



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University

SUPPORTING DOCUMENTS FOR  
NAAC SELF STUDY REPORT (SSR)  
(3<sup>RD</sup> CYCLE)

PERIOD: 2017-2022

<b>CRITERION 6</b>	<b>KEY INDICATOR: 6.4</b>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	<b>FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION</b>
<b>METRIC NUMBER: 6.4.1</b>	<b>INSTITUTION HAS STRATEGIES FOR RESOURCE MOBILIZATION AND OPTIMAL UTILIZATION OF RESOURCES AND FUNDS FROM VARIOUS SOURCES AND IT CONDUCTS FINANCIAL AUDITS REGULARLY (INTERNAL AND EXTERNAL)</b>



PREPARED AND SUBMITTED BY

NANDA NATH SAIKIA COLLEGE, TITABAR



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University

**Policy on Utilization and Maintenance of Physical, Academic and Support Facilities**

**Policy on  
Utilization and Maintenance of  
Physical, Academic and Support Facilities**



**Nanda Nath Saikia College  
Titabar**

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Statement of the Policy

This Policy on Utilization and Maintenance of Physical, Academic and Support Facilities of N. N. Saikia College is formed with the purpose of making the rules and regulations on using and maintaining the resources that the college presently owns.

## Physical, academic and support facilities of the college

The college covers a sprawling area of 10.1 acres of land, a spacious auditorium, large playground, a Conference Hall, a magnificent Central Library, a Girls' Hostel, a Canteen, a Seminar Hall, an institutional Bio-tech Hub and 3 blocks of Parking Areas along with 26 numbers of classrooms with adequate teaching-learning facilities. Out of total land areas, the buildings of the college cover 7,004.33 sq.m.

The college has 12 departments all having well-furnished teachers' departmental common rooms equipped with desktop computers, bookshelves, almirah etc. to use for departmental activities. Out of 26 classrooms, 18 classrooms have laboratory facilities, 7 Smart/Interactive boards, 8 classrooms with LCD projectors etc. The Central Library of the college presently has a collection of more than 29257 books, 5 subscribed journals, 4 newspaper subscriptions and 6 magazines for the visitors' use. The library is also installed with a Xerox machine and 8 computers having internet connection. The college also has physical and sports facilities such as a large playground, a mini gym, a basketball court etc.

## Committees for Utilization and Maintenance of the Resources of the college

The college maintains some well-formed and strict rules for the utilization and maintenance of the resources so that they can be benefitted by all the students, teachers and others. Different committees are formed to monitor the process of utilizing and maintaining the same. These committee are:

1. Construction Committee
2. Purchase Committee
3. Library Committee
4. Hostel Committee
5. RUSA Committee



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## Classroom Maintenance and Utilization

The maintenance of the classrooms will be monitored and executed centrally by the authority of the college. Different members of the support staff will be deputed for maintaining the rooms along with the different facilities installed in those rooms etc. Any intentional harm to the classrooms and their facilities by any individual will be strictly handled by the authority.

## Maintenance and Utilization of Computers

Maintenance of computers, LCDs, and other ICT facilities are done by Digital Info Solution, Jorhat. Any new purchase of computers and other ICT tools are done through the same software firm.

## Library Maintenance and Utilization

The Library committee and the library staff will be responsible for the maintenance and utilization of the library and its facilities. These resources will be maintained and serviced for the maximum use by the visitors of the library by the software firm Digital Info Solution.

## Policy for Maintenance and Utilization of Sports facilities

The sports facilities of the college will be monitored by the Professors advisors of various sports portfolios and also the student representatives of the student union. Any intentional harm to the classrooms and their facilities by any individual will be strictly handled by the authority.

## Canteen Maintenance and Utilization

The canteen committee will look after the canteen and its physical facilities along with the maintenance of cleanliness and hygiene. Any new purchase for the canteen will be done through the committee by the authority.

## Maintenance and Utilization of the campus

For the overall maintenance of the clean and green campus, its internal roads and paths, the authority will be responsible and will do timely monitoring and service of the same. The campus will be maintained through deputing the support staff for various maintenance services.



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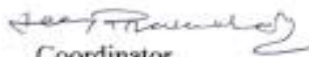
## Policy on waste Management

For waste management, the college will get large quantity of waste disposed through a Government authorized body i.e. Titabar Municipal Board. For the disposal of e-wastes generated inside the campus, the software firm Digital Info Solution will collect the wastes and handle the disposal process. Besides, regarding the minimum wastes produced through various regular activities inside the campus, the college will develop its own mechanism for the disposal of the same.

## Amendment of the Policy

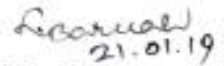
This policy on E-governance will be amended on necessary and valid grounds.

This Policy on Utilization and Maintenance of Physical, Academic and Support Facilities is adopted on .....20/01/2019... and will be effective from...21/01/2019




Coordinator  
IQAC  
N. N. Saikia College

Coordinator, IQAC  
N.N. Saikia College, Titabar



Principal  
N. N. Saikia College  
Principal  
N.N. Saikia College  
Titabar

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
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(Mr. J.P. Oza)  
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## Utilization of Physical Resources of the college for various activities

  
GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER - JORHAT :: DISTRICT JORHAT  
P.O. No. 6076, 732002  
e-mail: [dc\\_jorhat@nic.in](mailto:dc_jorhat@nic.in)  
Date: 19/4/2022

The Controller of the Examination,  
Director of Medical Education, Assam.

Submission of list of centers in respect of the written examination for the post of Grade III (Technical & Non-Technical) and Grade IV under Director of Medical Education (DHS, DHS(PW) and AYUSH, Assam).

Reference: Memo-18/04/2022 and the instruction dated 18/04/2022 by the Controller of Examinations, Director of Medical Education, Assam.

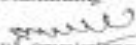
With reference to the subject cited above, I have the honour to submit herewith the list of centers along with the seat capacity (Total-35040) in Annexure-I and Annexure-II format in respect of the written examination for the post of Grade III (Technical & non-technical) and Grade IV under Director of Medical Education (DHS, DHS(PW) and AYUSH, Assam.

In this context, it is to be noted that the list of Examination Centres as mentioned in the Annexure-I are within the periphery of Jorhat town near to the Jorhat District's Treasury and the Centres which is convenient to reach all the examination Centres on time and the examination venue for all the examination schedule (Grade-III (Non-technical) 9.30 am to 12.30 pm, Grade-IV 12.30 pm-2.00pm and Grade-III (Technical) 3.00pm-4.30pm).

The Centres in Annexure-II are far away from Jorhat Treasury Strong room which may lead to inconvenient to deliver the question papers at the Centres in time, so that the only one category of examination may be scheduled for the Centres.

Submitted for your kind perusal and necessary approval if deemed fit.  
This is for favour of your kind information and necessary action.

Yours faithfully,

  
Additional Deputy Commissioner (Health),  
Jorhat

Date: 22/4/2022

Memo No. 1012/Health-Exam/2022/  
1709/W

1. To the Controller of Examinations for information and necessary action.
  2. To the Joint Director of Health Services, Jorhat for information and necessary action.
  3. To the Inspector of Schools, Jorhat/ the DEDO, Jorhat, for information and necessary action.
- Principal, N.N. Saikia College, Titabar, you are requested to reserve the day of 24 May, 2022 for the said examination and the meeting for same may be called on shortly.
- To the Deputy Commissioner, Jorhat for kind approval.

  
Additional Deputy Commissioner (Health),  
Jorhat



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## Annexure-II

	Name of Institute	Name and Phone No of Head of the Institution	Seat Capacity (Nos.)
1	Sarvodaya College, Jorhat	Sri Manoj Baruah, Phone No.9957181969	500
2	Sarvodaya Sr. Secondary School, Jorhat	Sri Probin Kumar Borah, Phone No.6001726556	200
3	CKB College, Teok, Jorhat	Sri. B K Pachani, Phone No. 9954451040	500
4	N.N Saikia College, Titabar	Dr. Littul Baruah	300
5	Mariani College	Dr. Haren Saikia 9435051117, Principal	500
6	Mahadev Agarwalla HS School	Sri Biswajit Saha, 8638473866, O/o the Inspector of Schools Jorhat	500
7	MRS HS School		500
8	Berholla HS School, Titabar		500
9	Titabar Town HS		500
10	PRS HS School, Titabar		400
11	Gomoti Devi HS		250
12	SPB Girls High School		300
13	Jalukanibari HS School, Titabar		200
14	Titaram Bordoloi High School, Titabar		250
15	Teok Rajabari HS School		300
16	Seleghat HS School, Seleghat		350
17	Tamulchiga high School	400	
18	Chenianguri High School	300	
19	Hindi High School, Digambar Chuk, Jorhat	200	
20	Kokojan College, Kokojan	Dr. Ruprekha Bordoloi Phone No.8638211025/9435091085	500
21	Kokojan Boys HS School	Sri Robin Ch. Borah Phone No.8812888007	350
22	Teok High School	Ph No: 9859342236	300
23	Teok Girls HS School	Sri Raju Kumar Saikia, Phone No. 9954308769	250
	<b>Total</b>		<b>8350</b>



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GOVERNMENT OF ASSAM  
OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL), TITABAR, DISTRICT JORHAT  
(ELECTION BRANCH)

Email: [deco-titabar@nic.in](mailto:deco-titabar@nic.in)

Ph. No. 03771-248050

No. TEL/Assembly Election (Bye)/2021/

Dated Titabar the 15<sup>th</sup> October, 2021

To  
✓ The Principal,  
N. N. Saikia College,  
Titabar

2) The Principal  
DIET, Titabar

Subject: Regarding sparing of Classrooms for training of Poll Person, Counting persons, election officials of various cells, etc.

Sir/ Madam,


With reference to the subject cited above and in view of smooth conduct of Bye Election, 2021 for 101-Mariani LAC you are hereby directed to spare classrooms/ halls of your institute w.e.f 11<sup>th</sup> October, 2021 till completion of Election Process.

It is further informed that the training programme will be conducted by following EC1 guidelines on COVID-19 protocol, for which the requirement of rooms may increase. Keeping this in mind you are informed to provide rooms as and when required.

This is for your information and necessary action.

Kindly treat as Election Urgent.


Yours faithfully,

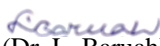
  
15/10/21  
Election Officer,  
Titabar

Dated Titabar the 15<sup>th</sup> October, 2021


Memo No. TEL/Assembly Election (Bye)/2021/  
Copy to:-

1. The Chief Electoral Officer, Assam for favour of kind information.
2. The Deputy Commissioner, Jorhat for favour of kind information.
3. The District Election Officer, Titabar for favour of kind information.

  
15/10/21  
Election Officer  
Titabar

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar





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GOVERNMENT OF ASSAM  
OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL), TITABAR, DISTRICT JORHAT  
(ELECTION BRANCH)

Email: [co-titabar@nisc.in](mailto:co-titabar@nisc.in)

Ph. No. 03771-248050

No. TEL/Assembly Election (Bye)/2021/

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To  
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N. N. Saikia College,  
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2) The Principal  
DIET, Titabar

Subject: Regarding sparing of Classrooms for training of Poll Person, Counting persons, election officials of various cells, etc.

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This is for your information and necessary action.

Kindly treat as Election Urgent.

Yours faithfully,


  
Election Officer,  
Titabar

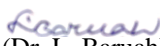
Dated Titabar the 15<sup>th</sup> October, 2021

Memo No. TEL/Assembly Election (Bye)/2021/


Copy to:-

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2. The Deputy Commissioner, Jorhat for favour of kind information.
3. The District Election Officer, Titabar for favour of kind information.

  
Election Officer  
Titabar

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
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**NANDANATH SAIKIA COLLEGE**

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Election Urgent



GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT ELECTION OFFICER:::TITABAR  
(ELECTION PERSONNEL CELL)  
Phone: 03771248050  
Email: deo-titabar@nic.in

No.TEL/AssemblyElection/Order/2021/

Date:17/10/2021

To,  
PRINCIPAL  
N.N.SAIKIA COLLEGE,TITABAR

Sub:- Forwarding of Training Call Letter for Polling Officer in connection with Assembly Bye Election 2021, Assam

Sir,

With reference to the above, I am sending herewith 7 nos of Training Call Letter for Polling Officer in connection with Assembly Bye Election 2021, Assam. You are requested to distribute the same to the respective Officer/Staff under your control and acknowledge the receipt. Details are as follows.

Presiding Officer	5
Second Polling Officer	1
Third Polling Officer	1
Total	7



District Election Officer  
Titabar

(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



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GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER:: JORHAT :: DISTRICT JORHAT  
Tel No. 0376-2320020 e-mail: [dc-jorhat@nic.in](mailto:dc-jorhat@nic.in)  
No. IP.34/Health/Vaccination/PI/ 315 (A) Dated Jorhat, the 11<sup>th</sup> July/2022

To,  
All SDMOs,  
Jorhat District

Sub: Precautionary dose of Covid-19 vaccination -reg  
Ref: i) This office letter No. IP.34/Health/Vaccination/PI/ dtd. 05.07.2022 &  
ii) DCO, Jorhat's letter No. DFWSA/HP/IRT/COVIDVACC/2022-23/6194 dtd. 04.07.2022.

Sir/Madam,

With reference to the subject cited above, I am to inform you that as per the report of DIO Jorhat, a large no. of covishield doses (56510) in stock with the district will expire on 4<sup>th</sup>, 5<sup>th</sup> & 10<sup>th</sup> August, 2022. Therefore, to avoid wastage and for optimum utilization of the vaccines, you are hereby asked to plan & co-ordinate with Head of the departments of all Govt. Offices, GP Offices & Principals of Schools/Colleges of Jorhat District to provide these covishield doses to the eligible beneficiaries of precautionary dose of Covid-19 vaccination before their expiry i.e. on or before 3<sup>rd</sup> August, 2022.

Thanking You.

Yours faithfully  
Addl. Deputy Commissioner  
(Vaccination), Jorhat  
Dated Jorhat, the 11<sup>th</sup> July/2022.

Memo No. IP.34/Health/Vaccination/PI/ 315 (A)  
Copy forwarded for information & necessary action to:

1. The CEO, Zilla Parishad, Jorhat. He is requested also to instruct the GP Offices of Jorhat District to co-operate with the health officials.
2. All Head of the Deptt., Govt. Offices, Jorhat District for kind co-operation with the health officials.
3. The A. Director of Health Services, Jorhat.
4. The District Immunisation Officer, Jorhat.
5. The Inspector of Schools, Jorhat. He/she is directed also to instruct head of all Govt. & Private Schools of Jorhat District under his/her jurisdiction to co-operate with the health officials.
6. The DEEO, Jorhat. He/she is directed also to instruct head of all Govt. & Private Schools of Jorhat District under his/her jurisdiction to co-operate with the health officials.
7. The Di of Schools, Jorhat. He/she is directed also to instruct head of all Govt. & Private Schools of Jorhat District under his/her jurisdiction to co-operate with the health officials.
8. The Principal, *N.N. Saikia College Titabar* college, Jorhat.
9. PA to DC, Jorhat for kind appraisal of the Deputy Commissioner.

Addl. Deputy Commissioner,  
(Vaccination) Jorhat



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REGIONAL AGRICULTURAL RESEARCH STATION  
ASSAM AGRICULTURAL UNIVERSITY  
TITABAR 785 630

No. RARS/AAU/TTB/CS/2022-23/ 1476

Dated 15/11/2022

To,  
The Principal  
N. N. Saikia College, Titabar

Subj: Seeking permission to use your college play ground to assemble participants for cultural procession- regd.

Sir,

Greetings from RARS, AAU, Titabar!

I have the pleasure to inform you that RARS, Titabar, a pioneer institute in rice research and germplasm conservation under Assam Agricultural University is going to celebrate its centenary year w. e. f. 26<sup>th</sup> Nov, 2022. The station, since its inception in 26<sup>th</sup> Nov, 1923; has been contributing immensely towards the upliftment of the small and marginal farmers of the state by developing various technologies of rice including popular varieties such as Ranjit, Bahadur, Ranjit sub1, Bahadur Sub1 and so on.

A year-long celebration of centenary year has been planned and inaugural event will be held on 26<sup>th</sup> November 2022 which also includes a cultural procession.

In this context, I would like to request you kindly allow us to use your college play ground to assemble the participants for cultural procession on 26<sup>th</sup> November, 2022 at 8 am.

I will be highly obliged if you kindly consider the matter.

Yours faithfully

*Allow to use  
play ground*  
*Ranjan*  
15.11.22  
Principal  
N.N. Saikia College  
Titabar

*Sanjay Kumar Chetia*  
15/11/2022  
(Sanjay Kumar Chetia)  
Chief Scientist  
RARS, AAU, Titabar  
Chief Scientist  
RARS, AAU, Titabar

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
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N.N. Saikia College, Titabar



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Affiliated to Dibrugarh University



GOVERNMENT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER:: JORHAT :: DISTRICT JORHAT

Tel No.0376-2320020

e-mail. dc-jorhat@nic.in

No.JP12/Health-Exam/2022/ 2

Date:2/6/2022

To,

1. The Inspector of Schools /The DEEOs, Jorhat.
2. The Principal, N.N. Saikia College, Titabar.
3. All the BEEOs, Jorhat.

Sub: Meeting in respect of the written examination for the post of Grade IV under Health & FW department, Govt. of Assam to be held on 19/06/2022.

Ref: No DME/119/2021/PT-1/12125 Dated,30/05/2022.

Sir,

With reference to the subject cited above, I am to inform you that the written examination for the post of Grade IV under Health & FW department, Govt. of Assam is scheduled to be held on 19/06/2022 (Sunday) in one session (Timing of the Examination 11 AM to 12:00 PM) by the Controller of Examinations, Director of Medical Education, Assam. The total allotment of seats for the Jorhat district is 27357.

You are hereby requested to reserve the day i.e. 19<sup>th</sup> June, 2022 for the said examination and apprise the same to the Head of the Institutions for smooth conduct of the examination process.

This is for information and necessary action.

Yours faithfully,

(Damodar Boruah, ACS)  
Additional Deputy Commissioner (Health),  
Jorhat

Memo No.JP12/Health-Exam/2022/7-A

Date:2/6/2022

Copy to:

1. The Controller of the Examination, Director of Medical Education, Assam, for kind information.
2. The Superintendent of Police, Jorhat, for kind information and necessary action.
3. The Registrar, Assam Agricultural University, Jorhat & Assam Women University, Jorhat you are requested to reserve the day of 19<sup>th</sup> June, 2022 for the said examination and kindly to provide the name of the Centre in charge of the venue.
4. The ADC (Magistracy), Jorhat, for information and necessary action.
5. The ADC (Education), Jorhat, for information and necessary action.
6. All the Assistant Commissioners, Jorhat for information and necessary action.

(Damodar Boruah, ACS)

Additional Deputy Commissioner (Health),  
Jorhat

(Dr. L. Baruah)  
Principal  
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(Mr. J.P. Oza)  
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**GOVT OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER**  
JORHAT DISTRICT : JORHAT  
JORHAT-785001

☎ (0376)2320020 (O)  
0376-2320025 (R)

SSA/URT/Gunotsav-Gen& Admn/767/2017/664

Date: 06/05/2022

To : Dr (Mrs.) Gitanjali Gogoi  
Assistant Professor  
Nanda Nath Saikia College  
P.O. Titabar, Pin-785630

Sub : Orientation of External Evaluators on Gunotsav -2022

Ref. No : SMO letter no SSA/Estt/ Gunotsav'22/Training/197/2022/159 date 20.04.2022

Madam/Sr,

With reference to the subject cited above I have the honour to inform you that one day orientation of External Evaluators for Gunotsav'22 is scheduled to be held on 13-May-22 from 1.00 pm onwards.

You are hereby requested to attend as per schedule.

Venue: Nanda Nath Saikia College, Venue 3

Yours faithfully,

(Kabita kakati Konwar ACS)  
Addl. Deputy Commissioner &  
DMC, Samagra Shiksha Jorhat  
Date:06/05/2022

Memo No: SSA/URT/Gunotsav-2018/796/2018/

Copy to:

1. The Mission Director, SSA Assam for her kind information.
2. The Deputy Commissioner, Jorhat for his kind information.

Sd/-

Addl. Deputy Commissioner &  
DMC, Samagra Shiksha Jorhat

(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



(Mr. J.P. Oza)  
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N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## College Spaces used for Covid Vaccination Centre

Picture1: People waiting for vaccination



Picturer2: Medical personals busy in vaccination counter





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## College Building utilized for Election Training Sessions







# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Utilization of College Building for KKHSOU

Office of the Registrar  
Krishna Kanta Handiqui State Open University

Office of the Registrar  
Krishna Kanta Handiqui State Open University  
Head Office: Patgaon :: Rani :: Guwahati - 17  
City Office: NH-37 :: Resham Nagar :: Khanapara :: Gowahati-22

Ref.: KKHSOU/D.St.Centre/Appwl/New S.C. & Prog./04/2022/43

Date: 02.07.2022

To,

The Centre in-Charge  
KKHSOU Study Centre  
Nandanath Saikia College  
Dist.- Jorhat, Pin- 785630

Sub.: Approval of Study Centre Code

Ref.: Your letter No. KKHSOU/New S.C. - New Course/16/2015/151 dated 10.06.2000

Sir/Madam,

Greetings from KKHSOU!

In reference to the approval of a Study Centre in your College, I am directed to inform that the Centre Code of KKHSOU Study Centre, Nandanath Saikia College, is 1329.

This is for your kind information and necessary action.

Thanking you

Yours sincerely

Registrar

Copy to:

1. Dean (Study Centre), KKHSOU
2. Controller of Examinations, KKHSOU

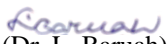


নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University

অধ্যয়ন কেন্দ্ৰ

কৃষকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়  
**K. K. HANDIQUI STATE OPEN UNIVERSITY**  
**Nanda Nath Saikia College, Titabar**

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## UPSC Training Sessions with Students at College Auditorium





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Tenth Biennial Convention All Assam College Employee Association



*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Vermicompost Unit of the College





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Financial Management and Resource Mobilization

Faculty Contribution towards Building of the Conference Hall (Proceeding of the meeting where the donation amount of Rs. 22000.00 from each faculty was decided)











# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

**Guardians' Donation of Rs. 5,32,500.00 towards the Observance of Diamond Jubilee**



## NANDA NATH SAIKIA COLLEGE

Estd.1959

P.O. TITABAR: DIST. JORHAT: PIN 785630: ASSAM

[Provincialised & Affiliated to Dibrugarh University]

NAAC Re-accredited with Grade "B" at CGPA 2.65

Dr. Litoof Baruah  
Principal & Secretary  
e mail : litoofbaruah@gmail.com  
Mobile No: 9435490134

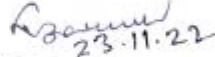
Phone No. 03771- 248446(O)  
Fax No. 03771- 249301(O)  
e mail:nnscollege@gmail.com  
Website: nnsaikiacollege.org

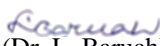
Memo. No: NNSC/.....

Date 23/11/22


### To whom it may concern

This is to certify that a sum of Rs. 5,32,500/- (Five lakhs thirty two thousand five hundred) only was received from the guardian of students admitted during 2019-2020 Academic Year as individual contribution of Rs. 500/- (Five hundred) only towards Celebration of Diamond Jubilee closing ceremony held on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> October, 2019.

