1. Formation of Students' clubs and promoting student leadership. 2. Augmenting departmental alumni associations. 3. Drive for a paperless environment	

	Meeting and action taken records	Uploaded in college website
	Quality Assurance Program organised	National seminar, National workshops, training programs and stress management workshop for staff
	Contribution for reviewing and upgrading teaching learning process	1. Updated course file management practice 2. Emphasis on ICT use in teaching learning process 3. Monitoring regularity and performance.
Two Best Practices		Promoting efficient use energy. Promoting holistic education
Uniqueness of the Institution		Efforts to augment student friendly atmosphere through infrastructure and discipline.

Academic Strength

Sl. No.	Name of the Program	Sanctioned Intake	Actual Number of Total Students	
			2023	2024
1.	BA	900	642	602
2	B.Sc.	390	142	154
3	B.C.A	150	155	180
4	B.SC.IT	90	64	80
5	PGDCA	50	05	05

Faculty Strength

Sl. No.	Program	Program wise list of faculty		
		Sanctioned	Post Filled up	Others
1.	BA	24	21	-
2	B.Sc.	11	08	-
3	B.C.A	-	-	05
4	B.SC.IT	-	-	[Department of IT]
5	PGDCA	-	-	

SWOC Analysis

Strength of the Institution

1. Accreditation and Governance: The College accredited 'B++' grade (CGPA-2.79) by NAAC in its 2nd cycle of accreditation in 2022. Governance is robust, with a regular meeting of Governing Body and the existence of an Institutional Development Plan.
2. Administrative Systems: The institution operates a fully implemented Enterprise Resource Planning (ERP) system covering Administration, Finance and Accounts, Admission, Examination, and MIS. Essential administrative records, including service records, leave records, student records, and scholarship procedures, are maintained and updated. Biometric attendance is also maintained and monitored.
3. Faculty Quality and Experience: A large percentage of the faculty possesses high qualifications, with 22 PhD holders and 9 M.Phil holders reported in 2024. Furthermore, 28 faculty members possess more than 5 years of teaching experience.
4. Infrastructure and ICT Integration: The College is equipped with smart classrooms and ICT-enabled classrooms, Wi-Fi facilities, computer systems, and functional laboratories. The facility includes a college canteen, auditorium, sports/yoga centre, and dedicated common rooms for boys, girls, and separate departmental common rooms.
5. Quality Assurance and Best Practices: The IQAC is constituted and actively contributes to institutionalizing quality assurance by promoting student leadership through clubs, augmenting departmental alumni associations, and initiating a drive for a paperless environment. Best practices include promoting efficient energy use and holistic education.
6. Decentralised Operations: Decision-making is decentralised, evident in the examination process involving the Academic Council, Examination Branch, and all staff, as well as the use of a purchase committee for procurement.
7. Library Services: The library is automated using SOUL 2.0 (with SOUL 3.0 proposed), offers remote access via NLIST, and maintains best practices such as orientation programs, extension services at Guwahati Central Jail, and a Best Library User Award.

Weakness of the Institute

1. High Staff Vacancy Rate: The college reports significant vacancies across all categories as of 2024: Teaching Staff (6 vacancies), Library Staff (3 vacancies), and Non-Teaching Staff (8 vacancies).
2. Underutilization of Intake Capacity: Several key programs show low enrollment relative to sanctioned intake, notably the B.A. program (900 intakes vs. 602 students in 2024) and the B.Sc. program (390 intakes vs. 154 students in 2024).
3. Very Low PG Enrolment: The PGDCA program is severely under-enrolled, maintaining only 5 students against a sanctioned intake of 50 in both 2023 and 2024.
4. Absence of Research Funding and Collaboration: The faculty has not been awarded any Minor or Major research projects in either 2023 or 2024, and no collaborations are reported.
5. Lack of Motivational Incentives for Faculty: The College does not have awards, such as "best teacher" awards, to motivate faculty contributions.

6. Decline in Research Output and Participation (2023 to 2024): The number of national papers published per teacher in referred journals dropped from 6 in 2023 to 0 in 2024. Similarly, faculty attendance at national seminars/conferences dropped from 78 in 2023 to 43 in 2024.
7. Laboratory Equipment Deficiency: Laboratories (Economics, Electronics, Physics) lack major equipments.
8. Lack of Special Funding Schemes: The College has not received grants or established special programmes such as DBT's Star College scheme, Institutional Biotech Hub, Bio-informatics facility, UGC Community College, or Vocational Courses.