  
(Dr.L.Baruah)  
Principal,  
N.N.Saikia College,  
Titabar  
Principal  
N.N.Saikia College  
Titabar

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Donations Made towards different departments

### Department of Education

#### Alumni Donation Department of Education 2017

Sl. No.	Donation	Item	Amount
1	Wall Clock	Oreva	300.00/-
2	Book	Name: 'Lazza' Written by- Taslima Nasrin	60.00/-
3	Book	Name: Naam Tholu Tumar Kaarpumpoli Written by- Mrinali Kagyung	35.00/-
4	Book	Name: Manab Adhikar Written by- Padmeswar Katoni	120.00/-
<b>Total</b>			<b>515.00/-</b>

Monika Saikia  
HoD  
Department of Education  
Nandanath Saikia College



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Alumni Donation Department of Education 2018

Sl. No.	Donation	Item	Amount
1	Steel Rack	For register & showpiece	2000.00/-
2	Water Filter	Mineral	2500.00/-
3	Book	Name: Patkair Ipore Mur Desh Written by- Chandana Goswami	300.00/-
4	Book	Name: Moi Malalai Koisu Written by- Ditimoni Gogoi	180.00/-
5	Book	Name: Pragyar Sadhona Written by- Binita Dutta	100.00/-
6	Book	Name: Mayabritta Written by- Rita Chowdhury	270.00/-
7	Book	Name: Bishnu Prasad Rabha Written by- Thana Kalita	200.00/-
8	Book	Name: Deulangkhui Written by: Rita Chowdhury	150.00/-
9	Book	Name: Narir Mulya Translated by: Junu Borah	120.00/-
<b>Total</b>			<b>5820.00/-</b>

Monika Saikia  
HoD  
Department of Education  
Nandanath Saikia College



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Alumni Donation Department of Education 2019

Sl. No.	Donation	Item	Amount
1	Plastic Rack	For Register	1000.00/-
2	Electric Cattle	Judge	1200.00/-
3	Book	Name: Atmanusandhan Written by- Homen Borgohain	100.00/-
4	Book	Name: Akbar and his India Written by- Irfan Habib	375.00/-
5	Book	Name: Subdakosh Published by- Tezpur University	100.00/-
6	Book	Name: Subdakosh Published by- Tezpur University	100.00/-
7	Book	Name: Subdakosh Published by- Tezpur University	100.00/-
8	Book	Name: Subdakosh Published by- Tezpur University	100.00/-
9	Book	Name: Subdakosh Published by- Tezpur University	100.00/-
<b>Total</b>			<b>3175.00/-</b>

Kawitika Saikia  
HoD  
Department of Education  
Nandanath Saikia College

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University

**Alumni Donation**  
**Department of Education**  
**2020**

Sl. No.	Donation	Item	Amount
1	Book	Name: 'Biswa bandita Suti Galpo' Translated by: Bandita Goswami Saikia	133.00/-
2	Book	Name: Meri Kuri Written by- Jayanti Chutia	100.00/-
3	Book	Name :English Communication Written by- Sunil Borthakur & Rizia Begum Laskar	200.00/-
4	Book	Name: Mahabharator Manoram Kahini Written by: Gunomoni Nath	20.00/-
<b>Total</b>			<b>453.00/-</b>

Monika saikia  
HoD  
Department of Education  
Nanda, Nath Saikia College



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University

**Alumni Donation**  
**Department of Education**  
**2021**

Sl. No.	Donation	Item	Amount
1	Book	Name: Vivekananda	20.00/-
2	Book	Name: Herua Asomia Aat Bisari Written by- Binoy Kumar Sarma	200.00/-
3	Book	Name : Language the best medicine	100.00/-
4	Book	Name: Human Rights Written by: Adil-UI-Yasin Archana Upadhyay	150.00/-
<b>Total</b>			<b>470.00/-</b>

Monika Saikia

HOD  
Department of Education  
Nandanath Saikia College



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Alumni Donation

### Department of Education

2022

Sl. No.	Donation	Item	Amount
1	Book	Name: Paap ara Porichit Translated by: Mousom Gogoi	60.00/-
2	Book	Name: Aamar Xopun Translated by: Suresh Sarma	90.00/-
3	Book	Name :Deshe Bideshe Written by: Prafulla Borua	200.00/-
4	Wall Clock	Ajanta	400.00/-
5	Hot Water Flask	Milton	1200.00/-
6	Flower Tub	With flower 15	1500.00/-
<b>Total</b>			<b>3450.00/-</b>

Monicka Saikia

HoD  
Department of Education  
Nandanath Saikia College



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Department of Zoology

### Donation of articles to the Department of Zoology (2016-22)

Sl. No	Article	Year of Donation	Donated by	Price
1	Burette Stand	2017-18	Dr. Manashi Bortamuly	2500
2	Tullgren Funnel	2016-17	Dr. Anjumoni Saikia	4900
3	Rack	2017-18	Zoology alumini forum	2000
4	Specimen Bottle (50 nos)	2018-19	Dr. Manashi Bortamuly	1000

### Books donated to the Department of Zoology (2016-22)

Sl. No.	Codes	Book names/Authors	Publications	Year	Year of Donation	Donated By	Price
<b>2016-17</b>							
1	ZooDL 002	Spider of gibbon by Dilip Kalita	Sabda Prokason	2013	2016-17	Dr. Dilip Kalita	150
2	ZooDL 058	Environmental Pollution Timmy Katyul M Satake	Anmol Publications	1990 1 <sup>st</sup> Edition	2016-17	Dr. Manashi Bortamuly	324
3	ZooDL 059	Outline of Biology by K.S. Das	New Central Book Agency	1987 6 <sup>th</sup> edition	2016-17	Dr. Manashi Bortamuly	195
4	ZooDL 074	Spider of gibbon by Diliup Kr Kalita	Sabda Prakash	2013	2016-17	Dr. Dilip Kr Kalita	292
5	ZooDL 076	A textbook zoology by Mukharjee	The New Book Stall	1969	2016-17	Dr. Anjumoni Saikia	315
6	ZooDL 079	Zoology of Chordates H.C. Nigam	S. Nigam & Co.	1969 4 <sup>th</sup> edition	2016-17	Dr. Anjumoni Saikia	220
7	ZooDL 059	Outline of Biology by K.S. Das	New Central Book Agency	1987 6 <sup>th</sup> edition	2016-17	Dr. Manashi Bortamuly	195
8	ZooDL 101	A text book of biology Pradeep's by P S Dhami, G chopra, h n	Pradeep Publications	2011 25 <sup>th</sup> edition	2016-17	Dr. Anjumoni Saikia	995

Manash  
17-12-2022  
Department of Zoology  
N.N. Saikia College  
Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Srivastava							
							2686
2017-18							
9	ZooDL 110	Invertebrate zoology by T C Majupuria	Pradeep Publications	1985	2017-18	Dr. Anjumoni Saikia	799
10	ZooDL 121	Biochemistry and Physiology by H.R. Singh & Neeraj Kumar & Monika Airi	Vishal Publishing Co	2022	2017-18	Dr. Anjumoni Saikia	340
11	ZooDL 003	Mushrooms for liveyhood by Dr. vijaya Khader	Kalyani Publishers	1993 1 <sup>st</sup> edition	2017-18	Dr. Manashi Bortamuly	150
							1289
2018-19							
12	ZooDL 035	Teach Yourself Zoology (Part 3) V.Banerjee Prof. I. K. Ghosh G.K. Verma	Bharati Bhawan Publishers	1995 3 <sup>rd</sup> Edition	2018-19	Dr. Anjumoni Saikia	490
13	ZooDL 036	An introduction to Helminthes H.S. Bhamrah Kavita Juneja	Anmol Publication		2018-19	Dr. Anjumoni Saikia	350
							840
2019-20							
14	ZooDL 052	Biology A Textbook For Class XII B.D. Singh D.P. Chakaraborty	NCERT	2003 1 <sup>st</sup> Edition	2019-20	Dr. Anjumoni Saikia	60
2020-21							
15	ZooDL 060	Organic Evolution by Veer Bala Rastogi	Kedar Nath Ram Nath	2003-11 <sup>th</sup> edition	2020-21	Dr. Manashi Bortamuly	699
16	ZooDL 061	Principle of genetics by Sinnott Don Dobzansky			2020-21	Dr. Manashi Bortamuly	225
17	ZooDL 062	Developmental Biology by V.B. rastogi and Jayraj			2020-21	Dr. Manashi Bortamuly	370
							1294
2021-22							



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

18	ZooDL 090	Modern ABC of Biology XII			2021-22	Dr. Manashi Bortamuly	690
19	ZooDL 091	Genetics M.W. Strickberger	Macmillan Publishing company	1990 3 <sup>rd</sup> Edition	2021-22	Dr. Manashi Bortamuly	812
20	ZooDL 100	Introduction to General Zoology, Vol 2 K K Chaki, G Kundu, S Sarkar	New Central Book Agency (P) Ltd	2005	2020-21	Rishikesh kakoty (Alumini)	495
							1997

Manash  
17-12-22  
H.O.D.  
Department of Zoology  
N.N Saikia College  
Titabar

## Department of Assamese



### অসমীয়া বিভাগ নন্দনাথ শইকীয়া মহাবিদ্যালয়

তিতাবৰ, জিলা : যোৰহাট, অসম, পিন : ৭৮৫ ৬৩০

সংখ্যা নং -

তাৰিখ : 19/12/22

#### Details of Donation Received in the year 2017-18 Department of Assamese Nanda Nath Saikia College, Titabar

Sl No	Donated Items	Donated By	Value in rupees
1	Museum items (Pepa)	Sri Diponjit Gogoi	1500/-
2	Museum items (Xarai)	Mrs. Bornali Saikia	1700/-
3	Books (6nos)	Alumni Group	1995/-
4	Book (Adhunik Asam) set of 4 volumes	Department faculty members	1450/-
5	Monetary contribution	Ms. Minakshi Hazarika, Ms. Sikshyajoti Saikia Ms. Bornali Devi	300/-
Total			6895/-

Rupees Six Thousand eight hundred ninety five only

Head 19/12/22  
Department of Assamese  
Nanda Nath Saikia College,  
Titabar  
Head  
Department of Assamese  
Nanda Nath Saikia College  
Titabar

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University



## অসমীয়া বিভাগ নন্দনাথ শইকীয়া মহাবিদ্যালয়

তিতাবৰ, জিলা : যোৰহাট, অসম, পিন : ৭৮৫ ৬৩০

তাৰিখ ... 19/12/22

### Details of Donation Received in the year 2018-19 Department of Assamese Nanda Nath Saikia College, Titabar

Sl No	Donated Items	Donated By	Value in rupees
1	Books (4 nos)	Alumni Group	2850/-
2	Book 1 nos	Mr. Nirmal Jyoti Konwar	250/-
3	Books (6nos)	Department faculty members	1250/-
4	Museum items (Pepa)	Alumni Group	750/-
5	Cup plate Set	Alumni Group	300/-
Total			4930/-
Rupees Four Thousand nine hundred thirty only			

  
Head

Department of Assamese  
Nanda Nath Saikia College,  
Titabar

Head  
Department of Assamese  
Nanda Nath Saikia College  
Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University



## অসমীয়া বিভাগ নন্দনাথ শইকীয়া মহাবিদ্যালয়

তিতাবৰ, জিলা : যোৰহাট, অসম, পিন : ৭৮৫ ৬৩০

তাৰিখ 19/12/22

### Details of Donation Received in the year 2019-20 Department of Assamese Nanda Nath Saikia College, Titabar

Sl No	Donated Items	Donated By	Value in rupees
1	Books (7 nos.)	Alumni Group	1830/-
2	Book (5 nos.)	Department faculty members	1400/-
3	Wall Clock	Alumni Group	550/-
Total			3750/-
Rupees three thousand seven hundred fifty only			

Head of Department of Assamese  
Nanda Nath Saikia College,  
Titabar

19/12/22



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University



## অসমীয়া বিভাগ নন্দনাথ শইকীয়া মহাবিদ্যালয়

তিতাবৰ, জিলা : যোৰহাট, অসম, পিন : ৭৮৫ ৬৩০

প্ৰসংগ নং -

তাৰিখ : 19/12/22


### Details of Donation Received in the year 2020-21

Department of Assamese

Nanda Nath Saikia College, Titabar

Sl No	Donated Items	Donated By	Value in rupees
1	Books (4nos.)	Alumni Group	2080
2	Book (3 nos.)	Devaprotim Hazarika	480/-
3	Book (3 nos.)	Department faculty members	1100/-
4	Museum items (Fulam Japi 4 Nos.)	Alumni Group	600/-
5	Museum items (Safura)	Alumni Group	1000/-
Total			5260/-

Rupees five thousand two hundred sixty only

  
Head  
19/12/22  
Department of Assamese  
Nanda Nath Saikia College, Titabar  
Dibrugarh University  
Nanda Nath Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University



## অসমীয়া বিভাগ নন্দনাথ শইকীয়া মহাবিদ্যালয়

তিতাবৰ, জিলা : যোৰহাট, অসম, পিন : ৭৮৫ ৬৩০

প্ৰস্তুত নং -

তাৰিখ ... 19/12/22

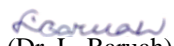
### Details of Donation Received in the year 2021-22 Department of Assamese Nanda Nath Saikia College, Titabar

Sl No	Donated Items	Donated By	Value in rupees
1	Books (8nos.)	Alumni Group	3230/-
2	Book (1nos.)	Ms. Chayanika Borah	220/-
3	Book (1nos.)	Dr. Bornali Saikia	800/-
4	Books (4 Nos)	Department faculty members	1520/-
5	Museum items (Tai Gamusa 1 Nos.)	Alumni Group	500/-
Total			6270/-
Rupees six thousand two hundred seventy only			


  
Head 19/12/22

Department of Assamese  
Nanda Nath Saikia College,  
Titabar

Department of Assamese  
Nanda Nath Saikia College,  
Titabar

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Institution conducts financial audits (internal and external) regularly

Departmental Social Audit 2017-2022

Department of Assamese

Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	Assamese
Audit Year	2017-18
Social Audit Date	15-07-2018

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Asomiya Sahitya Chora	8,500/-	1	Departmental Wall Magazine	1500/-
2	Departmental Faculty Contribution for Asomiya Sahitya Chora( Five Faculty, Per Head 2000/-)	10,000/-	2	Field Survey	5000/-
			3	Student Workshop	8000/-
			4	Handwritten Magazine	1000/-
			5	Students Felicitation(Best Graduate and Highest Marks Scorer in H.S.,MIL.)	3000/-
Total		18,500/-	Total		18,500/-

Account Based on Documents:

Bank Passbook	Register
0029010125889 UBI, Titabar Branch	Ledger Khata, Proceedings

Departmental Social Audit Held on: 15-07-2018

Names and Signatures of the Faculty Members with Designation:

Hrisali Kagyog  
Bomnali Saikia  
Devapratim Hazarika  
Gantem Baruah

Head  
Department of Assamese  
N.N. Saikia College, Titabar  
Signature

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	Assamese
Audit Year	2018-19
Social Audit Date	16-07-2019

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Asomiya Sahitya Chora(Student Contribution)	2,800/-	1	Wall Magazine	1,600/-
2	Departmental Faculty Contribution for Asomiya Sahitya Chora( Five Faculty, Per Head 2000/-)	10,000/-	2	Handwritten Magazine	1000/-
			3	Students Felicitation(Best Graduate and Highest Marks Scorer in H.S.,MILL.)	3000/-
			4	Field Survey	6000/-
			5	Departmental Seminar	1000/-
Total		12,800/-	Total		12,600/-
				Cash in Hand	200/-

Account Based on Documents:

Bank Passbook	Register
0029010125889 UBI, Titabar Branch	Ledger Khata, Proceedings

Departmental Social Audit Held on: 16-07-2019

Names and Signatures of the Faculty Members with Designation:

Heisali Kogayrog.  
Dassapratim Hazarika  
Santom Paul  
Bomnali Saikia  
Santosh Chakrabarti  
Abhil Hunsai  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar

Signature  
HoD





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	Assamese
Audit Year	2020-21
Social Audit Date	25-07-2021

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Asomiya Sahitya Chora(Student Contribution)	2,800/-	1	Wall Magazine	1,000/-
2	Departmental Faculty Contribution for Asomiya Sahitya Chora( Six Faculty, Per Head 2000/-)	12,000/-	2	Field Survey	8,000/-
			3	Students Felicitation(Best Graduate and Highest Marks Scorer in H.S.,MIL.)	3,000/-
Total		14,800/-	Total		12,000/-
				Cash in hand	2800/-

### Account Based on Documents:

Bank Passbook	Register
0029010125889 PNB, Titabar Branch	Ledger Khata, Proceedings

Departmental Social Audit Held on 25-07-2021.....

Names and Signatures of the Faculty Members with Designation:

Utsavi Kagnung  
Bimali Saikia  
Dampalini Hengritoo

Janita Borah

examls - checked  
Shahil Hussain

Head of the Department  
Department of English  
N.N. Saikia College, Titabar

  
Signature  
HoD



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N. N. Saikia College, Titabar

Department	Assamese
Audit Year	2021-22
Social Audit Date	22-07-2022

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Assamese Sahitya Chora (Student Contribution)	3,800/-	1	Wall Magazine	1,200/-
2	Departmental Faculty Contribution for Assamese Sahitya Chora (Five Faculty, Per Head 2000/-)	12,000/-	2	Hand Written Magazine	1,000/-
3	Previous Balance	2,800/-	3	Field Survey	8,000/-
			4	Departmental Farewell	3,000/-
			5	Students Felicitation (Best Graduate and Highest Marks Scorer in H.S., M.L.)	3,000/-
Total		18,600/-	Total		16,200/-
				Cash in hand	2400/-

Account Based on Documents:

Bank Passbook	Register
0029010125889 PNB, Titabar Branch	Ledger Khata, Proceedings

Departmental Social Audit Held on: 22-07-2022

Names and Signatures of the Faculty Members with Designation:

Hrizali Kagyog.  
Bonali Baidig  
Doraprobina Hogoni  
Jankan Barah

  
Signature  
HoD

Counter-checked  
Abhil Huma  
Head of the Department  
- Department of English  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Department of Chemistry

Annual Departmental Financial Audit  
N.N. Saikia College, Titabar



Department	Chemistry
Audit Year	2017-2018
Social Audit Date	21/04/2018

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount Rs
1	Faculty Contribution	8000	1	Departmental Freshers	1800
2			2	Refreshment in Student seminar	1050
3			3	Departmental Wall magazine	1500
4			4	Stationary item purchase	1090
5			5	Farewell ceremony for 6 <sup>th</sup> Semester students	1650
6			6	Science day celebration	950
				Total	7990

Account Based on Documents:

Bank Passbook	Register
---------------	----------

Departmental Social Audit Held on 21/04/2018

Names and Signatures of the Faculty Members with Designation:

1. Dr. Jayanta Madhab Baruah *Jayanta Madhab Baruah*
2. Dr. Dhurbajit Baruah *Dhurbajit Baruah*
3. Dr. Chaukura Jyoti Saikia *Dr. Saikia*

*Audited*  
*Udayan*

*[Signature]*  
21/4/18  
Signature  
HoD  
'Head'  
Dept. of Chemistry  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar



Department	Chemistry
Audit Year	2018-2019
Social Audit Date	29/04/2019

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount Rs
1	Brought forward	10	1	Departmental Freshers	1500
2	Faculty Contribution	8000	2	Refreshment in departmental seminar	1700
3			3	Resource person remuneration	1500
4			4	Stationary item purchase	650
5			5	Farewell ceremony for 6 <sup>th</sup> Semester students	1300
6			6	Miscellaneous	950
				Total	7600

Account Based on Documents:

Bank Passbook	Register
---------------	----------

Departmental Social Audit Held on 29/04/2019

Names and Signatures of the Faculty Members with Designation:

1. Dr. Jayanta Madhab Baruah *Jayanta Madhab Baruah*
2. Dr. Dhruvrajit Baruah *Dhruvrajit Baruah*
3. Dr. Bhaskar Tyoti Saikia *Bhaskar Tyoti Saikia*

*Audited*  
*Udayan*

*[Signature]*  
Signature 29/4/19

HoD  
Head  
Dept. of Chemistry  
N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit N.N. Saikia College, Titabar



Department	Chemistry
Audit Year	2019-2020
Social Audit Date	26/10/2020

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount Rs
1	Brought forward	410	1	Departmental Freshers	1500
2	Faculty Contribution	8000	2	Refreshment in departmental seminar	1700
3			3	Resource person remuneration	1500
4			4	Stationary item purchase	1150
5			5	Farewell ceremony for 6 <sup>th</sup> Semester students	1300
6			6	Miscellaneous	950
					8100

Account Based on Documents:

Bank Passbook	Register
---------------	----------

Departmental Social Audit Held on 26/10/2020

Names and Signatures of the Faculty Members with Designation:

1. Dr. Jayanthi Madhab Borah
2. Dr. Dhruvrajit Borah
3. Dr. Bhaskar Jyoti Saikia

Signature 26/10/2020

HoD

Head  
Dept. of Chemistry  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University



Annual Departmental Financial Audit  
N.N. Saikia College, Titabar

Department	Chemistry
Audit Year	2020-2021
Social Audit Date	29/04/2021

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount Rs.
1	Brought forward	310	1	Printer cartridge	1500
2	Faculty Contribution	4000	2	Refreshment	1000
3			3		
4			4		
5			5		
6					
				Total	2500

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on 29/04/2021

Names and Signatures of the Faculty Members with Designation:

1. Dr. Jayanta madhab Bora *Jayanta Bora*
2. Dr. Dhurbajit Bora *Dhurbajit Bora*
3. Dr. Bhaskar Jyoti Saikia *B. Saikia*

*Dr. L. Baruah*  
*Uspayahi*

*[Signature]*  
Signature 29/4/21

HoD

Head  
Dept. of Chemistry  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Annual Departmental Financial Audit  
N.N. Saikia College, Titabar



Department	Chemistry
Audit Year	2021-2022
Social Audit Date	20/04/2022

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount Rs
1	Brought forward	1810	1	Departmental Freshers	1300
2	Faculty Contribution	8000	2	Refreshment in Alumni lecture series	1200
3			3	Resource person remuneration	1000
4			4	Stationary item purchase	1200
5			5	Farewell ceremony for 6 <sup>th</sup> Semester students	2000
6			7	Expenditure in College week (student activity)	1000
7			6	Science day celebration	950
			Total		8650

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on 20/04/2022

Names and Signatures of the Faculty Members with Designation:

1. Dr. Jayanta Madhab Borah
2. Dr. Dhurbajit Borah
3. Dr. Bhaskar Jyoti Saikia

Signature 20/4/22

HoD

Head  
Dept. of Chemistry  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Department of Physics

EXPENDITURE FOR THE SESSION  
2016 - 2017

ARTICLES OF EXPENDITURE	QUANTITY	AMOUNT OF Rs.	REMARKS
Refreshment in Seminars Exam. (27-7-16 - 29-7-16)		200.00	
4.10. Yamesa (For Felicitation to Hon. B. Das - New Vice-Chancellor on - 3-10-16)	1 nos.	100.00	
5. Refreshment in Science Day celebration. (28-2-17)		200.00	
4. Best wishes card for 6 <sup>th</sup> Sem. Final-Cell (21-3-17)	20	500.00	
5. Prize Money to Mr. Ankur Dora (2017)	1	1000.00	
6. Glossy paper & Print charge		40.00	
7. Refreshment in Seminars Exam. (9-4-17)		200.00	
		Total = 2270.00	
Collection from I.C.B. Semr = 2 -		15.00.00	
" " III B.S. " = 2 -		800.00	
" " S.K.C. " = 2 -		100.00	
		Total = 2 - 2700.00	
		- Cash from Previous Yr. (-1082.00)	
		Total = 2 = 1618.00	
		Total Cash in hand = 2 (1618 - 2270)	
		= 2 (-652.00)	

Checked  
 Udaygiri  
 Secretary  
 Physics Society  
 N.N. Saikia College, Titabar, Assam





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## EXPENDITURE FOR THE SESSION 2018 - 2019

PARTICULARS OF EXPENDITURE	QUANTITY	AMOUNT OF Rs.	REMARKS
Prize Money to			
1. Mr. Shekhar Mollongyri		1000.00	
2. Mr. Anuril Saikia - N. N.		1000.00	
Stationery paper & Envelopes		40.00	
Games (for Librarian to B. N. N. Saikia - New HODS)	3	500.00	
Refreshment in Seminar Exam.		230.00	
Farewell Meeting of Shubon Baruah (Librarian)		230.00	
		Total = 2. 4670.00	

Collection from I & II Sem.	= 2.	150.00
" III & IV "	= 2.	1800.00
" V & VI "	= 2.	NIL
" Teachers "	= 2.	2000.00
		Total = 2. 3950.00

Total Cash in hand = 2. (3950.00 - 4670.00)  
= 2. - 720.00 (debit)  
Previous debit = 2. - 652.00  
= 2. - 1372.00 (debit)

*Dr. L. Baruah*

*J.P. Oza*  
Secretary  
Physical Society  
N.N. Saikia College, Titabar, Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## EXPENDITURE FOR THE SESSION 2019-2020

S.N.	PARTICULARS OF EXPENDITURE	QUANTITY	AMOUNT IN Ru.	REMARKS
1	Prize Money to 1. Ms. Kusuma Begum	2	1000.00	
2	2. Mr. Ranjan Nathak Saikia		1000.00	
3	Glossy Papers & Envelopes		50.00	
4	Refreshment in Science day Observation		500.00	
5	Refreshment in Senior Conv.		230.00	
			<b>Total = 2,2780.00</b>	

Total Collection 2,3000.00  
Total Cash in hand = 2(3000.00 - 2780.00)  
= 220.00  
Previous deficit = 2-1372.00 - 220.00  
= - 1152.00 (deficit)

*Signature*  
Principal

*Signature*  
Secretary  
Physical Society  
N.N. Saikia College, Titabar Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

EXPENDITURE FOR THE SESSION  
(2022-2023)

Sl No.	PARTICULARS OF EXPENDITURE	QUANTITY	AMOUNTS IN RS.	REMARKS
1.	Prize money to 1. Mr. Pubali Saikia	1	50.00	Amount
2.	Certificate print	1	50.00	
3.	Refreshment in (Teachers and Faculty)		2,550.00	
	<b>Total Expenditure</b>		<b>2,650.00</b>	
	Remaining		$(3000 - 2550) 00$ $= 950/-$	

30-07-2022  
Secretary  
Physical Society  
N.N. Saikia College, Titabar Assam

Audited  
Maya



# নন্দনাথ শইকীয়া মহাবিদ্যালয়

## NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

### Department of Botany

Annual Departmental Financial Audit  
N. N. Saikia College, Titabar

Department	Botany
Audit Year	2017-18
Social Audit Date	

Receipt			Expenditure		
Sl. No.	Heads	Amount	Heads	Amount	
1.	Opening Balance	900/-	Wall magazines	500/-	
2.	From A. Grohain	500/-	Chart paper	500/-	
3.	from S.C. Rajkhowa	2000/-	Science day items	2000/-	
4.	From H.L. Dutta	500/-	Botanical garden (Fls)	500/-	
5.	From N.F. Talua	1000/-	Botanical garden cleaning	1000/-	
6.	From H. Sarma	500/-	Distilled Water	500/-	
7.	From all teachers	10,000/-	Excursion to Sikkim	10000/-	
8.	From all teachers	2,000/-	Excursion to Gibbon Wild life Sanctuary	2,000/-	
9.	From all teachers	2,000/-	Freshman Social	2,000/-	
10.	From all teachers	2,000/-	Farewell of students	2,000/-	
		21,400/-		21,000/-	

Account Based On Document:

Bank Passbook	Register
---------------	----------

Departmental Social Audit Held On .....

Names And Signature Of The Faculty Members With Designation:

- [Signature]*
- [Signature]*
- [Signature]*
- [Signature]*

Audited  
Komalika Konari  
H.O.D  
Department of Botany  
N.N. Saikia College  
Titabar

*[Signature]*  
Signature  
HOD

Annual Departmental Financial Audit  
N. N. Saikia College, Titabar

Department	Botany
Audit Year	2018-19
Social Audit Date	

Receipt			Expenditure		
Sl. No.	Heads	Amount	Heads	Amount	
1.	Opening Balance	400/-			
2.	From N.P. Islam	5000/-	Field clip	3,600/-	
3.	From H.L. Dutta	5000/-	Freshman Social	2,000/-	
4.			Farewell mat	3,000/-	
5.	From all teachers	10,000/-	Excursion to M'dubri	10,000/-	
6.					
7.					
8.					
9.					
10.					
		18,400/-		18,400/-	

Account Based On Document:

Bank Passbook	Register
---------------	----------

Departmental Social Audit Held On .....

Names And Signature Of The Faculty Members With Designation:

- [Signature]*
- [Signature]*
- [Signature]*
- [Signature]*

Audited  
Komalika Konari  
H.O.D  
Department of Botany  
N.N. Saikia College  
Titabar

*[Signature]*  
Signature  
HOD

*[Signature]*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*[Signature]*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N. N. Saikia College, Titabar

Department	Botany
Audit Year	2019-2020
Social Audit Date	

Sl. No.	Receipt		Expenditure	
	Heads	Amount	Heads	Amount
1.	Opening balance	0		
2.	From all teachers	6000/-	Housekeeping/fees	4800/-
3.	From all teachers	3000/-	Exhibition social	2,000/-
4.	From all teachers	2,000/-	Student festival	2000/-
5.				
6.				
7.				
8.				
9.				
10.				

Total = 11,000/- Balance = 2,200/-

Account Based On Document:

Bank Passbook	Resister <input checked="" type="checkbox"/>
---------------	--

Departmental Social Audit Held On .....

Names And Signature Of The Faculty Members With Designation:

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*

Audited  
Kannaki Konim  
HOD  
Department of Economics  
N.N. Saikia College  
TITABAR

*[Signature]*  
Signature  
HOD

## Annual Departmental Financial Audit

N. N. Saikia College, Titabar

Department	Botany
Audit Year	2020-21
Social Audit Date	

Sl. No.	Receipt		Expenditure	
	Heads	Amount	Heads	Amount
1.	Opening balance	2,200/-		
2.	From all teachers	15,000/-	Excursion To Sikkim	17,200/-
3.	From all teachers	10,000/-	Phd. Fee To faculty	10,000/-
4.			Clay Corral 19	
5.				
6.				
7.				
8.				
9.				
10.				

Total = 27,200/- Expenditure = 27,200/-

Account Based On Document:

Bank Passbook	Resister <input checked="" type="checkbox"/>
---------------	--

Departmental Social Audit Held On .....

Names And Signature Of The Faculty Members With Designation:

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*

Audited  
Kannaki Konim  
HOD  
Department of Economics  
N.N. Saikia College  
TITABAR

*[Signature]*  
Signature  
HOD



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N. N. Saikia College, Titabar

Department	Biology
Audit Year	2021-2022
Social Audit Date	

Sl. No.	Receipt		Expenditure	
	Heads	Amount	Heads	Amount
1.	Opening balance	0		
2.	From Dr. M. Dutta	5,000/-	Excursions/Fieldwork	5,000/-
3.	From N.F. Islam	1800/-	Freshman Social	1800/-
4.	From P.M. Dastogaj	1500/-	Botanical garden	1500/-
5.	From T. Dikingsia	100/-	Wall magazine	100/-
6.	From M.L. Dutta	500/-	House keeping	500/-
7.	All teachers	2,450/-	Farewell	2450/-
8.	All teachers	3,000/-	Reparational items	3000/-
9.	From M.L. Dutta	3,000/-	Herbarium sheet	3000/-
10.	From M.L. Dutta	750/-	Electrical items	750/-

Account Based On Document:

Bank Passbook	Resister
---------------	----------

Departmental Social Audit Held On .....

Names And Signature Of The Faculty Members With Designation:

1. Negin Ferd Islam (Assistant Prof. in Botany)
2. Pranab Nanda Bhattacharyya ( " )
3. N.S.
- 4.

Audited  
Komalika Konari  
HOD  
Department of Botany  
N.N. Saikia College  
TITABAR

Signature  
HOD



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Department of Geography

Annual Departmental Financial Audit  
N.N. Saikia College, Titabar

Department: GEOGRAPHY  
Audit Year: 2017-2018  
Social Audit Date: 06/06/2018

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Excursion Trip	Rs.1,47,000/-	1	Excursion Trip	Rs. 1,46,000/-
2	Contribution from teachers	Rs.1500/-	2	Cleaning Programme	Rs. 1500/-
			3	Workshop on Map Reading	Rs. 500/-
3	Field Study	Rs.42000/-	4	Field Study Expenditure	Rs. 41000/-

Account Based on Documents:

Bank Passbook	Register
Acn No. 6029010288446	YES (United Bank of India), Titabar Branch

Departmental Social Audit Held on 06/06/2018.

Names and Signatures of the Faculty Members with Designation:

1. Mrs. Rumali Deka Mahanta, Associate Professor
2. Mr. Jyanta Sarmah, Associate Professor
3. Dr. Jinali Saikia Borkakoty, Associate Professor
4. Mrs. Sarpreeta Saikia, Assistant Professor
5. Dr. Navamalika Sharma, Assistant Professor

*[Signature]*  
Signature  
HoD  
Head  
Department of Geography  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	GEOGRAPHY
Audit Year	2018-2019
Social Audit Date	21/06/2019

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Contribution from students for Freshers	Rs. 4300/-	1	Library Book Purchase	Rs. 2000/-
2	Contribution from Teachers	Rs. 1000/-	2	Guardian Meeting	Rs. 1500/-
3	Excursion Trip	Rs. 1,75,000/-	3	Freshers expenditure	Rs. 5000/-
			4	Excursion Expenditure	Rs. 1,71,000/-

Account Based on Documents:

Bank Passbook	Register
Acn No: 0029010288446	YES (United Bank of India), Titabar Branch

Departmental Social Audit Held on ...21/06/2019

Names and Signatures of the Faculty Members with Designation:

1. Mr. Jayanta Sarmah, Associate Professor
2. Dr. Jonali Saikia Borakoty, Associate Professor
3. Mrs. Sangecta Saikia, Assistant Professor
5. Dr. Navanallika Sharma, Assistant Professor

*Audited*  
*Umapada*

Signature

HoD

Head  
Department of Geography  
N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	GEOGRAPHY
Audit Year	2019-2020
Social Audit Date	18/02/2020

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Geographical Forum (Annual Fees) from students	Rs. 4000/-	1	NERGS Seminar	Rs. 4250/-
2	Contribution from students for Farewell	Rs. 4200/-	2	Farewell expenditure	Rs. 4500/-
3	Contribution from teachers	Rs. 500/-	3		
4	Contribution from students for excursion	Rs. 9000/- X27-2,43,000/-		Students Excursion	Rs. 2,39,000/-

Account Based on Documents:

Bank Passbook	Register
Acc No. 0029010288446	YES (United Bank of India), Titabar Branch

Departmental Social Audit Held on 18/02/2020

Names and Signatures of the Faculty Members with Designation:

1. Mr. Jayanta Sarmah, Associate Professor
2. Dr. Jonali Saikia Horkakoty, Associate Professor
3. Mrs. Saangeeta Saikia, Assistant Professor
5. Dr. Navamallika Sharma, Assistant Professor

*Signature*  
*Navamallika Sharma*

*Signature*

HoD

Head  
Department of Geography  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit N.N. Saikia College, Titabar.

Department	GEOGRAPHY
Audit Year	2020-2021
Social Audit Date	12/03/2021

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Contribution from students for Farewell	Rs. 50/- X 70 = Rs. 3500/-	1	Titan Quartz	Rs. 140/-
2	Contribution from teachers	Rs. 1500 X 3 = Rs. 4500/-	2	Farewell Programme of HoD and Lab. Assistant	Rs. 8750/-
3		=Rs. 8000/-	3		=Rs. 8900/- (-Rs. 900/-)

Account Based on Documents:

Bank Passbook	Register
Acn No. 6029010288446	YES (United Bank of India), Titabar Branch

Departmental Social Audit Held on 12/03/2021

Names and Signatures of the Faculty Members with Designation:

1. Dr. Jonali Saikia Borkakoty, Associate Professor
2. Mrs. Sangecta Saikia, Assistant Professor
3. Dr. Navamalika Sharma, Assistant Professor
4. Ms. Rama Devi, Assistant Professor

*Dr. Jonali Saikia Borkakoty*

*[Signature]*  
Signature

HoD



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department: GEOGRAPHY  
Audit Year: 2021-2022  
Social Audit Date: 20/05/2022

Receipt			Expenditure		
Sl No	Heads	Amount	Sl No	Heads	Amount
1	Tx- Teachers Contributions	Rs. 5000/-	1	Printed Books & Stationery	Rs. 210/-
2	Geographical Forum Fees from Teachers	Rs. 350/- X 4=1400/-	2	Print Plaza	Rs. 300/-
3	Geographical Forum (Annual Fees) from students	Rs. 6700/-	3	Tea & Snacks (Geographical Forum Meeting)	Rs. 1700/-
4	PHF's Unabier	Rs. 2000/-	4	World Water Day	Rs. 600/-
5			5	Banner for Workshop in schools	Rs. 700/-

Account Based on Documents:

Bank Passbook	Register
Acn No. 0029010288446	YES (United Bank of India), Titabar Branch

Departmental Social Audit Held on 20/05/2022

Names and Signatures of the Faculty Members with Designation:

1. Dr. Jonali Saikia Borkakoty, Associate Professor
2. Mrs. Sangeta Saikia, Assistant Professor
3. Dr. Navamalika Sharma, Assistant Professor
4. Ms. Rima Devi, Assistant Professor

*Auditor*  
*Umapati*

*[Signature]*  
Signature  
HoD  
Department of Geography  
N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Department of Zoology

### Annual Departmental Financial Audit

N.N. Saikia College

Department	Zoology
Audit Year	2017
Social Audit Date	30.12.2017

Receipt			Expenditure		
Sl. No	Heads	Amount	Sl. No	Heads	Amount
1	Dr. Anjumoni Saikia	1200	1.	Gift to contractual teacher	500
2	Dr. Manashi Bortamuly	1200	2.	Curtains given for laundry	240
3	Mitali Chetia	1200	3.	Notebook for class record	40
			4.	Contribution for exhibition held in the college	500
	Total	3600	Total		1280

Account Based on Document

Bank passbook	Register
	✓

Department Social Audit Held on 30th Dec. 2017.....

Names and Signatures of the Faculty members with Designation:

1. DR. ANJUMONI SAIKIA  
ASSOCIATE PROFESSOR

2. DR. MANASHI BORTAMULY  
ASSISTANT PROFESSOR

3. MITALI CHETIA  
ASSISTANT PROFESSOR

Anjumoni Saikia  
Signature  
H.O.D.  
HoD Department of Zoology  
N.N. Saikia College  
Titabar

Udayan  
Udayan



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College

Department	Zoology
Audit Year	2018
Social Audit Date	২৭.১১.২০১৯

Receipt			Expenditure		
Sl. No.	Details	Amount	Sl. No.	Details	Amount
1.	Dr. Anjanmoni Saikia	1200	1.	Stationery	180
2.	Dr. Mayasuki Bortanuly	1200	2.	Xerox	80
3.	Mitali Chetia	1200	3.	Benson	40
4.	From Principal	10000	4.	Donation for Bihu celebration	300
			5.	Pukhi magazine cover page printing and Xeroxing and binding	1500
			6.	Steel wool for scrubbing	20
			7.	Guest farewell contribution	100
			8.	Battery for clock	30
			9.	Alumni meet Refreshment	730
			10.	Printing of merit certificate	300
			11.	Prize money given to students securing above 80%	3000
			12.	Remuneration to resource person for a special talk on 'Ornamental Fish'	2000
			13.	Refreshment to all the participants present in the talk	3000
			14.	Curtains purchased for the ICT room	5000
	<b>Total</b>	<b>13,000</b>		<b>Total</b>	<b>16,280</b>

Account Based on Document

Bank passbook	Register
	✓

Department Social Audit Held on... ২৭<sup>th</sup> Dec. 2018...

Names and Signatures of the Faculty members with Designation:

- DR. ANJANOMONI SAIKIA  
ASSOCIATE PROFESSOR
- DR. MAYASUKI BORTANULY  
ASSISTANT PROFESSOR
- MITALI CHETIA  
ASSISTANT PROFESSOR

Anjanmoni Saikia  
Signature  
H.O.D.  
Department of Zoology  
N.N. Saikia College  
Titabar

*Signature*  
Umaprakash



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College

Department	Zoology
Audit Year	2019
Social Audit Date	30.12.2019

Receipt			Expenditure		
Sl. No	Heads	Amount	Sl. No	Heads	Amount
1	Dr. Arjunomi Saikia	1200	1.	Pakki magazine cover page printing and Xeroxing and binding	1800
2.	Dr. Manashi Bortanuly	1200	2.	Note book for class records	70
3.	Mitali Chetia	1200	3.	Contribution for Diamond jubilee celebration	1000
			4.	Photo of Entamoeba for practical	10
			5.	A4 size paper bundle	250
			6.	Pencil battery	60
			7.	Rat killer	30
			8.	Brush	30
			9.	Notebook for record keeping	110
			10.	Spoon	80
			11.	Medicine for student	100
			12.	Contribution for bulletin	900
			13.	Steel wool and surf	60
Total		3600	Total		4470

Account Based on Document

Bank passbook	Register
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Department Social Audit Held on 30th Dec' 2019

Names and Signatures of the Faculty members with Designation:

1. DR. ARJUNOMI SAIKIA  
ASSOCIATE PROFESSOR

2. DR. MANASHI BORTANULY  
ASSISTANT PROFESSOR

3. MITALI CHETIA  
ASSISTANT PROFESSOR

Arjunomi Saikia  
Signature  
H.O.D.  
HoD Department of Zoology  
N.N.Saikia College  
Titabar

*(Signature)*



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College

Department	Zoology
Audit Year	2020
Social Audit Date	৩০.১২.২০১০

Receipt			Expenditure		
Sl. No	Heads	Amount	Sl. No	Heads	Amount
1.	Dr. Manashi Bortanuly	400	1.	Notebooks for record keeping	130
2.	Mitali Chetia	400			
	Total	800		Total	130

Account Based on Document

Bank passbook	Register
---------------	----------

Department Social Audit Held on... 30th Dec. 2010.....

Names and Signatures of the Faculty members with Designation:

1. DR. MANASHI BORTANULY *Manashi*  
ASSISTANT PROFESSOR

2. MITALI CHETIA *Mitali*  
ASSISTANT PROFESSOR

*Manashi*  
Signature H.O.D.  
HoD Department of Zoology  
N.N. Saikia College  
Titabar

*Manashi*  
*Manashi*



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College

Department	Zoology
Audit Year	2022 (Till Nov)
Social Audit Date	22.11.2022

Receipt			Expenditure		
Sl. No	Heads	Amount	Sl. No	Heads	Amount
1	Dr. Manashi Bortanuly	1100	1.	Steel wool & surf	150
2	Mitali Chetia	1100	2.	Bitu Donation	200
3	Dr. Jafriin F Hussain (up to Jul)	700	3.	Note book	110
			4.	Pakhi cover page print and binding	500
			5.	Yoga workshop	400
			6.	Chart paper	70
			7.	Award to 2 students securing above 80%	1000
			8.	Merit certificate print in bulk	242
			9.	Glue	20
Total		2900			2692

Account Based on Document

Bank passbook	Register
---------------	----------

Department Social Audit Held on... 22nd Nov. 2022.....

Names and Signatures of the Faculty members with Designation:

1. DR. MANASHI BORTANULY  
ASSISTANT PROFESSOR
2. MITALI CHETIA  
ASSISTANT PROFESSOR
3. DR. JAFRIIN F HUSSAIN  
ASSISTANT PROFESSOR

*Manashi*  
H.O.D.  
Department of Zoology  
N.N. Saikia College  
Titabar

*Mitali*  
HoD

*Audited*  
*Umapathi*





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Department of Economics

### Annual Departmental Financial Audit N.N. Saikia College, Titabar

Department	Economics
Audit Year	2018
Social Audit Date	1 <sup>st</sup> Week of June (02/06/2018)

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Students	800	1	Printing Forum Receipts	300
2	Faculty	3000	2	Books	2413
3	Principal	4600	3	Felicitation Certificate	100
4			4	Flex Printing	250
5			5	Food (Bokajan Cement Factory)	925
6			6	Departmental pen drive	399
7			7	Bus Fare of Educational Tour	3000
			8	Karishma's Felicitation	1000
	Total	8400		Total	8407
	Deficit	7			

#### Account Based on Documents:

Bank Passbook	Register
	Yes

Departmental Social Audit Held on 1<sup>st</sup> week of June'2018 (02/06/2018)

#### Names and Signatures of the Faculty Members with Designation:

Dipali Baishya

Udeshna Buragohain

  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar



Signature of HoD



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	Economics
Audit Year	2019
Social Audit Date	1 <sup>st</sup> Week of June (2019)

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Faculty	3000	1	Extension Activity Jalukoni	5869
2	Principal	5500	2	Mrs. Inu Saikia's Farewell	1620
			3	Nogen's Felicitaton	1000
			4	Deficit (2018)	7
	Total	8500		Total	8494
				Surplus	6

Account Based on Documents:

Bank Passbook	Register
	Yes

Departmental Social Audit Held on 1<sup>st</sup> Week of June '19 (2019)

Names and Signatures of the Faculty Members with Designation:

Dipali Baishya, Assistant Professor

Udeshna Buragohain, Assistant Professor

  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar



Signature of HoD



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	Economics
Audit Year	2022
Social Audit Date	1 <sup>st</sup> Week of Nov (4/11/2022)

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Faculty	4500	1	Certificate Printing	200
2	Principal	10000	2	Board Writing	600
3	Registration (Yoga)	2700	3	Bahubali Flyer	300
4	Students	1300	4	Tea Party	120
5	Ex-Faculty	2000	5	Talk on Nobel Laureate	5090
6			6	Expenses on Workshop on Yoga	8200
			7	Sunita's Felicitation	2000
			8	Wall Magazine	480
			9	Bahubali Refreshment	750
				Deficit (2021)	344
	Total	20500		Total	18084
				Surplus	2416

Account Based on Documents:

Bank Passbook	Register
	Yes

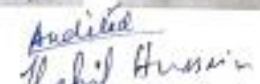
Departmental Social Audit Held on 1<sup>st</sup> week of Nov'2022 (4/11/2022)

Names and Signatures of the Faculty Members with Designation:

Dipali Baishya, Assistant Professor

Udeshna Buragohain, Assistant Professor


  
Shahil Hussain  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar



Signature of HoD



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**  
 Affiliated to Dibrugarh University

**Department of Education**

Annual Departmental Financial Audit  
 Nandanath Saikia College, Titabar

Department	EDUCATION
Audit Year	2017-2018
Social Audit Date	30/07/2018

Receipt			Expenditure		
Sl No.	Heads	Amount	Sl No.	Heads	Amount
1	Education Society	3600/-	1	Alumni Meet	1500/-
2	Mrs. Sewali Datta	10000/-	2	Departmental Bulletin	1000/-
3	Dr. Bisakha Devi Das	1000/-	3	Freshmen Social	1500/-
4	Mrs. Monika Saikia	1000/-	4	Farewell Meeting	1500/-
			5	Best Graduate Award	2000/-
Total		15,600/-	Total		9500/-

Account Based on Documents:

Bank Passbook	Register
	✓

Departmental Social Audit Held on ... 30/07/2018

Names and Signatures of the Faculty Members with Designation:

*Cover checked*  
*Hehikhina*  
 Head of the Department  
 Department of English  
 N.N. Saikia College, Titabar

*Monika Saikia*  
 Signature  
 HoD  
 HoD  
 Department of Education  
 Nandanath Saikia College



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

Nanda Nath Saikia College, Titabar

Department	Education
Audit Year	2018-2019
Social Audit Date	30/07/2019

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Education Society	5000/-	1	Dept. Freshmen Social	1000/-
2	Dr. Bisakha Devi Das	1000/- 1500/-	2	Farewell	1000/-
3	Mrs. Monika Saikia	1000/- 1500/-	3	Quiz Competition	1000/-
4	Previous Balance	6100/-	4	Best Graduate Award	2000
			5	Departmental Bulletin	1000/-
			6	Eduworld	10000/-
	Total	16100/-	Total		16000

Account Based on Documents:

Bank Passbook	Register
	✓

Departmental Social Audit Held on ... 30/07/2019.....

Names and Signatures of the Faculty Members with Designation:

Checked  
Shehul Hussain  
Head of the Department  
Department of English  
N. N. Saikia College, Titabar

Monika Saikia  
Signature  
HoD  
HoD  
Department of Education  
Nanda Nath Saikia College



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

Nanda Nath Saikia College, Titabar

Department	Education
Audit Year	2019-2020
Social Audit Date	28/10/2020

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Education Society	6200/-	1	Teacher Exchange Programme	1000/-
2	Dr. Bisakha Devi Das	1000/-	2	Wall Magazine	800/-
3	Mrs. Menikha Saikia	1000/-	3	Biennial Alumni Handwritten Magazine	1000/-
4	Previous Balance	100/-	4	Farewell	1000/-
			5	Freshmen Social	1000/-
			6	Best Graduate Award	200/-
Total		8300/-	Total		6800/-

### Account Based on Documents:

Bank Passbook	Register
	✓

Departmental Social Audit Held on .....28/10/2020.....

Names and Signatures of the Faculty Members with Designation:

Counter checked  
Kabil Hussain  
Head of the Department  
- Department of English  
N.N. Saikia College, Titabar

Menikha Saikia  
Signature  
HoD  
Department of Education  
Nandanath Saikia College



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit Nanda Nath Saikia College, Titabar

Department	EDUCATION
Audit Year	2020-2021
Social Audit Date	15/10/2021

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Education Society	Nil	1	Online Essay Competition (National Education Day)	1000/-
2	Dr. Bisakha Devi Das	1000/- 3000/-	2	Workshop	5000/-
3	Mrs. Monika Saikia	1000/- 3000/-	3	Best Graduate Award	2000
4	Mrs. Himaksha Borah	1000/- 3000/-	4	Inter District Online Art Competition Prize (Environmental Day)	5000/-
5	Previous Balance	1500/-			
	Total	13500/-	Total		13000/-

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on ..... 15/10/2021 .....

Names and Signatures of the Faculty Members with Designation:

*Aravind Choudhary*  
*Shahid Hussain*  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar

*Monika Saikia*  
Signature  
HoD  
Department of Education  
N.N. Saikia College



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**  
Affiliated to Dibrugarh University

Department of History

Annual Departmental Financial Audit  
N.N. Saikia College, Titabar



Department	HISTORY
	2017-2018
Social Audit Date	30/07/2018

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	History Association	3500/-	1	Departmental Seminar	2000/-
2	Mr. Budhin Datta	3000/-	2	Departmental Wall Magazine	2000/-
3	Dr. Rabindra Borofoi	3000/-	3	Freshmen Social	3500/-
4	Nirmal Jyoti Konwar	3000/-	4	Farewell Meeting	3000/-
			5	History Association Meeting	2000/-
Total		12,500/-	Total		12500/-

Account Based on Documents:

Bank Passbook	Register
	✓

Departmental Social Audit Held on ...30/07/2018.....

Names and Signatures of the Faculty Members with Designation:

1. Budhin Datta
2. Nirmal Jyoti Konwar
3. Dr. Rabindra Borofoi  
Asst. Professor

Audited  
Debi Dhar  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar

Nirmal Jyoti Konwar  
Signature  
HOD HOD  
Department of History  
N. N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয়

## NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University



**Annual Departmental Financial Audit**  
N.N. Saikia College, Titabar

Department	HISTORY
Audit Year	2018-2019
Social Audit Date	30/07/2019

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	History Association	3500/-	1	Departmental Seminar	2500/-
2	Mr. Bhabho Dutta	3000/-	2	Historia Wall Magazine	2500/-
3	Dr. Rabindra Bordoloi	3000/-	3	Freshmen Social	4500/-
4	Nirmal Jyoti Konwar	3000/-	4	Farewell Meeting	3000/-
5	Rajib Das	3000/-	5	History Association Meeting	2000/-
			6	Guardian meeting	1000/-
Total		15500/-	Total		15500/-

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on ... 30/07/2019.....

Names and Signatures of the Faculty Members with Designation:

*Nirmal Jyoti Konwar*  
Signature

HoD HOD  
Department of History  
N. N. Saikia College, Titabar

3. *Meelina Bardalai* *Meelina*  
Asst. Professor

4. *Rajib Das* *Rajib*

*Audited*  
*Sheel Husain*  
Head of the Department  
- Department of English  
N. N. Saikia College, Titabar

*Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit N.N. Saikia College, Titabar



Department	HISTORY
Audit Year	2019-2020
Social Audit Date	28/10/2020

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	History Association	3000/-	1	Departmental Meeting	1500/-
2	Mr. Budhai Datta	1000/-	2	Historia Wall Magazine	2500/-
3	Dr. Rabindra Bordoloi	1000/-	3	Farewell Meeting	3000/-
4	Nirmal Jyoti Konwar	1000/-			
5	Rajib Das	1000/-			
	Total	7000/-		Total	7000/-

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on .....28/10/2020.....

Names and Signatures of the Faculty Members with Designation:

*Nirmal Jyoti Konwar*  
Signature  
HOD  
Department of History  
N. N. Saikia College, Titabar

3. *Dr. Rabindra Bordoloi* Asst. Professor

4. *Rajib Das*

*Shakil Huma*  
Head of the Department  
Department of English  
N. N. Saikia College, Titabar



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Affiliated to Dibrugarh University

## Annual Departmental Financial Audit N.N. Saikia College, Titabar



Department	HISTORY
Audit Year	2020-2021
Social Audit Date	15/10/2021

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	History Association	2000/-	1	Departmental Meeting	1500/-
2	Mr. Bodhio Datta	1000/-	2	Historia Wall Magazine	1500/-
3	Dr. Rabindra Bordoloi	1000/-	3	Farewell Meeting	3000/-
4	Dr. Nirmal Jyoti Konwar	1000/-			
5	Rajib Das	1000/-			
	Total	6000/-	Total		6000/-

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on .....15/10/2021.....

Names and Signatures of the Faculty Members with Designation:

*Nirmal Jyoti Konwar*

Signature

HOD  
Department of History  
N. N. Saikia College, Titabar

3. *Dr. Rabindra Bordoloi Ma'*  
Asst. Professor

4. *Rajib Das*

*Audited*  
*Shahil Hussain*

Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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## Annual Departmental Financial Audit N.N. Saikia College, Titabar

Department	HISTORY
Audit Year	2021-2022
Social Audit Date	28/07/2022

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	History Association	4000/-	1	Departmental Book Shelve Purchase	13500/-
2	Mr. Baiden Datta	4000/-	2	Historia Wall Magazine	1500/-
3	Dr. Rabintra Bordoloi	3000/-	3	Freshmen Social	2000/-
4	Dr. Nirmal Jyoti Konwar	4000/-	4	Farewell Meeting	1000/-
5	Rajib Das	3000/-			
	Total	18000/-		TOTAL	18000/-

### Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on ... 28/07/2022 .....