Opportunities




1. Enrolment Expansion: Significant potential exists to increase enrolment in the B.A. and B.Sc. programs to reach the sanctioned intake limits.
2. Leveraging Digital Systems: The existing full ERP implementation and ICT infrastructure provide an opportunity to further streamline processes and potentially launch new technology-based courses or blended learning modules.
3. Harnessing Alumni: The IQAC's strategy to augment departmental alumni associations creates an opportunity for enhanced mentorship, placement support, and resource mobilisation.
4. Pursuing Special Grants: The current absence of specialised national schemes (DBT, UGC Vocational) presents a clear opportunity to apply for these programs to diversify funding and curriculum.
5. Quality Up gradation: By addressing the noted weaknesses, the college can build upon its current B++ grade to strive for a higher NAAC accreditation score in the subsequent cycles.

Challenges

1. Recruitment and Retention: A significant challenge is efficiently filling the 17 administrative, teaching, and library vacancies to ensure effective academic and administrative functioning.
2. Developing Research Culture: Establishing a culture where faculty actively apply for and secure external research projects (Minor/Major) and collaborations is a major hurdle, especially given the current status of zero research projects.
3. Program Viability: Revitalising the PGDCA program to ensure its viability and meet its sanctioned intake is challenging due to the consistently low enrolment (5 students).
4. Modernizing Labs: Overcoming the financial and logistical barriers to procuring major equipment for the existing laboratories is a challenge crucial for science education quality.

Recommendations

1. Immediate Staff Recruitment Drive: Conduct a targeted and time-bound recruitment process to fill all reported vacancies for Teaching (6), Non-Teaching (8), and Library Staff (3) to ensure optimal academic delivery and administrative efficiency.
2. Establish a Research Seed Money/Incentive Scheme: The College must earmark institutional funds or establish a small research grant program to encourage faculty to initiate Minor projects. This should be coupled with workshops focused on drafting proposals for external Major research grants and collaborations, which are currently reported as Nil.
3. Enhance Student Enrolment Strategy: Develop targeted marketing and outreach strategies, particularly for the B.A. and B.Sc. programs, to improve utilisation of the sanctioned intake capacity (e.g., BA intake 900, current 602; BSc intake 390, current 154 in 2024).
4. Revitalise the PGDCA Programme: The PGDCA program requires immediate review or restructuring, given its consistently extremely low enrollment (5 students against 50 intake). Options include curriculum revision, fee structure modification, or integrating it with relevant professional certifications.
5. Procure Major Laboratory Equipment: Allocate significant capital expenditure for the purchase of essential major equipment for the existing laboratories (Economics, Electronics, and Physics) to enhance practical training and faculty research capabilities.
6. Implement Faculty Recognition Awards: Introduce motivational awards (e.g., 'Best Teacher Award', 'Research Excellence Award') to acknowledge and reward high-performing faculty members and boost institutional pride and morale, addressing the current lack of such awards.
7. Aggressively Pursue Special National Schemes: The administration should actively prepare and submit proposals for specialized funding programs such as DBT's Star College scheme, Institutional Biotech Hub, and UGC Vocational Courses to diversify offerings and resources.
8. Mandate and Monitor Research Participation: Introduce targets for faculty participation in national and international seminars/conferences and mandate minimum annual research publication goals to reverse the decline seen in national publications (0 reported in 2024) and national conference attendance (dropped from 78 to 43).
9. Complete Library System Upgrade: Expedite the proposed upgrade from SOUL 2.0 to SOUL 3.0 to modernise library management and efficiency.
10. Sustain and Expand ICT Integration: Continue the emphasis on using ICT in the teaching-learning process, ensuring all faculty are trained and utilising the available ICT-enabled classrooms and computing facilities effectively, supporting the IQAC's goal of institutionalizing quality.
11. Leverage Decentralisation for New Initiatives: Use the existing structure of decentralised decision-making (involving IQAC, Academic Council, and Staff) to initiate and manage new institutional collaborations and extension activities, thereby addressing the reported lack of formal collaborations.
12. Focus on Faculty Development Programme (FDP) Impact: While leave for FDPs is granted, the college should track the implementation of knowledge gained from FDPs back into the curriculum delivery and research practices to ensure measurable improvement in academic quality

Members of the Audit Team	Signature
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