Names and Signatures of the Faculty Members with Designation:

*Audited*  
*Shahid Hossain*  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar

*Nirmal Jyoti Konwar*  
Signature  
HoD HOD  
Department of History  
N. N. Saikia College, Titabar

*S. Mr. Rabintra Bordoloi B.A.*  
Asst. Professor  
*H. Rajib Das*



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Affiliated to Dibrugarh University

## Department of English

Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	ENGLISH
Audit Year	2017
Social Audit Date	30/11/2017

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	D. Nymoni Bora	2,000	1	Books	2,100
2	Dr. Anindita Das	2,000	2	Workshop	5,200
3	Shahil Hussain	2,000	3	Departmental Materials	600
4	Dr. Gitanjali Gogoi	2,000	4		
5			5		
6			6		
7			7		
					8,900/-

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on ...30/11/2017

Names and Signatures of the Faculty Members with Designation:

- 1) Ditymoni Bora
- 2) Dr. Anindita Das
- 3) Shahil Hussain - Shahil Hussain
- 4) Dr. Gitanjali Gogoi - Gogoi

Audited

Konmaki Konmaki  
H.O.D.  
Department of Economics  
N.N. Saikia College  
Titabar

Signature

HoD

Head of the Department  
Department of English  
N.N. Saikia College, Titabar



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Affiliated to Dibrugarh University

Annual Departmental Financial Audit  
N.N. Saikia College, Titabar

Department	ENGLISH
Audit Year	2018
Social Audit Date	15/12/2018

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Ditymoni Bora	1,430	1	Alumni Meet	3,500
2	Shahil Hussain	1,430	2	Departmental Materials	800
3	Dr. Gitanjali Gogoi	1,430	3		
4			4		
5			5		
6			6		
7			7		
					4,300/-

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on ...15/12/2018...

Names and Signatures of the Faculty Members with Designation:

- 1) Ditymoni Bora *Ditymoni Bora*
- 2) Shahil Hussain - *Shahil Hussain*
- 3) Dr. Gitanjali Gogoi - *Gogoi*

Audited  
*Kennaki Komra*  
H.O.D.  
Department of Economics  
N.N. Saikia College  
TITABAR

Signature  
HoD  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	English
Audit Year	2019
Social Audit Date	30/12/2019

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Ditymoni Bora	1,300	1	Wall magazine	3,000
2	Shahid Hussain	1,300	2	Departmental Materials	900
3	Dr. Gitanjali Gogoi	1,300	3		
4			4		
5			5		
6			6		
7			7		
					3,000

### Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on 30/12/2019.

### Names and Signatures of the Faculty Members with Designation:

- 1) Ditymoni Bora - Ditymoni Bora
- 2) Shahid Hussain - Shahid Hussain
- 3) Dr. Gitanjali Gogoi - Gogoi

Audited  
Konaki Konoi  
HOD  
Department of Economics  
N.N. Saikia College  
Titabar

Shahid Hussain  
Signature 30/12/19  
HOD  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar



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## Annual Departmental Financial Audit N.N. Saikia College, Titabar

Department	E.N.E.L. Dept
Audit Year	2020
Social Audit Date	30/12/2020

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Dittymoni Bora	500	1	Covid Expenses	1500
2	Shahid Hussain	500	2		
3	Dr. Gitanjali Gogoi	500	3		
4			4		
5			5		
6			6		
7			7		
					1500/-

Account Based on Documents:

Bank Passbook	Register
---------------	----------

Departmental Social Audit Held on ... 30/12/2020.

Names and Signatures of the Faculty Members with Designation:

- 1) Dittymoni Bora - Dittymoni Bora
- 2) Shahid Hussain - Shahid Hussain
- 3) Dr. Gitanjali Gogoi - Gogoi

Audited  
Komal Kowal  
HOD  
Department of Economics  
N.N. Saikia College  
Titabar

Shahid Hussain  
Signature 30/12/20  
HoD  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar





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Affiliated to Dibrugarh University

## Annual Departmental Financial Audit

N.N. Saikia College, Titabar

Department	English
Audit Year	2021
Social Audit Date	29/12/2021

Receipt			Expenditure		
Sl. No.	Heads	Amount	Sl. No.	Heads	Amount
1	Ditymoni Bora	1,000	1	Extension Activity	1,000
2	Shahid Hussain	1,000	2	Wall Magazine	2,500
3	Dr. Gitanjali Gogoi	1,000	3	Departmental Materials	500
4	Kaushik Dutta	1,000	4		
5	Kanseng Shyam	1,000	5		
6			6		
7			7		
					5000/-

Account Based on Documents:

Bank Passbook	Register
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Departmental Social Audit Held on 29/12/2021...

Names and Signatures of the Faculty Members with Designation:

- 1) Ditymoni Bora - Ditymoni Bora
- 2) Shahid Hussain - Shahid Hussain
- 3) Dr. Gitanjali Gogoi - Gogoi
- 4) Kaushik Dutta - Kaushik Dutta
- 5) Kanseng Shyam - Kanseng Shyam

Audited  
Konaki Koner  
HOD  
Department of Economics  
N.N. Saikia College  
Titabar

Shahid Hussain  
Signature 29/12/21  
HOD  
Head of the Department  
Department of English  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Internal Audit Report, 2016-2018

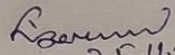
### AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD FROM 01-04-2016 TO 31-03-2018

1. **INTRODUCTION** : The Accounts of N.N. Saikia College, Titabar of Jorhat District have been audited by the undersigned on the basis of following Accounts, Records produced during the course of verification for the period from 01-04-2016 to 31-03-2018.

- (1) Fees Receipt Records
- (2) Govt. Grant Register
- (3) Cash Books General/Subsidiary/UGC funds
- (4) Bank Pass Books of respective funds
- (5) Sanctioning letters if any
- (6) Any other Records related to audit purpose
- (7) Payment vouchers of respective funds

2. **INCUMBENCY** : The office of the Principal & Secretary of the Institution was held by Dr. Litol Baruah who is also act as Drawing & Disbursing Officer as a administrative head of the College.

3. **DISCLAIMER STATEMENT** : The Audit Report (Internal) has been prepared on the basis of Accounts Records submitted by the Accounting authority of the college. The Internal Audit disclaims any responsibility for any mis-information or non-furnishing of information on the part of auditee.

  
25.11.22  
Principal  
N.N. Saikia College  
Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

4. **GOVT GRANT (UGC/STATE):** On verification the Cash Book of General & UGC fund it has noticed that the following Amount were received by the College authority in the shape of Govt Fund/Grant etc (UGC & State Govt.). The detailed of Grants & other information was given below

Sl No.	Sanctioning letter No. Date	Particulars	Amount Sanctioned	Date of Credit	Amount Spent	Unspent Balance if any	Remarks
1	Amount Received by Transfer deposit	FAST TRACK PROJECT	100000.00	27/12/2016	100000.00	Nil	
2	As above	Excursion Grant	100000.00	9/5/2017	100000.00	Nil	
3	As above	Excursion Grant	50000.00	21/8/2017	50000.00	Nil	
4	No.PC/HE/SOPD/3/2 017 Dtd. 7/4/2018	Tools /Chemicals/Equip-ment	150000.00	29/3/2018	Nil	150000	
5	Amount Received by Transfer deposit	MRP (Dr. M.K.Baruah) Final Installment	30000.00	30/9/2016	30000.00	Nil	
6	As above	MRP (Dr. N.F.Islam) 2 <sup>nd</sup> Installment	86000.00	30/9/2016	86000.00	Nil	
7	As above	MRP (Mrs. R.D.Mahanta)	40000.00	30/9/2016	40000.00	Nil	
8	As above	MRP (Dr. N.Ch.Borah) Final Installment	16000.00	30/9/2016	16000.00	Nil	
9	As above	MRP (Dr.D.Hazarika)	16800.00	4/10/2016	16800.00	Nil	
10	As above	MRP (Dr.G.R.Nath)	16800.00	4/10/2016	16800.00	Nil	
11	As above	MRP (Sri Joy Prakash Oza)	19000.00	4/10/2016	19000.00	Nil	
12	As above	MRP (Sri N.J.Konwar)	16000.00	4/10/2016	16000.00	Nil	
13	As above	MRP (Sri Rabindra Bordoloi)	14000.00	26/10/2016	14000.00	Nil	
14	As above	MRP (Dr. Malakshmi Dutta)	24500.00	17/12/2016	24500.00	Nil	
15	As above	Salary Grant (Mrs. Nibedita Saikia)	150204.00	17/12/2016	150204.00	Nil	
16	As above	MRP (Dr. N.C.Borah)	4000.00	27/12/2016	4000.00	Nil	
17	As above	Contingency Grant (Mrs. M.Kagyung)	9500.00	23/3/2017	9500.00	Nil	
18	As above	MRP (Dr. Manashi Bortamuly)	84000.00	7/7/2017	84000.00	Nil	
19	As above	General Dev. Assistant (Final Installment)	78400.00	11/7/2017	78400.00	Nil	
20	As above	General Dev. Assistant (Final Installment)	744800.00	11/7/2017	744800.00	Nil	
21	As above	General Dev. Assistant	156800.00	11/7/2017	156800.00	Nil	
22	As above	MRP (Mrs. R.D.Mahanta)	10000.00	12/7/2017	10000.00	Nil	
23	As above	MRP (Dr.N.F.Islam)	18824.00	14/8/2017	18824.00	Nil	
24	As above	MRP (Sri Hemendra Thengal)	40000.00	18/3/2018	40000.00	Nil	

*Raman*  
25.11.22  
Principal  
N.N. Saikia College  
Titabar

*Raman*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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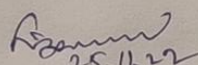
5. (a) CLOSING BALANCE OF GENERAL /SUBSIDIARY & UGC FUND ETC AS ON 31/03/2018 :

The Closing Balance of General & Subsidiary funds as per Cash Book & Bank Pass Book on 31-03-2018 was given below :-

Sl No.	Name of the Fund	Cash in Hand	Cash at Bank	Name of Bank & A/C No.	Remarks
1	GENERAL FUND	50.00	1577351.82	UBI A/C No. 0029010446617	
2	DEVELOPMENT FUND	Nil	1051455.15	UBI A/C No. 0029010103313	
3	LABORATORY FUND	14440.00	806557.68	UBI A/C No. 0029010103314	
4	CAUTION MONEY FUND	1350.00	469710.10	UBI A/C No. 0029010103312	
5	SCOUT & GUIDE FUND	Nil	30687.00	UBI A/C No. 0029010120411	
6	STUDENT UNION FUND	3190.00	131346.53	SBI A/C No. 11506395287	
7	EXAM.FUND	11590.00	533761.03	SBI A/C No. 11506395301	
8	LIBRARY FUND	1800.00	245063.67	SBI A/C No. 11506395298	
9	STUDENT AID FUND	150.00	110187.27	SBI A/C No. 11506395312	
10	UGC FUND	Nil	348850.58	SBI A/C No. 11506395323	
11	GIRLS HOSTAL FUND	61.00	301214.41	UBI A/C No. 0029010108822	

5. (b) RESERVE FUND: In addition to the above the following amount was kept by the College Authority in the shape of Reserve Fund as elaborated below:-

Sl No.	Certificate No.	Account No.	Name of Bank	Date of Purchase/Re-Investment	Amount Invested/Re-Invested	Date of Maturity	Remarks
1	CSP/1/0187679	0029100417068	UBI	6/12/2017	141500.00	6/12/2020	

  
Principal  
N.N. Saikia College  
Titabar



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Affiliated to Dibrugarh University

**6. FUND RECEIPT & EXPENDITURE STATEMENT :-** The position of Grant /Fund Receipt and Expenditure of the N.N.Saikia College, Titabar for the period from 01-04-2016 to 31-03-2018 as furnished to audit by the Principal/Secretary were as follows:-

NAME OF FUND & A/C No.	YEAR	OPENING BALANCE	RECEIPTS	BANK INTREST	TOTAL RECEIPTS	EXPENDITURES	CLOSING BALANCE	
							CASH	BANK
GENERAL FUND	2016-17	201983.14	4215078.00	47639.00	4464700.14	3567595.00	Nil	897105.14
DO	2017-18	897105.14	5712538.00	45494.00	6264176.14	4686774.32	50.00	1577351.82
DEVELOPMENT FUND	2016-17	155077.65	1325950.00	21226.00	1502253.65	933479.00	NIL	568774.65
DO	2017-18	568774.65	1536350.00	13891.00	2119015.65	1067560.50	NIL	1051455.15
LABORATORY FUND	2016-17	256461.93	555793.00	18473.00	830727.93	249224.00	21490.00	560013.93
DO	2017-18	581503.93	431095.00	20255.00	1032853.93	211856.25	14440.00	806557.68
SCOUT & GUIDE FUND	2016-17	30392.00	11630.00	1726.00	43748.00	14990.00	55.00	28703.00
DO	2017-18	28758.00	10122.00	987.00	39867.00	9180.00	Nil	30687
CAUTION MONEY FUND	2016-17	59116.10	198892.00	8417.00	266425.10	NIL	1350.00	265075.10
DO	2017-18	266425.10	230453.00	11082.00	507960.10	NIL	1350.00	469710.10
GIRLS HOSTEL FUND	2016-17	113305.41	259600.00	4861.00	377766.41	203267.50	81.00	174417.91
DO	2017-18	174498.91	333200.00	8426.00	516124.91	214849.50	61.00	301214.41
STUDENT UNION FUND	2016-17	6513.53	457453.00	7615.00	471581.53	315590.00	3190.00	152801.53
DO	2017-18	155991.53	482968.00	4512.00	643471.53	508935.00	3190.00	128156.53
LIBRARY FUND	2016-17	153169.67	265190.00	12634.00	430993.67	78195.00	1800.00	350998.67
DO	2017-18	352798.67	260140.00	10479.00	623417.63	376554.00	1800.00	245063.67
COLLEGE EXAM FUND	2016-17	52454.03	432685.00	11374.00	496513.03	52885.00	11590.00	432038.03
DO	2017-18	443628.03	429170.00	17000.00	889798.03	344447.00	11590.00	533761.03
STUDENT AID FUND	2016-17	37829.27	66297.00	3817.00	107943.27	64400.00	450.00	43093.27
DO	2017-18	43543.27	64517.00	2277.00	110337.27	Nil	150.00	110187.27
UGC FUND	2016-17	2799498.97	444504.00	104931.00	3348933.97	2888342.10	NIL	460591.87
DO	2017-18	460591.87	1324504.00	34503.00	1819598.87	1470748.29	NIL	348850.58

*Dr. L. Baruah*  
25.11.22  
Principal  
N.N.Saikia College  
Titabar

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



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Affiliated to Dibrugarh University

7. RECEIPT & PAYMENT ACCOUNT :- Year-wise Receipt & Payment Account as prepared from the entries made into the General Fund Cash Book as elaborated manner was given below for the period from 1-4-2016 to 31-3-2018

## ANNEXURE-IV 2016-2017

RECEIPT			PAYMENTS		
SL. NO	PARTICULAR	AMOUNT Rs.	SL. NO	PARTICULAR	AMOUNT Rs.
1	Admission & Other Fees	1071355.00	1	Adhoc Payment	408165.00
2	Tuition Fees	607260.00	2	Muster Roll Pay	134270.00
3	Certificate Fees	490.00	3	Contractual	240094.00
4	Prospectus Fee	254970.00	4	Newspaper	27838.00
5	Application Fees	2000.00	5	APDCL	204713.00
6	Rent (College Canteen)	8000.00	6	Telephone Bill	5614.00
7	DHE (Admission)(Union, Lib,Exam., S.Aid, Cautionmoney, Dev, Lab, S.& Guide and General Fund etc.)	2019003.00	7	Computer/Internet	298636.00
8	Adv. Recovery (Mrs.Nibedita Saikia (Substitute teachers)	108000.00	8	CCTV	24930.00
9	Adv. Recovery (Dr. Hemen Sarmah)	44000.00	9	Advertisement	13090.00
10	Fund Receipt (Fast Track Project)	100000.00	10	Labour Charge	6750.00
11	Bank Interest	47639.00	11	Enrollment Fees(DU)	13440.00
			12	Affiliation Fees (DU)	14000.00
			13	Sports Fees (DU)	40500.00
			14	Registration Fees	129509.00
			15	Interview Exp.	53835.00
			16	Printing	148600.00
			17	Construction (Material/Labour)	199996.00
			18	Contingency	24480.00
			19	Additional Section(DU)	5000.00
			20	GIS Premium	16721.00
			21	Transferred to Student Union	177313.00
			22	Transferred to Library Fund	102790.00
			23	Transferred to Exam. Fund	157985.00
			24	Transferred to Student Aid	25697.00
			25	Transferred to Caution Money Fund	77092
			26	Transferred to Development Fund	513950
			27	Transferred to Laboratory Fund	140410
			28	Transferred to Scout & Guide Fund	2570
			29	Transfer Advance Loan (Bhaskar Jyoti Saikia)	40000.00
			30	Transfer Advance Loan (Jayanta Madhab Borah)	40000.00
			31	College Seminar (Exp.)	95900.00
			32	Loan To Nivedita Saikia	60000.00
			33	Loan to Navamallika Sarmah	40000.00
			34	Loan to Sangeeta Saikia	40000.00
			35	Refershment Exp.	41935.00
			36	Bank Charge	1772.00
	Total Rs.	4262717.00		Total Rs.	3567595.00
	Opening Balance Rs.	201983.14		Closing Balance Rs.	897105.14
	Grand Total Rs.	4464700.14		Grand Total Rs.	4464700.14

*(Signature)*  
25.11.22  
Principal  
N.N. Saikia College  
Titabar

*(Signature)*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*(Signature)*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annexure I

### Receipt & Payment Account (General Fund) FOR THE PERIOD FROM 01/04/2017 TO 31/03/2018

2017-2018					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	897105.14	1	Remuneration (M/S)	610004.00
1	Bank Interest	45494.00	2	Adhoc Payment	250000.00
2	Receipts	5321577.00	3	Infrastructure Augmentation	
				(a) Equipments	68570.00
				(b) Physical Infrastructure	290882.00
			4	Maintenance of Infrastructure	
				(a) Physical	103991.00
				(b) Academic Support	446483.00
				(c) Library (News Paper)	10714.00
			5	Research Grant to Faculty members	6000.00
			6	Transferred to library fund	222670.00
			7	GB Meeting	37850.00
			8	Draft	10050.00
			9	Refreshment	9280.00
			10	Contingency	34347.00
			11	Advertisement	55323.00
			12	GIS Premium	29808.00
			13	T.A.	8500.00
			14	Disbursement to different head of A/C	1420151.00
			15	Addl. Sanction, Enrolment, Affiliation, Sports (DU)	253270.00
			16	New Bank account	10000.00
			17	RUSA meeting	22760.00
			18	Plan & Estimate	23600.00
			19	Exam fund expenditure	357170.00
			20	GIS Amount (Hemanta Das)	20000.00
			21	Transfer to student's union fund	337033.00
			22	Transfer to student's aid fund	47067.00
			23	Bank Charge	1251.32
				Total	4686774.32
				Closing Balance	1577401.82
	Grand Total (Rs.)	6264176.14		Grand Total (Rs.)	6264176.14

*[Signature]*  
Principal  
N.N. Saikia College  
Titabar

*[Signature]*  
INTERNAL AUDITOR  
(Retd) Assil. Director of Audit  
(L.F.) Assam

*[Signature]*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*[Signature]*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Annexure 2

## Receipt & Payment Account (UGC Fund) FOR THE PERIOD FROM 01/04/2017 TO 31/03/2018

2017-2018					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	460591.87	1	IQAC Hiring Services	16200.00
2	Receipts	1324504.00	2	Teacher Fellowship Contingency Grants	9500.00
3	Bank Interest	34503.00	3	MRP Grants	117827.55
				Infrastructure Augmentation	
				(a) Equipment	353980.90
				(b) Physical Infrastructure	453926.06
			4	Maintenance of Infrastructure	
				(a) Physical	50650.82
				(b) Academic Support	119920.06
				(c) Library	157062.90
			5	Salary for substitute teacher	191680.00
				Total	1470748.29
				Closing Balance	348850.58
	Grand Total (Rs.)	1819598.87		Grand Total (Rs.)	1819598.87

*[Signature]*

Principal  
N.N. Saikia College  
Titabar

*[Signature]*

INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam

*[Signature]*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*[Signature]*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar





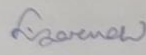
# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

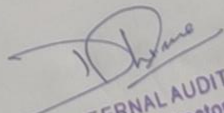
Affiliated to Dibrugarh University


Annexure 3

## Receipt & Payment Account (Library Fund) FOR THE PERIOD FROM 01/04/2017 TO 31/03/2018


2017-2018					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	352798.67	1	News paper bill	19887.00
2	Receipts	260140.00	2	Journal	1430.00
3	Bank Interest	10479.00	3	Books	201000.00
			4	Infrastructure Augmentation	112302.00
			5	Maintenance	35985.00
			6	N-List	5900.00
			7	Bank charge	50.00
				Total	376554.00
				Closing Balance	246863.67
	Grand Total(Rs.)	623417.67		Grand Total(Rs.)	623417.67

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Assit. Director of Audit  
(L.F.) Assam

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annexure 4

### Receipt & Payment Account (Laboratory Fund) FOR THE PERIOD FROM 01/04/2017 TO 31/03/2018

2017-2018					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	581503.93	1	Chemical	135203.00
2	Receipts	431095.00	2	Gas	1200.00
3	Bank Interest	20255.00	3	Practical Item	950.00
			4	Bank Charge	3.25
			5	Bank Deposit	74500.00
				Total	211856.25
				Closing Balance	820997.68
	Grand Total (Rs.)	1032853.93		Grand Total (Rs.)	1032853.93

*[Signature]*

Principal  
N.N. Saikia College  
Titabar

*[Signature]*  
INTERNAL AUDITOR  
(Retd) Asslt. Director of Audit  
(L.F.) Assam



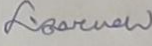
নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

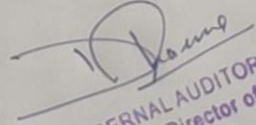
Affiliated to Dibrugarh University

Annexure 5

Receipt & Payment Account (Development Fund)  
FOR THE PERIOD FROM 01/04/2017 TO 31/03/2018

2017-2018					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	568774.65	1	Material	743258.00
2	Receipts	1536350.00	2	Labour Charge	69530.00
3	Bank Interest	13891.00	3	Electric Fan	8690.00
			4	Bank Charge	82.50
			5	Bank Deposit	246000.00
				Total	1067560.50
				Closing Balance	1051455.15
	Grand Total (Rs.)	2119015.65		Grand Total (Rs.)	2119015.65

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

8. **TUITION FEES** : On verification the Records revealed that the Institution was in receipt of **Rs.9,68,340.00** In the shape of Tuition fees during the period covered by this audit. The year wise breakup was given below:-

Sl No.	Year	Amount
1	2016-17	Rs. 6,07,260.00
2	2017-18	Rs. 3,61,080.00

9. **STOCK BOOK AND ASSESTS REGISTER** : Stock Book is a part and parcel Record of Accounts. Hence it is suggested to maintain the same alongwith the necessary entries as suggested during the course of audit. Further, an Assests Register should be brought in to use for recording the permanent Assests of the Institution

9. **MAINTENANCE OF CASH BOOK & OBSERVATION THEREOF**: Procedures followed relating to the maintenance of Cash Books were found up to the mark. Double-column Cash Books were found to have been maintained showing the detailed of Receipt & Disbursement thereof. The Closing Balance were properly worked out at the close of a particular month. No any remarkable irregularities have been noticed during the course of audit.

10. **GENERAL**: Maintenance standard of Accounts Records was found in fair order. However, further improvement is desired as suggested during the course of verification process.

Date : .....

**Internal Auditor**  
(Retd.) Asstt. Director of Audit  
(L.F.) Assam

**Principal**  
N.N. Saikia College  
Titabar



# नन्दनाथ शईकीया महाविद्यालय NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

**युनाइटेड बैंक ऑफ़ इंडिया**  
**United Bank of India**

प्रधान कार्यालय - 11, हेमन्त बसु सारणी, कोलकाता-700 001  
Head Office - 11, Hemanta Basu Sarani, Kolkata - 700 001

मीयादी जमा रसीद  
**TERM DEPOSIT RECEIPT**

योजना / SCHEME: **RP6NS**  
शाखा / Branch: **Titabar**

सावधि जमा खाते से श्री श्रीमती कुमारी  
Received From Shri/Smt./Kumari: **N.N. Saikia College Reserve fund.**

पता / Office: **Titabar - 785630.**

रुपये / Rupees: **₹ 1,10,840/11** (Ru. One lakh ten thousand eight hundred forty + Paise eleven only)

उपयुक्त विवरण के अनुसार प्राप्त किया / in Fixed Deposit Account as per above details.  
The Amount is due for payment on or after: **06/12/2014.**

कृते युनाइटेड बैंक ऑफ़ इंडिया  
For UNITED BANK OF INDIA


रसीद सं. / Receipt No: **CSP/1 0187679**  
खाता सं. / Account No: **0029100417068**  
मूल्य सं. / Amount, Rs: **84,000/-**

जारी होने की तारीख / Date of Issue: **06/12/2011**  
महीने हेतु / For Months: **36**  
ब्याज दर / Interest Rate: **9.25%**

परिचालन अनुदेश / Operational Instruction: \_\_\_\_\_  
नोमिनी का नाम / Name of Nominee: \_\_\_\_\_  
पंजीकरण संख्या / Registration No: \_\_\_\_\_

सहपाठिकार की तारीख / Date of Lien: \_\_\_\_\_  
सहपाठिकार खाता प्रकार / Lien A/c Type: \_\_\_\_\_  
सहपाठिकार खाता सं. / Lien A/c No: \_\_\_\_\_  
सहपाठिकार समाप्ति तिथि / Lien Waiver Date: \_\_\_\_\_

माधिकार संरक्षक / AUTHORIZED SIGNATORIES



*Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Statement showing details of Admission for the year 2016-2017 of N.N. Saikia College, Titabar. (Paid Admn.)

No.	Class		Total No. of Students	No. of Boys/ Maj. Student/ Gen.		Rate of Fees	Total fees collected	Remarks
1	H.S. 1st yr.	Arts	150	Boys-	3	@50	1800	1800
		Sc.	25	Boys-	1	@60	720	720
		Com.	Nil	Boys-	Nil	Nil	Nil	Nil
2	H.S. 2nd yr.	Arts	128	Boys-	61	@50	36600	36600
		Sc.	30	Boys-	22	@60	15840	15840
		Com.	Nil	Boys-	Nil	Nil	Nil	Nil
3	TDC 1st yr.	Arts	299	Maj-	28	@70	23520	30000
				Gen-	9	@60	6480	
		Sc.	149	Maj-	37	@85	37740	37740
				Gen-	0	@70	0	
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	Nil
4	TDC 2nd yr.	Arts	224	Maj-	154	@70	129360	179760
				Gen-	70	@60	50400	
		Sc.	71	Maj-	66	@85	67320	71520
				Gen-	5	@70	4200	
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	Nil
5	TDC 3rd yr.	Arts	188	Maj-	123	@70	103320	150120
				Gen-	65	@60	46800	
		Sc.	84	Maj-	70	@85	71400	83160
				Gen-	14	@70	11760	
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	Nil
Grand Total Rs.=							607260	607260

*[Signature]*  
Principal  
N.N. Saikia College  
Titabar

*[Signature]*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*[Signature]*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Statement showing details of Admission for the year 2016-2017 of N.N. Saikia College, Titabar. (Free Admn) deducted at source.

No.	Class		Total No. of Students	No. of Boys/ Maj. Student/ Gen.		Rate of Fees	Total fees collected	Remarks	
				Boys-	Maj. Student/ Gen.				
1	H.S. 1st yr.	Arts		Boys-	80	@50	48000	48000	
		Sc.		Boys-	21	@60	15120	15120	
		Com.	Nil	Boys-	Nil	Nil	Nil	Nil	
2	H.S. 2nd yr.	Arts		Boys-		@50		0	
		Sc.		Boys-		@60		0	
		Com.	Nil	Boys-	Nil	Nil	Nil	Nil	
3	TDC 1st yr.	Arts		Maj-	186	@70	156240	210960	
				Gen-	76	@60	54720		
				Maj-	112	@85	114240		
				Gen-	0	@70			
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	Nil	Nil
4	TDC 2nd yr.	Arts		Maj-		@70		0	
				Gen-		@60			
				Maj-		@85		0	
				Gen-		@70			
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	Nil	Nil
5	TDC 3rd yr.	Arts		Maj-		@70		0	
				Gen-		@60			
				Maj-		@85		0	
				Gen-		@70			
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	Nil	Nil
Grand Total Rs. =							388320	388320	

*L. Baruah*  
Principal  
N.N. Saikia College  
Titabar

*L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Statement showing details of Admission for the year 2017-2018 of N.N. Saikia College, Titabar. (paid Admn.)

Sl. No.	Class		Total No. of Students	No. of Boys/ Maj. Student/ Gen.		Rate of Fees	Total fees collected	Remarks
				Boys-	Gen.			
1	H.S. 1st yr.	Arts	130	5		@50	3000	3000
		Sc.	9	1		@60	720	720
		Com.	Nil	Nil		Nil	Nil	Nil
2	H.S. 2nd yr.	Arts	134	4		@50	2400	2400
		Sc.	31	6		@60	4320	4320
		Com.	Nil	Nil		Nil	Nil	Nil
3	TDC 1st yr.	Arts	299	Maj-	30	@70	25200	38880
				Gen-	19	@60	13680	
		Sc.	160	Maj-	44	@85	44880	49920
				Gen-	6	@70	5040	
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	
4	TDC 2nd yr.	Arts	225	Maj-	21	@70	17640	21960
				Gen-	6	@60	4320	
		Sc.	96	Maj-	23	@85	23460	23460
				Gen-	0	@70	0	
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	
5	TDC 3rd yr.	Arts	188	Maj-	139	@70	116760	152040
				Gen-	49	@60	35280	
		Sc.	64	Maj-	59	@85	60180	64380
				Gen-	5	@70	4200	
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	
Grand Total Rs.=							361080	361080

*Signature*  
Principal  
N.N. Saikia College  
Titabar

*Signature*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Signature*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Statement showing details of Admission for the year 2017-2018 of N.N. Saikia College, Titabar.

(Free Admission)  
Deducted at source

Sl. No.	Class		Total No. of Students	No. of Boys/ Maj. Student/ Gen.		Rate of Fees	Total fees collected	Remarks
1	H.S. 1st yr.	Arts	124	Boys-	62	@50	37200	37200
		Sc.	8	Boys-	4	@60	2880	2880
		Com.	Nil	Boys-	Nil	Nil	Nil	Nil
2	H.S. 2nd yr.	Arts	125	Boys-	67	@50	40200	40200
		Sc.	25	Boys-	22	@60	15840	15840
		Com.	Nil	Boys-	Nil	Nil	Nil	Nil
3	TDC 1st yr.	Arts	250	Maj-	155	@70	130200	198600
				Gen-	95	@60	68400	
		Sc.	110	Maj-	94	@85	95880	109320
				Gen-	16	@70	13440	
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	
4	TDC 2nd yr.	Arts	198	Maj-	148	@70	124320	160320
				Gen-	50	@60	36000	
		Sc.	73	Maj-	73	@85	74460	74460
				Gen-	0	@70	0	
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	
5	TDC 3rd yr.	Arts		Maj-		@70		0
				Gen-		@60		
		Sc.		Maj-		@85		0
				Gen-		@70		
		Com.	Nil	Maj-	Nil	Nil	Nil	Nil
				Gen-	Nil	Nil	Nil	
GRAND TOTAL=							638820	638820

*L. Baruah*  
Principal  
N.N. Saikia College  
Titabar

*L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J. P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## RUSA Utilization Certificate: 2017-18

**M.K. Bardoloi & Co.**

CHARTERED ACCOUNTANTS  
JORHAT

M.K. Bardoloi, M.Com, F.C.A, DISA (ICAI), CISA

Ritesh Agarwalla, M.Com, F.C.A.

Narendra Jakhar, B.Com, A.C.A.



Phone : (0376) 2372220 (O)

2371838 (R)

Telefax : 2372221 (O)

H.O.: A.T. Road, Tarajan

Jorhat - 785001, Assam.

e-mail : mkbardoloi@gmail.com

FORM  
GRF 12-C

(See Rule 239)

### FORM OF UTILISATION CERTIFICATE (For State Governments)

(Where expenditure incurred by Government bodies only)

Sl. No.	Letter No. and date	Amount	Certified that out of Rs. 1,00,00,000.00 (Rupees One Core) of Grants-in-aid sanctioned during the year 2016-17, in favour of the Principal, Nanda Nath Saikia College, Titabar - 785630, (Assam) under this Ministry /Department vide letter No. given in the margin and brought forward amount of Rs. Nil on account of un-spent balances of the previous year, a sum of Rs. 1,00,00,000.00 (Rupees One Core) only has been utilized for the purpose for which it was sanctioned and that the balance of Rs. Nil only remaining un-utilized at the end of the year has been surrendered to the Government (vide letter no. NIL, dtd. NIL) will be adjusted to-wards the Grants - in - aid payable during the next year 2017-18.
1.	AHSEC(RUSA)/47/2016/262-268, dated 28.12.2016	69,17,000.00	
2.	AHSEC(RUSA)/47/2016/366, dated 20.07.2016	30,83,000.00	
		Rs. 1,00,00,000.00	

2. Certified that I have satisfied myself that the conditions, on which the grants-in-aids was sanctioned, have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised.

1. Cash Book
2. Bill Register
3. Stock Book
4. Vouchers
5. Measurement Book, etc.



Branch Office :- House No.:124, (Above Phoenix Laboratory), Rajgarh Road, Ulubari, Guwahati- 781007  
Ph : (0361) 2464254, Telefax : (0361) 2464253, Mobile No.: 9864064253  
e-mail : ritesh.mkbghy@yahoo.com

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

**M.K. Bardoloi & Co.**

CHARTERED ACCOUNTANTS  
JORHAT

M.K. Bardoloi, M.Com, F.C.A, DISA (ICAI), CISA

Ritesh Agarwalla, M.Com, F.C.A.

Narendra Jakhar, B.Com, A.C.A.



Phone : (0376) 2372220 (O)  
2371838 (R)  
Telefax : 2372221 (O)

H.O.: A.T. Road, Tarajan  
Jorhat - 785001, Assam.  
e-mail : mkbardoloi@gmail.com

For M.K.BARDOLOI & CO.,  
Chartered Accountants  
Firm Regn. No. :- 315123E

*M.K. Bardoloi*

(M.K.BARDOLOI)\*

Sr. Partner

Membership No. :- 300-052300



Place :- Jorhat.  
Date :- 09.03.2018.

Signature.....  
(Co-ordinator) Co-ordinator  
Project Monitoring Unit RUSA  
N.N.Saikia College, Titabar

Signature.....  
(Principal) Principal  
Seal N.N.Saikia College  
Titabar

\*\*\*\*\*

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Narendra Jakhar, B.Com, A.C.A. NANDA NATH SAIKIA COLLEGE  
TITABAR, JORHAT - 785630 (ASSAM)



Phone : (0376) 2372220 (O)  
2371838 (R)  
Telefax : 2372221 (O)

H.O.: A.T. Road, Tarajan  
Jorhat - 785001, Assam.  
e-mail : mkbardoloi@gmail.com

STATEMENT OF UTILISATION OF GRANTS MADE BY RASTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), KAHILIPARA, GUWAHATI – 781019, MADE TO THE PRINCIPAL, NANDA NATH SAIKIA COLLEGE, TITABAR, 785 630, UNDER THE SCHEME OF “INFRASTRUCTURE GRANTS TO COLLEGES”.

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE PERIOD  
FROM 02.01.2017 to 07.02.2018

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
To Grants-in-Aid :		By Expenses :	
Grants received from RUSA, Guwahati, vide sanctioning letter no. AHSEC(RUSA)/47/2016/262-268, dated 28.02.2016		New Construction :	
Central Share	62,25,000.00	Construction of Class Room (ICT), Recreation Room & Toilet block	67,99,475.00
State Share	6,92,000.00	New Equipment / Facilities:	
AHSEC(RUSA)/47/2016/366, dated 20.07.2017		Gymnasium Equipments	4,00,000.00
Central Share	27,75,000.00	Laboratory Equipments	14,94,870.00
State Share	3,08,000.00	Books & Journals	6,00,000.00
<b>TOTAL – Rs.</b>	<b>1,00,00,000.00</b>	Consultancy Charges	29,411.00
		Construction of Volleyball and Badminton Court	6,76,244.00
		<b>TOTAL – Rs.</b>	<b>1,00,00,000.00</b>

**AUDIT CERTIFICATE**

We have examined the above statement of Receipts & Payments of Nanda Nath Saikia College, Titabar, Jorhat - 785630, for the period from 02.01.2017 to 07.02.2018, in respect of Grants-in-Aids sanctioned under the scheme of “Infrastructure grants to colleges”, for an amount of **Rs. 1,00,00,000.00 (Rupees One Core)** only, sanctioned by Rastriya Uchchatar Shiksha Abhiyan (RUSA), Kahilipara, Guwahati – 781019.

It is certified that the entire total grants of **Rs. 1,00,00,000.00 (Rupees One core)** only, sanctioned by the Rastriya Uchchatar Shiksha Abhiyan (RUSA), Kahilipara, Guwahati – 781019, vide letter no. ASHEC(RUSA)/47/2016/262-268, dated 28.12.2016 & ASHEC(RUSA)/47/2016/366, dated 20.07.2017, was released by the Rastriya Uchchatar Shiksha Abhiyan (RUSA) which was fully utilized for the purpose for which it was sanctioned in accordance with the terms & conditions laid down in this behalf.

We certify that we have obtained all the information & explanations that we have required and we further certify as a result of our audit that, in our opinion the accounts & utilization certificate related to the Rastriya Uchchatar Shiksha Abhiyan (RUSA) are properly drawn up and the amount spent on this



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Affiliated to Dibrugarh University

**M.K. Bardoloi & Co.**

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JORHAT

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Ritesh Agarwalla, M.Com, F.C.A.

Narendra Jakfiar, B.Com, A.C.A.

programme are according to the conditions laid out by RUSA so as to exhibit a true and fair view of the state of affairs of the scheme, according to the best of our information & explanations given to us and the amount of the grant sanctioned by RUSA vide letter no mentioned above have been utilized for which it was sanctioned.



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2371838 (R)

Telefax : 2372221 (O)

H.O.: A.T. Road, Tarajan  
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e-mail : mkbardoloi@gmail.com

For M. K. BARDOLOI & CO.,  
Chartered Accountants  
Firm Regn. No. :- 315123E



(M. K. BARDOLOI)  
Sr. Partner

Membership No. :- 300-052300

Place :- Jorhat

Date :- 09.02.2018.

Signature.....

(Co-ordinator)

Co-ordinator

Project Monitoring Unit RUSA  
N.N.Saikia College, Titabar

Signature.....

(Principal)

Seal

Principal

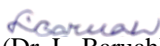
N.N.Saikia College  
Titabar

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(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
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# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Internal Audit Report, 2018-2019

### AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019

1. **INTRODUCTION** : The Accounts of N.N. Saikia College, Titabar of Jorhat District for the period from 01-04-2018 to 31-03-2019 have been checked & audited by the undersigned on the basis of following Accounts, Records produced during the course of audit.

- (1) Fees Collection Records
- (2) Cash Books (General/UGC/ Other funds)
- (3) Bank Pass Books of respective funds
- (4) Govt. Grant Register
- (5) Assessts Register
- (6) Supported Bill/Vouchers etc.
- (7) Any other Records related to audit purpose

2. **INCUMBENCY** : The office of the Principal & Secretary of the Institution was held by Dr. Litool Baruah who is also act as Drawing & Disbursing Officer as an Administrative Head of the College.

3. **DISCLAIMER STATEMENT** : The Audit Report (Internal) has been prepared on the basis of Accounts Record submitted by the Accounting authority on behalf of the Principal of N.N.Saikia College, Titabar. The Internal Auditor disclaims any responsibility for any mis-information or non-furnishing of information on the part of auditee.

4. **GOVT GRANT /FUND ETC.:** During the period covered by the audit the institution was in receipt of Rs. 1,65,000.00 (1,60,000.00+5,000.00) as ascertained from the available Records produced during the course of audit.

*[Signature]*  
25.11.19  
Principal  
N.N. Saikia College  
Titabar

*[Signature]*  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam

Contd. P.-2





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

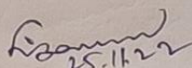
5. **FUND POSITION :-** The position of fund alongwith the Receipt & Payment Account in respect of General/UGC & other subsidiary funds for the period from 01-04-2018 to 31-03-2019 was shown below as consolidated manner.

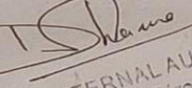
Sl. No	NAME OF FUND	PERIOD	OPPENING BALANCE	RECEIPTS	BANK INTT.	TOTAL RECEIPT	EXPENDITURE	CLOSING BALANCE
1	GENERAL FUND	2018-19	1587821.74	5683475.00	32266.00	7303562.74	6086867.50	1216695.24
2	EXAM FUND	2018-19	545351.03	429700.00	4131.00	979182.03	576310.00	402872.03
3	UGC FUND	2018-19	348850.58	544580.00	10776.00	904206.58	602679.32	301527.26
4	STUDENT UNION FUND	2018-19	131346.53	236670.00	2975.00	370991.53	363500.00	7491.53
5	LABORATORY FUND	2018-19	820997.68	386900.00	19877.00	1227774.68	672998.00	554776.68
6	LIBRARY FUND	2018-19	247863.67	254000.00	3440.00	505303.67	279456.00	225847.67
7	STUDENT AID FUND	2018-19	110337.27	63500.00	2089.00	175926.27	59350.00	116576.27
8	DEVELOPMENT FUND	2018-19	1051455.15	1360000.00	27864.00	2439319.15	1356137.50	1083181.65
9	CAUTION MONEY	2018-19	471060.10	190500.00	16657.00	678217.10	1350.00	676867.10
10	SCOUT & GUIDE FUND	2018-19	30687.00	6350.00	1085.00	38122.00	Nil	38122.00
11	GIRLS' HOSTEL FUND	2018-19	301275.41	358400.00	9883.00	669558.41	536607.50	132950.91

6. **CLOSING BALANCE :** The Closing Balance of the General/UGC and other Subsidiary Funds as per respective Cash Book & Bank Pass Book on on 31/03/2019 was as follows:

Sl. No.	NAME OF FUND	CASH IN HAND	CASH AT BANK	NAME OF BANK	ACCOUNT NO.
1	GENERAL FUND	Nil	1216695.24	Punjab National Bank	0029010446617
2	EXAM. FUND	Nil	402872.03	State Bank of India	11506395301
3	UGC FUND	Nil	301527.26	State Bank of India	11506395323
4	STUDENT UNION FUND	Nil	7491.53	State Bank of India	11506395287
5	LABORATORY FUND	Nil	554776.68	Punjab National Bank	0029010103314
6	LIBRARY FUND	Nil	225847.67	State Bank of India	11506395298
7	STUDENT AID FUND	Nil	116576.27	State Bank of India	11506395312
8	CAUTION MONEY	Nil	676867.10	Punjab National Bank	0029010103312
9	DEVELOPMENT FUND	Nil	1083181.65	Punjab National Bank	0029010103313
10	SCOUT & GUIDE FUND	Nil	38122.00	Punjab National Bank	0029010120411
11	GIRLS' HOSTEL FUND	Nil	132950.91	Punjab National Bank	0029010108822

[2]

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam  
Contd. P.-3



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

7. **REMITTANCDE OF TUITION FEES (GOVT.):** During the period covered by the audit, a total amount of Rs. 6,77,838.00 was remitted to the Govt (70%) as tuition fee as detailed below.

SI No.	Year	Amount	Remarks
1	2016-17	Rs. 425082.00	19/04/2018
2	2017-18	Rs. 252756.00	19/04/2018

8. **RECEIPT & PAYMENT ACCOUNT:** Receipt & Payment Account as prepared from the entries made into the General Fund Cash Book as elaborated manner was given as **Annexure -1**

9. **PREPARATION OF BUDGET :** Though the Budget was not prepared the expenditure was incurred within the limit of Receipts for the purposes.

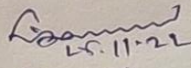
10. **FEES COLLECTION REGISTER :** Fee Collection Register was maintained properly for verification.

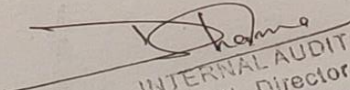
11. **CASH BOOK :** Maintenance procedures followed so for relating to the preparation of Cash Books was found upto the mark. Cash Books were found to have been maintained under double column system. The Closing Balances were worked out properly at the close of a particular month with reference to the transaction of Bank Pass Books of respective funds.

12. **STOCK/ASSESTS REGISTER :** Further improvement relating to the maintenance standard of Stock & Assests Register is necessary to some extent. This is a part & parcel Record of Accounts.

13. **DIVERSION OF FUND :** Nil

14. **PAYMENT VOUCHERS :** On verification it was noticed that no any remarkable irregularities have been noticed relating to the Payment Vouchers of the General & Subsidiary funds. However the word "PAID & CANCELLED" should be inserted on the face of the vouchers to avoid the risk of double payment in future.

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asslt. Director of Audit  
(L.F.) Assam





নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University

15. **GENERAL OBSERVATION** : Maintenance standard of Accounts Records was found in fair. However further improvement is desired in all respect.

Date : 01/07/2022

(D.P. Sharma)  
INTERNAL AUDITOR  
(Retd.) Asstt. Director  
Of Audit (L.F.), Assam  
N.N. Saikia College  
Titabar  
INTERNAL AUDITOR  
(Retd.) Asstt. Director of Audit  
(L.F.) Assam

Principal  
N.N. Saikia College  
Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annexure 1

### Receipt & Payment Account (General Fund) FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1587821.74	1	Remuneration (M/S)	1174343.00
2	Fees Receipt	5683475.00	2	Infrastructure Augmentation	
3	Bank Interest	32266.00		(a) Equipment	222470.00
4				(b) Physical Infrastructure	301241.00
5			3	Maintenance of Infrastructure	
				(a) Physical	101760.00
				(b) Academic Support	272700.00
				(c) Library	10669.00
			4	Transfer to Library Fund	50000.00
			5	Research Grant for Faculty Members	3600.00
			6	GB Meeting	11550.00
			7	Insurance Premium	28888.00
			8	Tuition Fee (DHE)	677838.00
			9	Contingency	24455.00
			10	Advertisement	19190.00
			11	T.A.	700.00
			12	Registration etc. (DU/AHSEC)	261315.00 84479.00
			13	Transfer to subsidiary Funds	2639420.00
			14	Transfer to student's union fund	200000.00
			15	Bank Charge	2248.50
				Total	6086867.50
				Closing Balance	1216695.24
	Total (Rs.)	7303562.74		Total (Rs.)	7303562.74

*[Signature]*

Principal  
N.N. Saikia College  
Titabar

*[Signature]*

INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



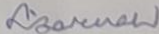
# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

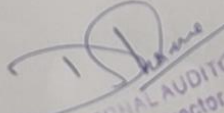
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## Annexure 2

### Receipt & Payment Account (UGC Fund) FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	348850.58	1	Paid to UGC	10059.36
2	Salary	544580.00	2	Salary for substitute teacher	466851.26
3	Bank Interest	10774.00	3	MRP Grants	40000.00
			4	Physical Infrastructure maintenance	85768.70
				Total	602679.32
				Closing Balance	301527.26
	Grand Total (Rs.)	904206.58		Grand Total (Rs.)	904206.58

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asslt. Director of Audit  
Assam



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

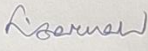
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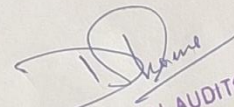
Annexure 3

Receipt & Payment Account (Library Fund)

FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	247863.67	1	News Paper	21910.00
2	Receipts	254000.00	2	Journal	660.00
3	Bank Interest	3440.00	3	Books	194866.00
			4	Infrastructure augmentation	58020.00
			5	Maintenance	2200.00
			6	Cash in Hand	1800.00
				Total	279456.00
				Closing Balance	225847.67
	Grand Total (Rs.)	505303.67		Grand Total (Rs.)	505303.67

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Assst. Director of Audit  
(L.F.) Assam



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

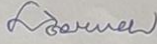
Affiliated to Dibrugarh University

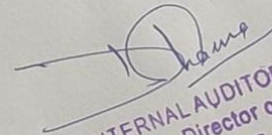
Annexure 4

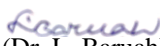
Receipt & Payment Account (Laboratory Fund)

FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	820997.68	1	Laboratory Material	554181.00
2	Receipts	386900.00	2	Ink, Cartridge etc.	26220.00
3	Bank Interest	19877.00	3	Laboratory Items	59800.00
			4	Electrical Work	5400.00
			5	Electrical Items	4133.00
			6	Tracing Table	22950.00
			7	Bank Charge	314.00
				Total	672998.00
				Closing Balance	554776.68
	Grand Total (Rs.)	1227774.68		Grand Total (Rs.)	1227774.68

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

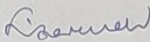
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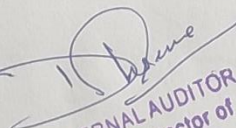
## Annexure 5

### Receipt & Payment Account (Development Fund)

FOR THE PERIOD FROM 01/04/2018 TO 31/03/2019

2018-2019					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1051455.15	1	Construction Material	1037347.00
2	Receipts	1360000.00	2	Labour Payments	155260.00
3	Bank Interest	27864.00	3	Furnisher	58670.00
			4	Electrical Article	88056.00
			5	Electrical Work	8700.00
			6	GST Payments	8099.00
			7	Bank Charge	5.50
				Total	1356137.50
				Closing Balance	1083181.65
	Grand Total (Rs.)	2439319.15		Grand Total (Rs.)	2439319.15

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asslt. Director of Audit  
(L.F.) Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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## RUSA Utilization Certificate, 2018-2019

**M.K. Bardoloi & Co.**

CHARTERED ACCOUNTANTS  
JORHAT

M.K. Bardoloi, M.Com, F.C.A, DISA (ICAI), CISA  
Ritesh Agarwalla, M.Com, F.C.A.  
Narendra Jakfiar, B.Com (Hons), A.C.A.



Phone : (0376) 2372220 (O)  
2371838 (R)  
Telefax : 2372221 (O)

H.O.: A.T. Road, Tarajan  
Jorhat - 785001, Assam.  
e-mail : mkbardoloi@gmail.com

FORM  
GRF 12-C

(See Rule 239)

### FORM OF UTILISATION CERTIFICATE

(For State Governments)

(Where expenditure incurred by Government bodies only)

Sl. No.	Letter No. and date	Amount	Certified that out of <b>Rs. 50,00,000.00 (Rupees Fifty lakh)</b> only of Grants-in-aid sanctioned during the year <b>2018-19</b> , in favor of the <b>Principal, Nanda Nath Saikia College, Titabar - 785630, (Assam)</b> under this Ministry/Department vide letter No. given in the margin and brought forward amount of <b>Rs. Nil</b> on account of unspent balances of the previous year, a sum of <b>Rs. 50,00,000.00 (Rupees fifty lakhs)</b> only has been utilized for the purpose for which it was sanctioned and that the balance of <b>Rs. Nil (Rupees Nil)</b> only remaining unutilized at the end of the year has been surrendered to the Government (vide letter no. NIL, dtd. NIL) will be adjusted to-wards the Grants-in-aids payable during the next year <b>2018-19</b> .
1.	AHSEC(RUSA)/Release of fund/47/2016/915, dated 19.04.2018.	50,00,000.00	
		Rs. <b>50,00,000.00</b>	

2. Certified that I have satisfied myself that the conditions, on which the grants-in-aids was sanctioned, have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised.

1. Cash Book
2. Bill Register
3. Stock Book
4. Vouchers
5. Measurement Book, etc.



Branch Office :- House No.:124, (Above SBI ATM), Rajgarh Road, Ulubari, Guwahati- 781007

Ph : (0361) 2464254, Telefax : (0361) 2464253, Mobile No. : 9864064253

e-mail : ritesh.mkbghy@yahoo.com

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

**M.K. Bardoloi & Co.**

CHARTERED ACCOUNTANTS  
JORHAT

M.K. Bardoloi, M.Com, F.C.A, DISA (ICAI), CISA

Ritesh Agarwalla, M.Com, F.C.A.

Narendra Jakkhar, B.Com (Hons), A.C.A.



Phone : (0376) 2372220 (O)  
2371838 (R)  
Telefax : 2372221 (O)

H.O.: A.T. Road, Tarajan  
Jorhat - 785001, Assam.  
e-mail : mkbardoloi@gmail.com

For M.K.BARDOLOI & CO.,  
Chartered Accountants  
Firm Regn. No. :- 315123E



*M.K. Bardoloi*  
(M.K.BARDOLOI)

Sr. Partner

Membership No. :- 300-052300

Place :- Jorhat.

Date :- 08.11.2018.

Signature.....  
(Co-ordinator)

Signature.....  
(Principal)  
Seal

Principal  
N.N. Saikia College  
Titabar

\*\*\*\*\*

Branch Office :- House No.:124, (Above SBI ATM), Rajgarh Road, Ulubari, Guwahati- 781007

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*Dr. L. Baruah*  
(Dr. L. Baruah)  
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N.N. Saikia College  
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*Mr. J.P. Oza*  
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N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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Jorhat - 785001, Assam.  
e-mail : mkbardoloi@gmail.com

NANDA NATH SAIKIA COLLEGE  
TITABAR, JORHAT - 785630 (ASSAM)

STATEMENT OF UTILISATION OF GRANTS MADE BY RASTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), KAHILIPARA, GUWAHATI – 781019, MADE TO THE PRINCIPAL, NANDA NATH SAIKIA COLLEGE, TITABAR - 785 630, UNDER THE SCHEME OF “INFRASTRUCTURE GRANTS TO COLLEGES”.

## STATEMENT OF RECEIPTS AND PAYMENTS FOR THE PERIOD FROM 04.08.2018 to 05.11.2018

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
To <b>Grants-in-Aid :</b> Grants received from RUSA, Guwahati, vide sanctioning letter no. AHSEC(RUSA)/ Release of fund/47/2016/915, dated 19.04.2018. Central Share State Share	    45,00,000.00 5,00,000.00	By <b>Expenses :</b> Renovation Expenses: Renovation of Class Room, Campus development (foot path & drainage & beautification of campus) “ New Equipment/Facility	    46,60,000.00 3,40,000.00
<b>Total – Rs.</b>	<b>50,00,000.00</b>	<b>Total – Rs.</b>	<b>50,00,000.00</b>

## AUDIT CERTIFICATE

We have examined the above statement of Receipts & Payments of **Nanda Nath Saikia College, Titabar, Jorhat - 785630**, for the period from 04.08.2018 to 05.11.2018, in respect of Grants-in-Aids sanctioned under the scheme of “**Infrastructure grants to Colleges**”, for an amount of **Rs. 50,00,000.00 (Rupees Fifty lakh)** only, sanctioned by Rastriya Uchchatar Shiksha Abhiyan (RUSA), Kahilipara, Guwahati – 781019.

It is certified that out of the total grants of **Rs. 50,00,000.00 (Rupees Fifty lakh)** only, sanctioned by the Rastriya Uchchatar Shiksha Abhiyan (RUSA), Kahilipara, Guwahati – 781019, vide letter no. ASHEC(RUSA)/Release of fund/47/2016/915, dated 19.04.2018, which was fully utilized for the purpose for which it was sanctioned in accordance with the terms & conditions laid down in this behalf.

We certify that we have obtained all the information & explanations that we have required and we further certify as a result of our audit that, in our opinion the accounts & utilization certificate related to the Rastriya Uchchatar Shiksha Abhiyan (RUSA) are properly drawn up and the amount spent on this programme are according to the conditions laid out by RUSA so as to exhibit a true and fair view of the state of affairs of the scheme, according to the best of our information & explanations given to us and the amount of the grant sanctioned by RUSA vide letter no mentioned above have been utilized for which it was sanctioned.



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Ph : (0361) 2464254, Telefax : (0361) 2464253, Mobile No.: 9864064253  
e-mail : ritesh\_mkbghy@yahoo.com

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

**M.K. Bardoloi & Co.**

CHARTERED ACCOUNTANTS  
JORHAT

M.K. Bardoloi, M.Com, F.C.A, DISA (ICAI), CISA

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e-mail : mkbardoloi@gmail.com

For M. K. BARDOLOI & CO.,

Chartered Accountants

Firm Regn. No. :- 315123E



*M.K. Bardoloi*  
(M. K. BARDOLOI)

Sr. Partner

Membership No. :- 300-052300

Place :- Jorhat

Date :- 08.11.2018.

Signature.....  
(Co-ordinator)

Signature.....  
(Principal)

Seal

Principal  
N.N. Saikia College  
Titabar

\*\*\*\*\*

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*Mr. J.P. Oza*  
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N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Internal Audit Report, 2019-2020

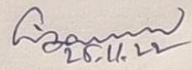
### **AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD FROM 01-04-2019 TO 31-03-2020**

1. **INTRODUCTION** : The Accounts of N.N. Saikia College, Titabar of Jorhat District for the period from 01-04-2019 to 31-03-2020 have been checked & audited by the undersigned on the basis of following Accounts, Records produced during the course of audit.

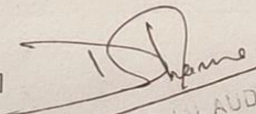
- (1) Fees Collection Records
- (2) Cash Books (General/UGC/ Other funds)
- (3) Bank Pass Books of respective funds
- (4) Govt. Grant Register
- (5) Assests Register
- (6) Supported Bill/Vouchers etc.
- (7) Any other Records relat.r.d to audit purpose

2. **INCUMBENCY** : The office of the Principal & Secretary of the Institution was held by Dr. Litol Baruah who is also act as Drawing & Disbursing Officer as an Administrative Head of the College.

3. **DISCLAIMER STATEMENT** : The Audit Report (Internal) has been prepared on the basis of Accounts Record submitted by the Accounting authority on behalf of the Principal of N.N.Saikia College, Titabar. The Internal Auditor disclaims any responsibility for any mis-information or non-furnishing of information on the part of auditee.

  
Principal  
N.N. Saikia College  
Titabar

[1]

  
INTERNAL AUDITOR Contd. P.-2  
(Retd) Assit. Director of Audit  
(L.F.) Assam

(Dr. L. Baruah)

Principal  
N.N. Saikia College  
Titabar



(Mr. J.P. Oza)

Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

4. **GOVT GRANT /FUND ETC.:** During the period covered by the audit the institution was in receipt of few Govt. Grant/Fund etc as ascertained from the available Records produced during the course of audit. The detailed of Govt/Fund etc. was shown below:-

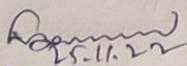
SI No.	Sanction No. & Date	Purpose	Amount	Date of Receipt	Remarks
1	2	3	4	5	6
1	By Bank Transfer	Excursion	1,00,000.00	03/04/2019	
2	-As above-	Govt. Fund	1,93,609.00	03/04/2019	
3	-As above-	RMSA (Toilet)	23,068.00	18/07/2019	
4	-As above-	Other receipt	1200.00	22/07/2019	
5	-As above-	Girls' Common Room	1,00,000.00	16/10/2019	
6	-As above-	Science Grant	2,40,000.00	31/03/2020	

5. **TUITION FEES (GOVT.):** During the period covered by this audit the Institution was remitted Rs. 3,92,280.00 as tuition fees (70%) to the Govt. as detailed below: on 30/10/2019.

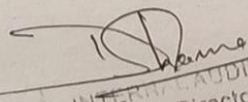
SI No.	Year	Amount	Remarks
1	2018-19	Rs. 141036.00	
2	2019-20	Rs. 251244.00	
	Grand Total	Rs. 392280.00	

6. **FUND POSITION :-** The position of fund alongwith the Receipt & Payment Account in respect of General/UGC & other subsidiary funds for the period from 01-04-2019 to 31-03-2020 was shown below as consolidated manner.

SI. No	NAME OF FUND	PERIOD	OPPENING BALANCE	RECEIPTS	BANK INTT.	TOTAL RECEIPT	EXPENDITURE	CLOSING BALANCE
1	GENERAL FUND	2019-20	1216495.24	7027967.00	75290.00	8319752.24	4011061.50	4308690.74
2	EXAM. FUND	2019-20	402872.03	Nil	5690.00	408562.03	399497.00	9065.03
3	UGC FUND	2019-20	301527.26	21000.00	6717.00	329244.26	232454.72	96789.54
4	STUDENT UNION FUND	2019-20	7491.53	514750.00	2421.00	524662.53	466170.00	58492.53
5	LABORATORY FUND	2019-20	554776.68	Nil	15910.00	570686.68	328499.50	242187.18
6	LIBRARY FUND	2019-20	225847.67	96000.00	5675.00	327522.67	206994.00	120528.67
7	STUDENT AID FUND	2019-20	116576.27	Nil	3717.00	120293.27	12265.50	108027.77
8	DEVELOPMENT FUND	2019-20	1083181.65	Nil	28415.00	1111596.65	765516.00	346080.65
9	CAUTION MONEY	2019-20	676867.10	Nil	15296.00	692163.10	618989.00	73174.10
10	SCOUT & GUIDE FUND	2019-20	38122.00	Nil	1173.00	39295.00	14221.00	25074.00
11	GIRLS' HOSTEL FUND	2019-20	132950.91	288400.00	3699.00	425049.91	372517.50	52532.41

  
Principal  
N.N. Saikia College  
Titabar

[2]

  
INTERIM AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam

Contd. P.-3



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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7. **CLOSING BALANCE** : The Closing Balance of the General/UGC and other Subsidiary Funds as per respective Cash Book & Bank Pass Book on on 31/03/2020 was as follows:

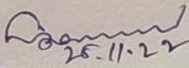
Sl. No.	NAME OF FUND	CASH IN HAND	CASH AT BANK	NAME OF BANK	ACCOUNT NO.
1	GENERAL FUND	Nil	4308690.74	Punjab National Bank	0029010446617
2	EXAM. FUND	Nil	9065.03	State Bank of India	11506395301
3	UGC FUND	Nil	96789.54	State Bank of India	11506395323
4	STUDENT UNION FUND	Nil	58492.53	State Bank of India	11506395287
5	LABORATORY FUND	Nil	242187.18	Punjab National Bank	0029010103314
6	LIBRARY FUND	Nil	120528.67	State Bank of India	11506395298
7	STUDENT AID FUND	Nil	108027.77	State Bank of India	11506395312
8	CAUTION MONEY	Nil	73174.10	Punjab National Bank	0029010103312
9	DEVELOPMENT FUND	Nil	346080.65	Punjab National Bank	0029010103313
10	SCOUT & GUIDE FUND	Nil	25074.00	Punjab National Bank	0029010120411
11	GIRLS' HOSTEL FUND	Nil	52532.41	Punjab National Bank	0029010108822

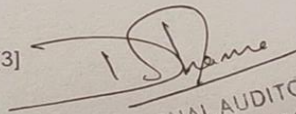
8. **RECEIPT & PAYMENT ACCOUNT**: Receipt & Payment Account as prepared from the entries made into the General Fund Cash Book as elaborated manner was given as **Annexure -1**

9. **PREPARATION OF BUDGET** : Though the Budget was not prepared, the expenditure was incurred within the limit of Receipts for the purposes.

10. **FEES COLLECTION REGISTER** : Fee Collection Register was maintained properly for verification.

11. **CASH BOOK** : Maintenance procedures followed so for relating to the preparation of Cash Books was found upto the mark. Cash Books were found to have been maintained under double column system. The Closing Balances were worked out properly at the close of a particular month with reference to the transaction of Bank Pass Books of respective funds.

  
Principal  
N.N. Saikia College  
Titabar

[3]  Contd. P.-4  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam

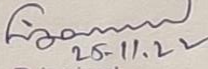


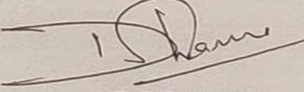
# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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12. **STOCK/ASSESTS REGISTER** : Further improvement relating to the maintenance standard of Stock & Assests Register is necessary to some extent. This is a part & parcel Record of Accounts.
13. **DIVERSION OF FUND** : Nil
14. **PAYMENT VOUCHERS** : On verification it was noticed that no any remarkable irregularities have been noticed relating to the Payment Vouchers of the General & Subsidiary funds. However the word "PAID & CANCELLED" should be inserted on the face of the vouchers to avoid the risk of double payment in future.
15. **GENERAL OBSERVATION** : Maintenance standard of Accounts Records was found in fair. However further improvement is desired in all respect.

Date : 01/07/2022

  
25.11.22  
Principal  
N.N. Saikia College  
Titabar



(D.P. Sharma)  
INTERNAL AUDITOR  
(Retd.) Asstt. Director  
Of Audit (L.F.), Assam  
N.N.Saikia College,  
Titabar

INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



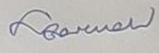
# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

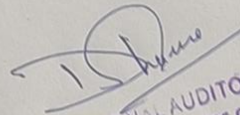
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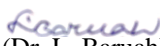
## Annexure I

### Receipt & Payment Account (General Fund) FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020


2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1216495.24	1	Remuneration (M/S)	1274671.00
2	Fees Receipt	3138570.00	2	Infrastructure Augmentation	
3	Govt Fund	434809.00		(a) Equipment	273879.00
4	Reimbursement Admission Fess DHE	3230320.00		(b) Physical Infrastructure	467563.00
5	Girls' Common Room	100000.00	3	Maintenance of Infrastructure	
6	Excursion Grant	100000.00		(a) Physical	355508.00
7	RMSA (Toilet)	24268.00		(b) Academic Support	213876.00
8	Bank Interest	75290.00		(c) Library (News Paper)	10614.00
			4	Research Grant for Faculty Members	2600.00
			5	GB Meeting	20950.00
			6	Insurance Premium	25369.00
			8	Contingency	61531.00
			9	Advertisement	14553.00
				Remitted of Tuition Fee to DHE	392280.00
			11	Registration (DU)	75284.00
			12	Transfer to centre Fund	307390.00
			13	Transfer to student's union fund	514750.00
			14	Bank Charge	243.50
				Total	4011061.50
				Closing Balance	4308690.74
	Total (Rs.)	8319752.24		Total (Rs.)	8319752.24

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asslt. Director of Audit  
(L.F.) Assam

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



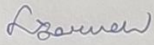
নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

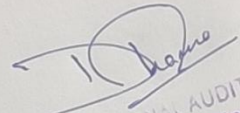
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Annexure 2

Receipt & Payment Account (UGC Fund)  
FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	301527.26	1	Auditor (C.A.)	106694.72
2	Receipts	21000.00	2	Amount remitted to UGC	104760.00
3	Bank Interest	6717.00	3	MRP Grants	21000.00
				Total	232454.72
				Closing Balance	96789.54
	Grand Total (Rs.)	329244.26		Grand Total (Rs.)	329244.26

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asslt. Director of Audit  
(L.F.) Assam





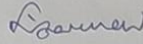
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**NANDANATH SAIKIA COLLEGE**

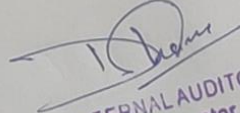
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Annexure 3

Receipt & Payment Account (Library Fund)  
FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	225847.67	1	News Paper	22940.00
2	Receipts	96000.00	2	Magazine	1200.00
3	Bank Interest	5675.00	3	Books	159954.00
			4	Maintenance	17000.0
			5	N-List	5900.00
				Total	206994.00
				Closing Balance	120528.67
	Grand Total (Rs.)	327522.67		Grand Total (Rs.)	327522.67

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



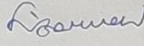
# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

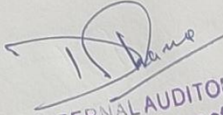
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## Annexure 4

### Receipt & Payment Account (Laboratory Fund) FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	554776.68	1	Laboratory Material	135905.00
2	Receipts	Nil	2	Laboratory Item	14790.00
3	Bank Interest	15910.00	3	Equipment	162800.00
			4	Furnisher	15000.00
			5	Bank Charge	4.50
				Total	328499.50
				Closing Balance	242187.18
	Grand Total (Rs.)	570686.68		Grand Total (Rs.)	570686.68

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



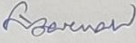
নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

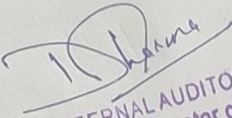
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Annexure 5

Receipt & Payment Account (Development Fund)  
FOR THE PERIOD FROM 01/04/2019 TO 31/03/2020

2019-2020					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1083181.65	1	Construction Material	672000.00
2	Receipts	Nil	2	Labour Payment	74350.00
3	Bank Interest	28415.00	3	Generator Maintenance	19160.00
			4	Bank Charge	6.00
				Total	765516.00
				Closing Balance	346080.65
	Grand Total (Rs.)	1111596.65		Grand Total (Rs.)	1111596.65

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## RUSA Utilization Certificate, 2019-2020

FORM  
GRF 12-C

[See Rule 239]

Form of Utilization Certificate  
(For State Government)  
(Where expenditure incurred by Government bodies only)

Sl. No.	Letter no. and date	Amount Rs.	Certified that out of Rs. <b>50,00,000.00</b> of Grants-in-aid sanctioned during the year <b>2019-20</b> in favour of <b>the Principal, Nanda Nath Saikia College, Titabar-785630</b> under this Ministry/Department vide Letter No. given in the margin and brought forward amount of <b>Rs. Nil</b> on account of unspent balances of the previous year, a sum of <b>Rs 50,00,000.00 (Rupees Fifty Lakhs)</b> only has been utilized for the purpose for which it was sanctioned and that the balance of <b>Rs. Nil</b> remaining un-utilized at the end of the year has been surrendered to Government (vide letter no. Nil, dated Nil) will be adjusted to-wards the Grants-in-aid payable during the next year 2019-20.
1	ARUSA/PIM/234/2019/1637 dtd. 11/06/2019	45,00,000.00	
2	ARUSA/PIM/234/2019/110/ 3070 dtd. 05/02/2020	5,00,000.00	
		<b>50,00,000.00</b>	

2. Certified that I have satisfied myself that the conditions, on which the grants-in-aids was sanctioned, have been duly fulfilled/are being fulfilled and that in have exercise the following checks to see that money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

1. Cash Book
2. Bill Register
3. Stock Book

*L. Baruah*  
7.12.2020  
(Dr. L. Baruah)  
Principal,  
N.N. Saikia College,  
Titabar  
Principal  
N.N. Saikia College  
Titabar

*L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J. P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Internal Audit Report, 2020-2021

### AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021

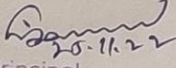
1. **INTRODUCTION** : The Accounts of N.N. Saikia College, Titabar of Jorhat District have been audited by the undersigned on the basis of following Accounts, Records produced during the course of verification for the period from 01-04-2020 to 31-03-2021.

- (1) Fees Collection Records
- (2) Cash Books (General/UGC/ Other funds)
- (3) Bank Pass Books of respective funds
- (4) Govt. Grant Register
- (5) Assests Register
- (6) Supported Bill/Vouchers etc.
- (7) Any other Records related to audit purpose

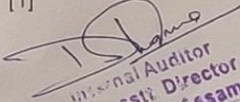
2. **INCUMBENCY** : The office of the Principal & Secretary of the Institution was held by Dr. Litool Baruah who is also act as Drawing & Disbursing Officer as a administrative head of the College.

3. **DISCLAIMER STATEMENT** : The Audit Report (Internal) has been prepared on the basis of Accounts Records submitted by the Accounting authority of the college. The Internal Audit disclaims any responsibility for any mis-information or non-furnishing of information on the part of auditee.

4. **GOVT GRANT /FUND ETC.:** During the period covered by the audit the institution was not in receipt of any Govt. Grant/Fund etc as ascertained from the available Records produced during the course of audit.

  
Principal  
N.N. Saikia College  
Titabar

[1]

  
Internal Auditor  
(Field) Asstt. Director of  
Audit (L.E.) Assam

Contd. P.-2



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

5. **FUND POSITION :-** The position of funds alongwith the Receipt & Payment Account in respect of General/UGC/Subsidiary funds etc. for the period from 01-04-2020 to 31-03-2021 was given below :-

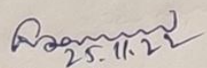
Sl. No	NAME OF FUND	PERIOD	OPPENING BALANCE	RECEIPTS	BANK INTT.	TOTAL RECEIPT	EXPENDI TURE	CLOSING BALANCE
1	GENERAL FUND	2020-21	4308690.74	5985226.64	88187.00	10382104.38	6984264.18	3397840.20
2	EXAM. FUND	2020-21	9065.03	781697.00	7325.00	798087.03	293780.00	504306.53
3	UGC FUND	2020-21	96789.54	Nil	2635.00	99424.54	82639.00	16785.54
4	STUDENT UNION FUND	2020-21	58492.53	374550.00	2548.00	435590.53	44017.00	391573.53
5	LABORATORY FUND	2020-21	242187.18	770650.00	16830.00	1029667.18	274229.60	755437.58
6	LIBRARY FUND	2020-21	120528.67	387161.00	5316.00	513005.67	257737.50	255268.17
7	STUDENT AID FUND	2020-21	108027.77	Nil	2968.00	110995.77	Nil	110995.77
8	CAUTION MONEY	2020-21	73174.10	Nil	2334.00	75508.10	136.20	75371.90
9	DEVELOPMENT FUND	2020-21	346080.65	2415800.00	34147.00	2796027.65	875738.70	1920288.95
10	SCOUT & GUIDE FUND	2020-21	25074.00	23136.00	1311.00	49521.00	Nil	49521.00
11	GIRLS' HOSTEL FUND	2020-21	52532.41	199900.00	908.00	253340.41	193524.42	57815.99

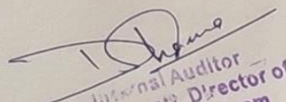
6. **CLOSING BALANCE :** The Closing Balance of the General/UGC and Subsidiary Funds as per respective Cash Book & Bank Pass Book on on 31/03/2021 was as follows:

Sl. No.	NAME OF FUND	CASH IN HAND	CASH AT BANK	NAME OF BANK	ACCOUNT NO.
1	GENERAL FUND	Nil	3397840.20	UBI (Punjab National Bank)	0029010446617
2	EXAM. FUND	Nil	504306.53	State Bank of India	11506395301
3	UGC FUND	Nil	16785.54	State Bank of India	11506395323
4	STUDENT UNION FUND	Nil	391573.53	State Bank of India	11506395287
5	LABORATORY FUND	Nil	755437.58	UBI (PNB)	0029010103314
6	LIBRARY FUND	Nil	255268.17	State Bank of India	11506395298
7	STUDENT AID FUND	Nil	110995.77	State Bank of India	11506395312
8	CAUTION MONEY	Nil	75371.90	UBI (PNB)	0029010103312
9	DEVELOPMENT FUND	Nil	1920288.95	UBI (PNB)	0029010103313
10	SCOUT & GUIDE FUND	Nil	49521.00	UBI (PNB)	0029010120411
11	GIRLS' HOSTEL FUND	Nil	57815.99	UBI (PNB)	0029010108822

[2]

Contd. P.-3

  
Principal  
N.N. Saikia College  
Titabar

  
Internal Auditor  
(Field) Asstt Director of  
Audit (L.F.) Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

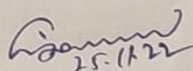
7. **RECEIPT & PAYMENT ACCOUNT:** Receipt & Payment Account as prepared from the entries made into the General Fund Cash Book as elaborated manner was given as Annexure -1

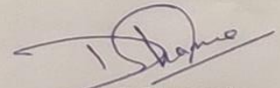
8. **STATUS OF MAINTENANCE OF ACCOUNTS: OBSERVATION THEREOF:**

- (i) **PREPARATION OF BUDGET :** Though the Budget was prepared but the same should be prepared more elaborately in future.
- (ii) **FEES COLLECTION REGISTER :** Necessary fees Collection Register was found to have been maintained for verification.
- (iii) **CASH BOOK :** Cash Books relating to General & other subsidiary funds were found to have been maintained with neat & clean manner under double column system. The Closing Balances were properly worked out with referred to the respective Bank Pass Books.
- (iv) **STOCK/ASSETS REGISTER :** Needful effort should be taken to maintain the Stock & Assets Register with necessary entries thereof.
- (v) **DIVERSION OF FUND :** Nil
- (vi) **PAYMENT VOUCHERS :** No any remarkable irregularities have been noticed relating to the payment vouchers in respect of General & Subsidiary funds.
- (vii) **GENERAL OBSERVATION :** For the enhancement of Students enroll and Govt Grants, the volume of accounts of the Institution have been expanding for which additional man power is required for smooth functioning of official affairs etc.

However, the procedures followed so far relating to the maintenance of Account Record was found in fair order.

Date : 23/12/2021

  
Principal  
N.N. Saikia College  
Titabar

  
(D.P. Sharma)  
INTERNAL AUDITOR  
Retd. Asstt. Director  
Of Audit (L.F.), Assam

Internal Auditor  
(Retd) Asstt Director of  
Audit (L.F.) Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annexure 1

### Receipt & Payment Account ( General Fund) FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	4308690.74	1	Staff Payment (M/S)	1154954.00
2	Application Fees	628000.00	2	Infrastructure Augmentation	
3	RMSA Fund	22606.64		(a) Equipments	94782.00
4	Reimbursement Admission Fess DHE	5307120.00		(b) Physical Infrastructure	142192.00
5	Canteen Rent	5500.00	3	Maintenance of Infrastructure	
6	Misc. Receipt	22000.00		(a) Physical	262626.00
7	Bank Interest	88187.00		(b) Academic	154935.00
				(c) Library (News Paper)	2577.00
			4	Contingency	26709.00
			5	Advertisement	63945.00
			6	Interview Expenditure	276974.00
			7	Registration (Online DU)	42325.00
			8	Transfer to subsidiary Funds	4752994.00
			9	Application fees (refunded)	8000.00
			10	Bank Charge	1251.18
				Total	6984264.18
				Closing Balance	3397840.20
	<b>Total (Rs.)</b>	<b>10382104.38</b>		<b>Total (Rs.)</b>	<b>10382104.38</b>

*[Signature]*

Principal  
N.N. Saikia College  
Titabar

*[Signature]*  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam





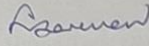
# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

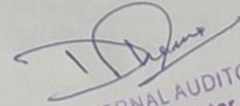
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## Annexure 2

### Receipt & Payment Account (UGC Fund) FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	96789.54	1	Amount remitted to UGC	82639.00
2	Bank Interest	2635.00		Total:	82639.00
				Closing Balance	16785.54
	Grand Total (Rs.)	99424.54		Grand Total (Rs.)	99424.54

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Assit. Director of Audit  
(L.F.) Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annexure 3

### Receipt & Payment Account (Library Fund)

FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	120528.67	1	News Paper	10737.00
2	Receipts	387161.00	2	Journal	7710.00
3	Bank Interest	5316.00	3	Books	177302.00
			4	Infrastructure	56000.00
			5	N-List	5900.00
			6	Bank Charge	88.50
				Total:	257737.50
				Closing Balance	255268.17
	Grand Total (Rs.)	513005.67		Grand Total (Rs.)	513005.67

*L. Baruah*

Principal  
N.N. Saikia College  
Titabar

*J.P. Oza*  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam

*L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



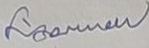
নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

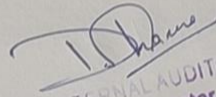
Affiliated to Dibrugarh University

Annexure 4

Receipt & Payment Account (Laboratory Fund)  
FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	242187.18	1	Laboratory Material	272731.00
2	Receipts	770650.00	2	Withdrawn by self	1480.00
3	Bank Interest	16830.00	3	Bank Charge	18.20
				Total:	274229.60
				Closing Balance	755437.58
	Grand Total (Rs.)	1029667.18		Grand Total (Rs.)	1029667.18

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University

Annexure 5

Receipt & Payment Account (Development Fund)  
FOR THE PERIOD FROM 01/04/2020 TO 31/03/2021

2020-2021					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	346080.65	1	Construction Material	673589.00
2	Receipts	2415800.00	2	Infrastructure Maintenance	8700.00
3	Bank Interest	34147.00	3	Labour Charge	167610.00
			4	Electric Fan	25818.00
			5	Bank Charge	21.70
				Total:	875738.70
				Closing Balance	1920288.95
	Grand Total (Rs.)	2796027.65		Grand Total (Rs.)	2796027.65

*L. Baruah*  
Principal  
N.N. Saikia College  
Titabar

*J.P. Oza*  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Internal Audit Report, 2021-2022

### **AUDIT REPORT (INTERNAL) ON THE ACCOUNTS OF N.N. SAIKIA COLLEGE, TITABAR OF JORHAT DISTRICT FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022**

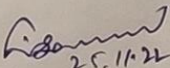
1. **INTRODUCTION** : The Accounts of N.N. Saikia College, Titabar of Jorhat District have been audited by the undersigned on the basis of following Accounts, Records produced during the course of verification for the period from 01-04-2021 to 31-03-2022.

- (1) Fees Collection Records
- (2) Cash Books (General/UGC/ Other funds)
- (3) Bank Pass Books of respective funds
- (4) Govt. Grant Register
- (5) Assests Register
- (6) Supported Bill/Vouchers etc.
- (7) Any other Records related to audit purpose

2. **INCUMBENCY** : The office of the Principal & Secretary of the Institution was held by Dr. Litoal Baruah who is also act as Drawing & Disbursing Officer as a administrative head of the College.

3. **DISCLAIMER STATEMENT** : The Audit Report (Internal) has been prepared on the basis of Accounts Records submitted by the Accounting authority of the college. The Internal Audit disclaims any responsibility for any mis-information or non-furnishing of information on the part of auditee.

4. **GOVT GRANT /FUND ETC.:** During the period covered by the audit the institution was not in receipt of any Govt. Grant/Fund etc as ascertained from the available Records produced during the course of audit.

  
25.11.22  
Principal  
N.N. Saikia College  
Titabar

[1]

Contd. P.-2



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

5. **FUND POSITION :-** The position of funds alongwith the Receipt & Payment Account in respect of General/UGC/Subsidiary funds etc. for the period from 01-04-2021 to 31-03-2022 was given below :-

Sl. No	NAME OF FUND	PERIOD	OPPENING BALANCE	RECEIPTS	BANK INTT.	TOTAL RECEIPT	EXPENDI TURE	CLOSING BALANCE
1	GENERAL FUND	2021-22	3397840.20	2343300.00	87592.00	5828732.20	4507822.00	1320910.20
2	EXAM. FUND	2021-22	504306.53	Nil	9641.00	513947.53	306487.00	207460.53
3	UGC FUND	2021-22	16785.54	1.00	431.00	17217.54	15000.00	2217.54
4	STUDENT UNION FUND	2021-22	391573.53	444150.00	8388.00	844111.53	639223.50	204888.03
5	LABORATORY FUND	2021-22	755437.58	Nil	22233.00	777670.58	73886.00	703784.58
6	LIBRARY FUND	2021-22	255628.17	Nil	5413.00	261041.17	210687.00	50354.17
7	STUDENT AID FUND	2021-22	110995.77	Nil	3027.00	114022.77	Nil	114022.77
8	CAUTION MONEY	2021-22	75371.90	Nil	2226.00	77597.90	Nil	77597.90
9	DEVELOPMENT FUND	2021-22	1920288.95	800000.00	36855.00	2757173.95	2580178.00	176995.95
10	SCOUT & GUIDE FUND	2021-22	49521.00	Nil	1462.00	50983.00	Nil	50983.00
11	GIRLS' HOSTEL FUND	2021-22	57815.99	136500.00	715.00	195030.99	146067.72	48963.27

6. **CLOSING BALANCE :** The Closing Balance of the General/UGC and Subsidiary Funds as per respective Cash Book & Bank Pass Book on on 31/03/2022 was as follows:

Sl. No.	NAME OF FUND	CASH IN HAND	CASH AT BANK	NAME OF BANK	ACCOUNT NO.
1	GENERAL FUND	Nil	1320910.20	UBI (Punjab National Bank)	0029010446617
2	EXAM. FUND	Nil	207460.53	State Bank of India	11506395301
3	UGC FUND	Nil	2217.54	State Bank of India	11506395323
4	STUDENT UNION FUND	Nil	204888.03	State Bank of India	11506395287
5	LABORATORY FUND	Nil	703784.58	UBI (PNB)	0029010103314
6	LIBRARY FUND	Nil	50354.17	State Bank of India	11506395298
7	STUDENT AID FUND	Nil	114022.77	State Bank of India	11506395312
8	CAUTION MONEY	Nil	77597.90	UBI (PNB)	0029010103312
9	DEVELOPMENT FUND	Nil	176995.95	UBI (PNB)	0029010103313
10	SCOUT & GUIDE FUND	Nil	50983.00	UBI (PNB)	0029010120411
11	GIRLS' HOSTEL FUND	Nil	48963.27	UBI (PNB)	0029010108822

[2]

*[Signature]*  
25-11-22  
Principal  
N.N. Saikia College  
Titabar

Contd. P.-3



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

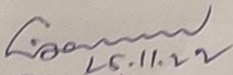
Affiliated to Dibrugarh University

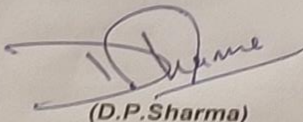
7. **RECEIPT & PAYMENT ACCOUNT:** Receipt & Payment Account as prepared from the entries made into the General Fund Cash Book as elaborated manner was given as Annexure -1

8. **STATUS OF MAINTENANCE OF ACCOUNTS; OBSERVATION THEREOF;**

- (i) **PREPARATION OF BUDGET :** Though the Budget was prepared but the same should be prepared more elaborately in future.
- (ii) **FEES COLLECTION REGISTER :** Necessary fees Collection Register was found to have been maintained for verification.
- (iii) **CASH BOOK :** Cash Books relating to General & other subsidiary funds were found to have been maintained with neat & clean manner under double column system. The Closing Balances were properly worked out with referred to the respective Bank Pass Books.
- (iv) **STOCK/ASSESTS REGISTER :** Needful effort should be taken to maintain the Stock & Assests Register with necessary entries thereof.
- (v) **DIVERSION OF FUND :** Nil
- (vi) **PAYMENT VOUCHERS :** No any remarkable irregularities have been noticed relating to the payment vouchers in respect of General & Subsidiary funds.
- (vii) **GENERAL OBSERVATION :** For the enhancement of Students enroll and Govt Grants, the volume of accounts of the Institution have been expanding for which additional man power is required for smooth functioning of official affairs etc.  
However, the procedures followed so far relating to the maintenance of Account Record was found in fair order.

Date :

  
15.11.22  
Principal  
N.N. Saikia College  
Titabar

  
(D.P.Sharma)  
INTERNAL AUDITOR  
Retd. Asstt. Director  
Of Audit (L.F.), Assam  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Annexure 1

### Receipt & Payment Account

FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	3397840.20	1	Staff Payment (M/S)	941585.00
2	Application Fees	446000.00	2	Infrastructure Augmentation	
3	Admission Fee	1880300.00		(a) Equipment	160170.00
4	Govt Grant DHE (sensitization)	17000.00		(b) Physical Infrastructure	1522343.00
5	Bank Interest	87592.00	3	Maintenance of Infrastructure	
				(a) Physical	269036.00
				(b) Academic	366933.00
				(c) Library (News Paper)	6074.00
			4	Funding for seminar/conference participation for faculty members	2800.00
			5	GB Meeting	9400.00
			6	Contingency	17695.00
			7	Advertisement	35795.00
			8	Registration/Affiliation etc. (DU)	222635.00
			9	Transfer to Development Funds	500000.00
			10	Transfer to Student Union Fund	444150.00
			11	GST Paid	8026.00
			12	Bank Charge	1180.00
				Total	4507822.0
				Closing Balance	1320910.20
	<b>Total (Rs.)</b>	<b>5828732.20</b>		<b>Total (Rs.)</b>	<b>5828732.20</b>

*L. Baruah*  
Principal  
N.N. Saikia College  
Titabar

*J.P. Oza*  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam

*L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar





নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

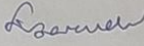
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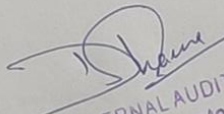
Annexure 2

Receipt & Payment Account (UGC Fund)

FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	16785.54	1	Amount paid to C.A.	15000.00
2	Bank Interest	431.00		Total:	15000.00
3	Misc. receipt	1.00		Closing Balance	2217.54
	Grand Total (Rs.)	17217.54		Grand Total (Rs.)	17217.54

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Ass't. Director of Audit  
(L.F.) Assam



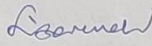
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**NANDANATH SAIKIA COLLEGE**

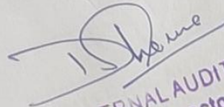
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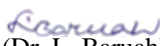
Annexure 3

Receipt & Payment Account (Library Fund)  
FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022


2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	255628.17	1	News Paper	4909.00
2	Bank Interest	5413.00	2	Journal	430.00
3	Receipts	Nil	3	Books	199448.00
			4	N-List	5900.00
				Total:	210687.00
				Closing Balance	50354.17
	Grand Total (Rs.)	261041.17		Grand Total (Rs.)	261041.17

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Assst. Director of Audit  
(L.F.) Assam

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

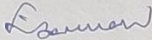
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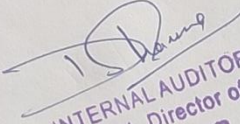
Annexure 4

Receipt & Payment Account (Laboratory fund)

FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	755437.58	1	Laboratory Material	73886.00
2	Bank Interest	22233.00		Total:	73886.00
3	Receipts	Nil		Closing Balance	703784.58
	Grand Total (Rs.)	777670.58		Grand Total (Rs.)	777670.58

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Asstt. Director of Audit  
(L.F.) Assam



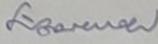
নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

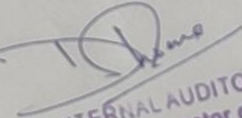
Affiliated to Dibrugarh University

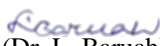
Annexure 5

Receipt & Payment Account (Development Fund)  
FOR THE PERIOD FROM 01/04/2021 TO 31/03/2022

2021-2022					
Receipt			Payments		
Sl. No.	PARTICULARS	AMOUNT (Rs.)	Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Opening Balance	1920288.95	1	Construction Material	2053596.00
2	Bank Interest	36855.00	2	Labour Charge	516218.00
3	Receipts	800000.00	3	GST Payment	10364.00
				Total:	2580178.00
				Closing Balance	176995.95
	Grand Total (Rs.)	2757173.95		Grand Total (Rs.)	2757173.95

  
Principal  
N.N. Saikia College  
Titabar

  
INTERNAL AUDITOR  
(Retd) Assst. Director of Audit  
(L.F.) Assam

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## Government Audit from 01-04-2016 to 31-03-2018

GOVERNMENT OF ASSAM  
DIRECTORATE OF AUDIT (LOCAL FUND) :: ASSAM :: GUWAHATI-6.  
E-mail ID: dauditassam@gmail.com Ph. 0361-2232505 Fax-0361-2232506.  
No. DAAUDIT-III/84/2021-22/2 (89) Dtd. 21<sup>st</sup> Feb/2022

To  
The Principal and Secretary,  
N.N.Saikia College, Titabar.

Sub: Audit Report on the accounts of N.N.Saikia College, Titabar for the period from  
01/04/16 to 31/03/18

Sir,

I am directed to forward herewith the Audit Report on the accounts of N.N.Saikia College, Titabar for the period from 01/04/16 to 31/03/18. It is requested that the first reply to the Audit Report duly approved by the Governing Body of the College may be sent to this office within 3(three) months from the date of its receipt.

Yours faithfully

*[Signature]*  
Deputy Director of Audit  
(local Fund), Assam, Guwahati-6

*[Signature]*  
Memo No. DAAUDIT-III/84/2021-22/2-A

Dtd. 21<sup>st</sup> Feb/2022

Copy forwarded for information & necessary action to:-

1. The Commissioner & Secretary to the Govt. of Assam, Education (Higher) Deptt., Dispur, Guwahati-6
2. The Commissioner & Secretary to the Govt. of Assam, Finance (Audit & Fund) Deptt., Dispur, Guwahati-6
3. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
4. The Asstt. Director of Audit (Local Fund), Assam, Jorhat Circle.
5. The Audit Cell, HeadQuater, Guwahati.

*[Signature]*  
Deputy Director of Audit  
(local Fund), Assam, Guwahati-6

*[Signature]*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*[Signature]*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয়

## NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

### AUDIT REPORT ON THE ACCOUNT OF N.N.SAIKIA COLLEGE, TITABAR FOR THE PERIOD FROM 01/04/16 to 31/03/18

#### PART- I

**A. Introduction:-** The Accounts of N.N.Saikia College, Titabar, District-Jorhat for the period from 01/04/2016 to 31/03/2018 was audited by Afzal Hq. Choudhury, Audit Officer under the direction of the Director of Audit (Local Fund), Assam, Dispur, Guwahati-6.

The audit was commenced on 10/03/2020 and completed on 13/05/2020.

**B. Incumbency:-** The office of the Principal & Secretary was held by Dr. Litool Baruah who also acted as Drawing & Disbursing officer as a Administrative head of the institution.

**C. Scope of Audit:** Under the provision of Section 5(1) of the Assam Local fund (Accounts & Audit) Act, 1930 and rules framed there under, the Director of Audit (Local Fund) Assam, is empowered to conduct the audit on the accounts of Educational Institution in Assam.

**D. Disclaimer Statement:** The Audit Report has been prepared on the basis of information furnished and records made available by the Principal & Secretary of N.N.Saikia College, Titabar, District-Jorhat. The office of the Director of Audit (Local Fund) Assam, Guwahati-6 disclaims any responsibility for any misinformation and or non-furnishing of information on the part of the auditee.

**E. Fund Receipt and Expenditure Statement:** The position of fund receipt and expenditure of N.N.Saikia College, Titabar for the period from 01/04/2016 to 31/03/2018 as furnished to audit by the Principal & Secretary were as follows:-

#### RECEIPT & EXPENDITURE STATEMENT OF N.N.SAIKIA COLLEGE, TITABAR :: period from 01/04/16 to 31/03/18

Sl. No.	Name of Fund	Period	Opening Balance	Receipt	Other Receipt	Bank Interest	Total Receipt	Expenditure	Closing Balance	
									Cash	Bank
1	General Fund	2016-17	203983.14	2119003.00	2094075.00	47039.00	466400.14	3563595.00	0.00	897105.14
		2017-18	897105.14	3648727.00	2062951.00	45494.00	6954777.14	5077375.32	50.00	1577351.82
2	U.G.C. Fund	2016-17	2798488.97	444504.00	0.00	104951.00	348933.97	288342.10	0.00	460591.87
		2017-18	460591.87	1324504.00	0.00	34903.00	1819388.87	1470748.25	0.00	348850.58
3	Caution Money Fund	2016-17	59116.38	73092.00	121890.00	8417.00	296425.38	0.00	1350.00	265075.10
		2017-18	266425.10	130103.00	100950.00	11082.00	507960.10	3900.00	1350.00	489730.10
4	Laboratory Fund	2016-17	256461.98	342430.00	250000.00	18473.00	871864.98	50341.00	21490.00	560013.93
		2017-18	583303.93	210665.00	220100.00	20255.00	1032853.93	211856.25	16440.00	306557.68
5	Sport & Guide Fund	2016-17	30342.00	7570.00	4090.00	1726.00	43768.00	14990.00	55.00	28703.00
		2017-18	28758.00	3600.00	7877.00	387.00	41022.00	10335.00	0.00	30687.00
6	Development Fund	2016-17	255077.63	513950.00	812000.00	21226.00	1502253.63	933479.00	0.00	568774.63
		2017-18	568774.63	1113390.00	423000.00	13891.00	719015.63	1067560.00	0.00	1051455.15
7	Girls Hostel Fund	2016-17	113805.11	0.00	239600.00	4863.00	377366.11	203267.20	81.00	174417.91
		2017-18	174498.91	0.00	333200.00	8426.00	516124.91	214849.50	61.00	301214.41
8	Student Union Fund	2016-17	9513.53	177313.00	299340.00	7915.00	471581.53	335590.00	3190.00	152801.53
		2017-18	335991.53	363233.00	251180.00	4512.00	612916.53	481590.00	3150.00	128156.53
9	Library Fund	2016-17	153363.67	102390.00	162400.00	12634.00	410993.67	78195.00	1800.00	360998.67
		2017-18	360998.67	173470.00	86670.00	39475.00	623413.67	176554.00	1800.00	249003.67
10	ODLACC Fund	2016-17	9079.00	NR	NR	653.00	9731.00	NR	NR	9731.00

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

	2017-18	9731.00	NI	NI	189.00	9920.00	NI	NI	9920.00
Examination Fund	2016-17	52454.03	157985.00	274702.00	11374.00	416511.03	52885.00	11590.00	412038.03
	2017-18	443626.03	266570.00	162600.00	17000.00	893796.03	364447.00	11590.00	533761.03
Student Aid Fund	2016-17	37829.27	25887.00	40600.00	3817.00	107931.27	64400.00	450.00	43693.27
	2017-18	43543.27	43367.00	21150.00	2277.00	105337.27	0.00	150.00	110187.27

#### F. Closing Balance of different fund as on 31/03/16 :

Sl. No.	Name of Fund	Cash in hand	Cash at bank	Name of Bank & A/c No.	Remarks
1	General Fund	50.00	1577351.82	UBI A/c No. 0029010446617 & SBI A/c No. 10638571249	---
2	Development Fund	---	1051455.15	UBI A/c No. 0029010103313	---
3	Laboratory Fund	14440.00	809557.88	UBI A/c No. 0029010103314	---
4	Caution Money Fund	1350.00	469750.50	UBI A/c No. 0029010103312	---
5	Scout & Guide Fund	---	30687.00	UBI A/c No. 0029010120411	---
6	Student Union Fund	3190.00	131346.53	SBI A/c No. 11506395297	---
7	Examination Fund	11500.00	533761.03	SBI A/c No. 11506395301	---
8	Library Fund	280.00	245063.67	SBI A/c No. 11506395298	---
9	Student Aid Fund	150.00	11087.27	SBI A/c No. 11506395312	---
10	UGC Fund	---	348890.58	SBI A/c No. 11506395323	---
11	Girls Hostel Fund	61.00	391218.41	UBI A/c No. 0029010106822	---
12	DDEACC Fund	Nil	9920.00	SBI, Titabar Br. A/c No. 32071067433	---

G. **Tuition Fees:** On verification of cash book & other related records, it was found that the following amount was collected in the shape of tuition fees during the period covered by this audit:

Sl. No.	Year	Amount (Rs)
1	2016-17	607260.00
2	2017-18	361080.00
	<b>Total</b>	<b>968340.00</b>

As per the condition laid down by the Govt. that 70% of the tuition Fees should be deposited to the Govt. Exchequer as revenue after provincialisation of the college. Hence the accounting authority had deposited 70% of Rs. 968340.00 amounting to Rs. 677838.00 was deposited on 10-04-2018 vide Treasury Challan No. 2018/04/811. It is to be noted that since the aforesaid amount was deposited on 10-04-18 as a result, it will not be reflected in the Receipt/ Payment A/c w.e.f. 01-04-2016 to 31-03-2018 as audit was from the aforesaid period.

H. **Reserve Fund:** Reserve fund was maintained by the Institution under reinvestment term deposit scheme with State Bank of India, Teok Branch as shown below.

Sl. No.	Certificate No.	Account No.	Name of Bank	Date of Purchase/ Re-investment	Amount Invested/ Reinvested	Date of Maturity	Remarks
1	CSP/1/0187679	0029100417068	UBI	06/12/2017	141500.00	06/12/2020	

#### I. Status of maintenance of Accounts & observation thereof:

- Preparation of Budget:** Though the Budget was not prepared by the Accounting authority the expenditures were incurred within the Limit of Receipts during the particular financial year. However, the suggestions for preparation of Budget should strictly be followed in future.
- Fees collection Register:** A fees collection Register has been brought into use since the date of Provincialisation into the prescribed format. The collection of fees was entered accordingly into the respective column for smooth verification.
- Maintenance of Cash Books (General/UGC/Private Funds):** Procedures adopted by the Accounting authority relating to the maintenance of Cash Books pertaining to the General & other subsidiary funds was found in double column system. The purposes of incurring Expenditures were recorded with detailed information into the respective Cash Books. The Closing Balances were worked out at the close of a particular month. The procedure should be contained in future with further up-gradation.
- Maintenance of Ledger:** The detailed information was furnished into the respective Cash Books against the amount incurred for a particular purpose into the respective Cash Books. Hence no separate Ledger was found to have been maintained. However, suggestions/ instructions offered during the course of audit relating to the maintenance of Ledger should be followed for future upliftment.
- Stock Book:** No any Stock Book showing the Receipt of stationery, Materials & Furniture etc. was found to have been maintained so far. Hence it is suggested in audit that a Stock Register along with the permanent Assets of the Institution should be maintained immediately and to be placed into the audit cell Head Office for verification. This is one of the parts & parcel Record of Accounts which is precisely mentioned in Para No. 4.
- Scholarship:** On query, the College authority stated the procedures of disbursement of Scholarships to the scholars was directly conducted by the authorized disbursement authority of the Govt. of Assam. Hence the question for maintenance of records relating to the Receipt & Disbursement was not maintained in the office. The reply is not tenable necessary records should be maintained and shown in the Audit Cell Head office.

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# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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## PART – II (Section-A)

Nil

## PART - II (Section-B)

1. **Non-remittance of VAT/GST & Forest Royalty to the Govt. Account & observation thereof :** In course of scrutiny of paid vouchers of General & Development Fund of N.N.Saikia College for the period covered by the audit in respect of development works & contingencies expenditure, it was noticed that VAT/GSTIN/Forest Royalty was not deducted & deposited to the proper head of Govt. account from the enterprises/ supplier's bill while making payment.

As per Rule, Sec47 of the value added Tax Act 2003, the drawing & disbursing officers of Govt. Department & undertaking are to deduct tax at source for supply of any taxable goods or for undertaking work contract against bills and to deposit the same to the Govt. under proper head of account. On the other hand, it was observed that procurement of goods and services were being made from non-registered firms/ supplier without having an active GST identification number/GSTIN. Examples cited below are only illustrative and not exhaustive, specially of General Fund expended amount.

Name of Enterprises	Amount (in Rs.)	Cheque No./Date	Remarks
M/s Pront Plaza	81,100.00	454664/12-07-16	Quotation/C.S. were found but VAT number & no any deduction of VAT found.
Home Appliance	15,970.00	7/23-05-17	No any VAT number/ GSTIN found in the extract of the voucher.
M/s Handique Steel Fabrication	17,720.00	7/13-06-17	--Do--

Further, scrutiny of paid vouchers of General & Development Fund, it was noticed that through sand, stone, gravel etc. were supplied by the contractor/ supplier but no any deduction nor any Transit/ Treasury challan copies in support of actual deposit of Govt. dues into proper head of account were not available in audit.

As per Govt. Notification No. FG24/permit/ Notified Govt. Deptt/ Agency/2018 Dt. 09-05-2019, where it was stated in exercise of the power conferred by Sec(5) of AMNC Rule 2013 referred of matter of involvement of any kind of minor materials in any Govt. construction/ repairing work to that office for assessment of royalty and other dues liable to be paid as per the provision of the AMNC Rule 2013. Some of the examples are cited below:

### GENERAL FUND

Name of supplier	Material	Quantity	Rate/ Purchase	Amount	Cheque No./ Date	Amount of F.R.	Remarks
Achinta Saikia	Sandy soil	100	700/-	70,000/-	046027/11-12-17	1500.00	
--Do--	--Do--	13cm	500/-	6900/-	271242/12-01-18	195.00	
<b>Development Fund</b>							
Ratul Handique	Bhogdol Sand	5.1 cm	700.00	3600.00	433265/23.11.16	714.00	
M/S Achinta Saikia	Sandy Soil	6 cm	700.00	4200.00	433267/24.11.16	465.00	
		11 cm	700.00	7700.00			
		9 cm	700.00	6300.00			
		5 cm	700.00	3500.00			
	Bhogdol Sand	3 cm	700.00	2100.00	433270/13.12.16	420.00	
		4.9cm	700.00	3400.00	433276/21.12.16	686.00	
Dilip Kumar Dhoot	Rabish	20	200 cft	4000.00		100.00	
		20	--Do--	4000.00		100.00	
		20	--Do--	4000.00		100.00	

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		20	200 cft	4000.00		100.00	
		20	200 cft	4000.00		100.00	
	Gravel	9.3 cm	800.00	7500.00		1860.00	
	Sand	5.7	700.00	4000.00		798.00	
		5.7	700.00	4000.00	628814/14.09.17	798.00	
	Chips	8.1	6500.00	6500.00		1620.00	
Ratul Handique	Chips	5.8	150.00	8700.00			
	Sand	4.8	700.00	3400.00	413279/07.01.17	1160.00	
M/S Achinta Saikia	Sandy Soil	100	450.00	45000.00	433280/11.01.17	1500.00	
Bhagawati Timber Depot	Timber	12.08	720.00	8697.00	628798/10.04.17	327.00	The timber slab assumed in Category A1 27.00
		1.10	480.00	528.00		30.00	
Dilip Kumar Dhoot	Doigrong	30	300 cft	9000.00		450.00	
		30	300 cft	9000.00	629800/25.05.17	450.00	
		30	150 cft	4500.00		450.00	
Imraj Ah	Bhogdoi Sand	5.7 cm	700.00	4000.00	---	798.00	
	--Do--	5.7 cm	700.00	4000.00	---	798.00	
		31 cm	800.00	24800.00		6200.00	
	Chips	32.5 cm	800.00	26040.00	628801/25.05.17	5500.00	
		31 cm	800.00	24800.00		6200.00	
Ratul Handique	Bhogdoi Sand	4.2 cm	700.00	3000.00		588.00	
		5.7	700.00	4000.00	628822/13.11.17	798.00	

As per AMMC, the contractor/ supplier who did not obtain permit or deposit of forest royalty in advance before procurement of materials i.e. sand, stone, soil etc. are required to pay Forest Royalty @Rs.140/cm for sand, Rs.200/cm for stone/boulder/gravel, Rs. 15/cm for earth/soil.

The scrutiny of Cash Book/ vouchers & other relevant records of development Fund scheme of works revealed out that the college authority had produced forest materials such as soil, sand, stone chips from the supplier/ contractor but no any forest royalty challan copies nor the college authority deducted F.R. from the supplier bill. Non recovery of forest royalty from the supplier/ contractor bills resulting loss of revenue to the state Govt.

Keeping in view, the reply of the authority through P.O.S., he is requested to review the Payment voucher in respect of contractor/ supplier bills and to take effective steps to realise the forest royalty and to deposit the same to the proper head of Govt. account under intimation to the Audit Cell, Head Office, DALF Guwahati.

2. **Payment to M.R labourers (wage payments): Observation thereof:** While checking the paid vouchers file of General/ Development Fund it was observed that huge amount was paid to M.R. labourers engaged in various works from time to time through cheque payment. But reluctant to state that most of the M.R. bills were found without any attestation/ seal/ signature of the college authority. The details of such irregularities are cited below:



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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Name of Fund	Cheque No./ Date	Amount (in Rs)	Remarks
General Fund	046026/15.12.2017	Three Nos. of M.R.'s I. 24000.00 II. 8000.00 III. 14500.00 Total: 46500.00	Only signature of the college authority found without seal & date
Development Fund	1/05.15.16	16240.00	Attestation/ Seal/ signature not available
-Do-	433277/20.11.16	21548.00	Attestation/ Initial of the authority not found. Only seal was endorsed on the MR.
-Do-	433283/12.05.17	1800.00	No any attestation/ signature/ seal of the authority found on the M.R.
-Do-	628834/23.05.17	33150.00	No any attestation/ signature/ seal of the authority found. No any entry done.

In this connection, it is to be noted that due to non-availability of proper attestation/ initial/ seal of the concerned authority, genuineness of the wage payment could not be ascertained in audit.

On the basis of the reply of the Authority through P.O.S. is taken into consideration, the accounting authority is requested to take immediate steps to rectify such anomalies and to maintain the Muster Rule for wage payment as per prescribed format. Compliance report in this regard may be furnished to Audit Cell, Hd. Office, DULF for verification.

3. Anomalies in paid vouchers : payment made to firm/ Enterprises & observation thereof : Scrutiny of Cash Book of General & Development Fund along with paid vouchers and other related records, it has come to notice that the college authority had purchased various materials from non-registered firm/ enterprises without having an active GSTIN to be printed on the vouchers. The details of paid vouchers are given below:

Name of Firm/ Enterprises	Amount (Rs)	Cheque No./ Date	Remarks
M/S Suraj Electricals & Electronics	I. 5460.00 II. 2105.00 III. 2800.00 Total: 9965.00	271231/13.03.17	No any VAT deduction/ GSTIN number found on the face of the voucher
M. Computer Lab	3800.00	557255/17.02.18	No any VAT deduction/ GSTIN number found on the body of the voucher. No any VAT deduction found.
Widhwan Enterprise	67500.00	292370/29.08.18	-Do-
M/S Suraj Electricals & Electronics	5000.00	7/11.12.18	-Do-
-Do-	5580.00	266937/04.09.19	No any GSTIN number found on the face of the voucher.

From the foregoing paragraph, it is generalised that the college authority had not followed the procedure of the existing rules i.e. procurement of goods and service to be made from registered firm / supplier under GST Act holding an active GST identification number (GSTIN) so that the Govt. does not lose the revenue dues. It is to be noted that VAT is to be deducted on bill raised before 01-07-2017 even if payment is made after 01-10-2018 and no GST is to be deducted on bills raised before 01-10-2018.

Taking into view, the stated reply of the concerned authority through POS, he is requested to ensure that procurement of goods and service are to be made from registered firms/ enterprises under Act holding an active GST identification number, so as to protect Government dues in future.



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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**4. Non-maintenance of Stock Book :** As per Assam Financial Rule 194, and procedure, all kinds of goods and service are to be entered on the receipt side of the stock book and to be recorded there of category wise showing the details of the serial number, book nos., page number item wise in precise manner. On the contrary, the issue side of the stock book, details of the official purpose/ person to whom issued date wise/ column wise nos./ balance there of to be noted while scrutiny of records of the Institution, it has been observed that no such stock book was found to be maintained by the college authority till date of audit.

Hence due to non-maintenance of stock book, it could not be ascertained whether the procurement of goods and service were utilised as per requirement. On the reliability of the statement of the Authority through POS, the accounting authority is requested to maintain the stock book as non-maintenance of stock book is in violation of financial rule and lack of financial control.

**5. Reconciliation of General Fund:** While checking the General Fund it was observed that there is difference between the Closing balance of Bank Passbook and Cashbook as on 31-03-2018 which is reconciled below:

Reconcile:

Closing balance at UBI A/c No. 002901044617	:	Rs. 1587771.74
Closing balance at SBI A/c No. 10638571249	:	Rs. 2380.08
	Total :	Rs. 1590151.82

(-) Cheque issued but not encashed before 31-03-2018

i.	Cheque No. 557260:	Rs. 6400.00
ii.	Cheque No. 557262:	Rs. 6400.00
	Total:	Rs.1577351.82

Hence Rs. 1577351.82 is the Closing balance of Cashbook as on 31-03-2018 as per bank.

**6. Stagnant SBI bank account of General Fund & observation thereof:** While checking the General Fund Cashbook and its relevant bank passbook it was noticed that there exist a stagnant and obsolete SBI Bank Account No. 10638571249 which is not being operated for prolonged period of time. Only bank interest and its subsequent bank charges were updated alternatively and the closing balance at SBI bank was Rs.2380.82 as on 31-03-2018.

Hence due to non-operating of the SBI bank account for such a long time, the college institutions hereby requested to close the SBI bank account and entire amount thereof after inclusion of bank interest and bank charge deduction to be deposited to the running Bank Account UBI A/c No. 0029010446617 for smooth financial control as per audit compliance.

## PART - III

**Para : 1 : Receipt and Payment Account :** The Receipt and Payment A/C of the General Fund of the College prepared year wise for the period from 01-04-2016 to 31-03-2018 on the basis of cash book entry as furnished in audit & embodied in Annexure-IV attached.

Enclosures :

- 1. ANNEXURE-I :** Statement showing the Drawal & Utilisation of Govt. Grants received by the institution for the period from 01-04-2016 to 31-03-2018.
- 2. ANNEXURE-II :** Statement showing the Drawal & Utilisation of UGC Grants received by the institution for the period from 01-04-2016 to 31-03-2018.
- 3. ANNEXURE-III :** Statement showing the yearwise enrolment of students and collection of Tuition Fees w.e.f. 01-04-16 to 31-03-18.



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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**ANNEXURE-IV : Statement showing the Receipts & Payment Account w.e.f. 01-04-16 to 31-03-18.**

**Para : 2 : Position of Last Audit Report & settlement of audit objection thereof :** The approved replies of the audit objectionable paras raised thereof in the Last Audit Report was not fourth coming in this audit. So, the same should be sent to the undersigned within one month from the date of receipt of the report for settlement of audit paras.

**Para : 3 :** Apart from remarks stated in the foregoing paragraphs, the maintenance standard of Accounts Records was found in fair order. It is to be noted that the procedures relating to the maintenance standard of Accounts Records should be improved as suggested during the course of audit.

*(Signature)*  
Deputy Director of Audit  
(Local Fund), Assam Guwahati-6

**ANNEXURE - I**

STATEMENT SHOWING THE DRAWAL AND UTILISATION OF GOVT. GRANTS RECEIVED BY THE INSTITUTION FOR THE PERIOD FROM 01/04/16 TO 31/03/18

S. No	Sanctioning letter No & Date	Purpose of Grants	Amounts Sanctioned	Amount Drawn	Date of Entry in the Cash Book	Amount spent	Amount unspent	Remarks
<b>GENERAL FUND</b>								
<b>2016-2017</b>								
1.	By Bank Transfer	Received from DHE, Assam, Kahilpara, Dhy-19	3019003.00	2029003.00	31.10.16	2029003.00	—	—
2.	--DO--	Fast Track Project	300000.00	300000.00	27.12.16	100000.00	—	—
<b>2017-2018</b>								
3.	By Bank Transfer	Deputy Director DHE (Excursion Grant)	300000.00	300000.00	08.06.17	300000.00	—	—
4.	--DO--	--DO--	60000.00	50000.00	02.05.17	50000.00	—	—
5.	--DO--	Transfer from computer input Fund	30000.00	30000.00	01.01.18	10000.00	—	—
6.	--DO--	DHE, Assam, Admission Fees for the session 2017-18	3239677.00	3239677.00	06.02.18	3239677.00	—	—
7.	--DO--	DHE, Excursion grant	100000.00	100000.00	01.01.18	—	300000.00	—
8.	PCHE/SOPD/S/2017 Dt. 21.04.18	Tools/chemical equipment	150000.00	150000.00	29.03.18	—	150000.00	—
<b>Cashier Money Fund</b>								
<b>2016-17</b>								
9.	Amount received by transfer grant	DHE grant (Transferred from General Fund)	77092.00	77092.00	30.11.16	—	77092.00	—
10.	--DO--	DHE (Admission Grant)	130103.00	130103.00	18.02.18	—	130103.00	—
<b>Laboratory Fund</b>								
11.	--DO--	DHE grant (Transferred from General Fund)	340432.00	340432.00	30.11.16	—	340432.00	—
12.	--DO--	DHE (Admission Grant)	218994.00	218994.00	02.05.18	—	218994.00	—
<b>Scout &amp; Guide Fund</b>								
13.	--DO--	DHE grant (Transferred from General Fund)	9000.00	9000.00	24.04.16	6000.00	—	—
14.	--DO--	--DO--	2570.00	2570.00	16.12.16	2570.00	—	—

*(Signature)*  
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Sl. No.	Particulars	3600.00	3600.00	08.03.18	3600.00	
15.	By transfer from NCC office for trader remuneration					
<b>DEVELOPMENT FUND</b>						
16.	By transfer from General Fund	513950.00	513950.00	30.12.16	513950.00	
17.	Dnt grant (Transferred from General Fund)	246000.00	246000.00	14.12.17	246000.00	
18.	Dnt grant (Transferred from General Fund)	867950.00	867950.00	19.02.18	867950.00	
<b>STUDENT UNION FUND</b>						
19.		177113.00	177113.00	03.01.17	177113.00	
20.		261152.00	161253.00	16.02.18	33097.00	128155.00
<b>LIBRARY FUND</b>						
21.		102790.00	102790.00	08.01.17	102790.00	
22.		173470.00	173470.00	16.02.18		173470.00
<b>EXAMINATION FUND</b>						
23.		157985.00	157985.00	03.01.17	157985.00	
24.		280570.00	280570.00	18.02.18		280570.00
<b>STUDENT AID FUND</b>						
25.		25097.00	25097.00		25097.00	
26.		43367.00	43367.00			43367.00

## ANNEXURE - II

### STATEMENT SHOWING THE DRAWAL AND UTILISATION OF UGC GRANT RECEIVED BY THE INSTITUTION THE PERIOD FROM 01/04/16 TO 31/03/18

Sl. No.	Sanctioning letter No & Date	Purpose of Grants	Amounts Sanctioned	Amount Drawn	Date of Entry in the Cash Book	Amount spent	Amount unspent	Remarks
<b>UGC FUND</b>								
<b>2016-2017</b>								
1.	By transfer deposit	MRP grant (Dr. M.K. Baruah)	30000.00	30000.00	30.09.16	30000.00		
2.	--DO--	MRP grant (Dr. N.P. Islam (ret. inst.))	80000.00	80000.00	30.09.16	80000.00		
3.	--DO--	MRP grant (R.D. Mahanta)	40000.00	40000.00	30.09.16	40000.00		
4.	--DO--	MRP grant (Dr. M.Ch. Bora)	10000.00	10000.00	30.09.16	10000.00		
5.	--DO--	MRP grant (Dr. Debenprasad Hazarika)	16800.00	16800.00	04.10.16	16800.00		
6.	--DO--	MRP grant (Dr. G. R. Nath)	18500.00	18500.00	04.10.16	18500.00		
7.	--DO--	MRP grant (Jay Prakash Deka)	19000.00	19000.00	04.10.16	19000.00		
8.	--DO--	MRP grant (N.L. Konwar)	20000.00	20000.00	04.10.16	20000.00		
9.	--DO--	MRP grant (Rabindra B. Borah)	14000.00	14000.00	23.10.16	14000.00		
10.	--DO--	MRP grant (Dr. Madhusmita Datta)	24500.00	24500.00	17.12.16	24500.00		
11.	--DO--	Salary grant to Mrs. Nibedita Saikia	150204.00	150204.00	17.12.16	150204.00		
12.	--DO--	MRP grant (Dr. N.C. Baruah)	4000.00	4000.00	27.12.16	4000.00		
13.	--DO--	Contingency Grant (Mrs. M.K. Baruah)	9500.00	9500.00	23.08.17	9500.00		
<b>Total</b>			<b>444594.00</b>					
<b>2017-2018</b>								
14.	--DO--	MRP grant (Dr. Mahadevi Bortomuly)	84000.00	84000.00	07.07.17	84000.00		
15.	--DO--	Arrear salary of substitute Teacher Mrs. Nibedita Saikia	191680.00	191680.00	15.07.17	191680.00		
16.	--DO--	GDA (Final inst.)	78400.00	78400.00	11.07.17	78400.00		
17.	--DO--	--DO--	744800.00	744800.00	11.07.17	744800.00		

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## NANDANATH SAIKIA COLLEGE

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20	--DO--	--DO--	15000.00	15000.00	31.07.17	15000.00	--
21	--DO--	MRF Grant	10000.00	10000.00	32.07.17	10000.00	--
22	--DO--	MRF grant (Dr. N.F. Islam)	18824.00	18824.00	04.08.17	18824.00	--
23	--DO--	MRF grant (2 <sup>nd</sup> Inst) of Sri Hemendra Thengal	40000.00	40000.00	26.05.18	40000.00	--
Total			132454.00				

### ANNEXURE - III

Class wise and course wise Enrolment position of students along with rate of tuition fee & 12 months tuition fee income for the session 2016-17

Sl. No.	Class	Total students	Major Course	General Course	Rate of Major Course Tuition Fee	Rate of General Course Tuition Fee	Major course Fee P.M. (Rs)	General Course Fee (Rs)	Major Course Fee 12 Months (Rs12)	General Course Fee 12 months (Rs12)	Grand Total Fee (10-11)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	1 <sup>st</sup> yr B.A. (1 <sup>st</sup> & 2 <sup>nd</sup> Sem)	290	28	9	@Rs. 70.00	@Rs. 60.00	1960	540	23520	6480	30000	--
2	2 <sup>nd</sup> yr B.A. (3 <sup>rd</sup> & 4 <sup>th</sup> Sem)	224	194	30	@Rs. 70.00	@Rs. 60.00	13780	4200	125940	50400	179740	--
3	3 <sup>rd</sup> yr B.A. (5 <sup>th</sup> & 6 <sup>th</sup> Sem)	188	123	65	@Rs. 70.00	@Rs. 60.00	8518	1800	101130	48000	150120	--
4	1 <sup>st</sup> yr B.Sc. (1 <sup>st</sup> & 2 <sup>nd</sup> Sem)	149	87	0	@Rs. 85.00	@Rs. 70.00	4345	0	97260	0	37740	--
5	2 <sup>nd</sup> yr B.Sc. (3 <sup>rd</sup> & 4 <sup>th</sup> Sem)	71	65	5	@Rs. 85.00	@Rs. 70.00	5610	900	67320	4180	71500	--
6	3 <sup>rd</sup> yr B.Sc. (5 <sup>th</sup> & 6 <sup>th</sup> Sem)	84	79	14	@Rs. 85.00	@Rs. 70.00	6902	980	71400	11760	83160	--
A	Total of B.A. & B.Sc.	1015	478	163			34095	9970	433860	119640	552300	--
			Boys	Girls	Boys Fee	Girls Fee	Fee for Boys P.M.	Fee for Girls P.M.	Fee for Boys 12 months	Fee for Girls 12 Months	Grand Total Fee	
7	B.S. 2 <sup>nd</sup> yr Arts	150	3	2	@Rs. 80.00	Nil	150	Nil	12000	Nil	13000	
8	B.S. 2 <sup>nd</sup> yr Arts	138	63	67	@Rs. 50.00	Nil	6900	Nil	34500	Nil	36000	
9	B.S. 2 <sup>nd</sup> yr Science	25	1	2	@Rs. 80.00	Nil	60	Nil	4800	Nil	720	
10	B.S. 2 <sup>nd</sup> yr Science	30	22	22	@Rs. 60.00	Nil	2100	Nil	13200	Nil	15000	
B	Total of B.S. Arts & Sc.	143	87	78			4350	Nil	24600	Nil	29000	
Grand Total H.S. & TDC (16-17)		1148	565	242			40445	9970	458460	121640	607200	
11	70% @ Rs. 807200 = Rs 565040											
12	30% @ Rs. 807200 = Rs 242160											
	Grand Total = Rs 807200											

Class wise and course wise Enrolment position of students along with rate of tuition fee & 12 months tuition fee income for the session 2017-18

Sl. No.	Class	Total students	Major Course	General Course	Rate of Major Course Tuition Fee	Rate of General Course Tuition Fee	Major course Fee P.M. (Rs)	General Course Fee (Rs)	Major Course Fee 12 Months (Rs12)	General Course Fee 12 months (Rs12)	Grand Total Fee (10-11)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	1 <sup>st</sup> yr B.A. (1 <sup>st</sup> & 2 <sup>nd</sup> Sem)	289	30	10	@Rs. 70.00	@Rs. 60.00	2100	1140	25200	6480	30000	--
2	2 <sup>nd</sup> yr B.A. (3 <sup>rd</sup> & 4 <sup>th</sup> Sem)	225	21	21	@Rs. 70.00	@Rs. 60.00	1470	840	17840	4320	21960	--
3	3 <sup>rd</sup> yr B.A. (5 <sup>th</sup> & 6 <sup>th</sup> Sem)	168	138	139	@Rs. 70.00	@Rs. 60.00	9780	2540	115740	31200	152940	--
4	1 <sup>st</sup> yr B.Sc. (1 <sup>st</sup> & 2 <sup>nd</sup> Sem)	180	44	44	@Rs. 85.00	@Rs. 70.00	3740	420	40600	5040	45640	--
5	2 <sup>nd</sup> yr B.Sc. (3 <sup>rd</sup> & 4 <sup>th</sup> Sem)	86	81	12	@Rs. 85.00	@Rs. 70.00	1995	0	23445	0	23445	--
6	3 <sup>rd</sup> yr B.Sc. (5 <sup>th</sup> & 6 <sup>th</sup> Sem)	64	59	19	@Rs. 85.00	@Rs. 70.00	5025	300	60735	4200	64935	--
A	Total of B.A. & B.Sc.	1032	316	85			24210	3210	288160	82120	390480	--
			Boys	Girls	Boys Fee	Girls Fee	Fee for Boys P.M.	Fee for Girls P.M.	Fee for Boys 12 months	Fee for Girls 12 Months	Grand Total Fee	
7	B.S. 2 <sup>nd</sup> yr Arts	150	3	2	@Rs. 80.00	Nil	150	Nil	12000	Nil	13000	
8	B.S. 2 <sup>nd</sup> yr Arts	138	4	5	@Rs. 50.00	Nil	180	Nil	9000	Nil	3000	
9	B.S. 2 <sup>nd</sup> yr Science	25	1	0	@Rs. 60.00	Nil	60	Nil	4800	Nil	720	
10	B.S. 2 <sup>nd</sup> yr Science	30	6	5	@Rs. 80.00	Nil	240	Nil	19200	Nil	4320	
B	Total of B.S. Arts & Sc.	143	14	12			450	Nil	26400	Nil	27300	
Grand Total H.S. & TDC (16-17)		1175	331	97			24660	3210	294560	82520	341080	
11	70% @ Rs. 341080.00 = Rs 252756											
12	30% @ Rs. 341080.00 = Rs 108324											
	Grand Total = Rs 341080											





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

## ANNEXURE – IV

STATEMENT SHOWING THE RECEIPT AND PAYMENT OF N.N. SAIKIA COLLEGE, TITABAR FOR THE PERIOD FROM 01/04/16 TO 31/03/18

2016-2017					
Receipt			Payments		
Sl. No.	Particular	Amount	Sl. No.	Particular	Amount
1	Admission & Other Fees	10,71,355.00	1	Adhoc Payment	4,08,165.00
2	Tuition Fees	6,07,260.00	2	Mustar Roll Pay	1,34,270.00
3	Certificate Fees	490.00	3	Contractual	2,40,094.00
4	Prospectus Fee	2,32,970.00	4	News Paper	27,838.00
5	Application Fees	2,000.00	5	APDEL	2,04,713.00
6	Rent (College Canteen)	8,000.00	6	Telephone Bill	5,614.00
7	DHE (Admission, Union, Lib, Exam, S.Aid, Caution money, Dev, Lab, S& Guide and General Fund Etc.)	20,19,003.00	7	Computer/ Internet	2,98,636.00
8	Adv. Recovery (Mrs Nibedita)	1,08,000.00	8	CCTV	24,930.00
9	Adv. Recovery (Dr. Hemen)	44,000.00	9	Advertisement	13,090.00
10	Fund Receipt (Fast Track Project)	1,00,000.00	10	Labour Charge	6,750.00
11	Bank Interest	47,639.00	11	Enrolment Fees (DU)	13,440.00
			12	Affiliation Fees (DU)	14,000.00
			13	Sports Fees (DU)	40,500.00
			14	Registration Fees	1,29,509.00
			15	Interview Exp.	53,835.00
			16	Printing	1,48,600.00
			17	Construction (Material/ Labour)	1,99,996.00
			18	Contingency	24,480.00
			19	Additional Section ( DU )	5,000.00
			20	GIS Premium	16,721.00
			21	Transferred to Student Union	1,77,313.00
			22	Transferred to Library Fund	1,02,790.00
			23	Transferred to Exam. Fund	1,57,985.00
			24	Transferred to Student Aid	25,697.00
			25	Transferred to Caution Money Fund	77,092.00
			26	Transferred to Development Fund	5,13,950.00
			27	Transferred to Laboratory Fund	1,40,410.00
			28	Transferred to Scout & Guide Fund	7,570.00
			29	Transfer Advance Loan (Bhaskar Jyoti Saikia)	40,000.00



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

		30	Transfer Advance Loan( Jayanta Madhab Borah)	40,000.00
		31	College Seminar (Exp.)	95,900.00
		32	Loan to Niveshita Saikia	60,000.00
		33	Loan to Navamalika Sarmah	40,000.00
		34	Loan to Sangeeta Saikia	40,000.00
		35	Refreshment Exp.	16,935.00
		36	Bank Charge	1,772.00
	<b>Total Rs.</b>		<b>Total Rs.</b>	<b>35,67,595.00</b>
	<b>Opening Balance Rs.</b>	<b>2,05,983.14</b>	<b>Closing Balance Rs.</b>	<b>8,97,105.14</b>
	<b>Grand Total Rs.</b>	<b>44,64,700.14</b>	<b>Grand Total Rs.</b>	<b>44,64,700.14</b>

2017-18					
Receipt			Payments		
Sl. No.	Particular	Amount	Sl. No.	Particular	Amount
1	Admission & Other Fees	12,81,151.00	1	Contractual	6,30,004.00
2	Tuition Fees	3,61,080.00	2	Adhoc Payment	2,50,000.00
3	Certificate Fees	11,970.00	3	Telephone Bill	2,857.00
4	Prospectus Fee	2,60,820.00	4	Contingency	53,848.00
5	Application Fees	1,15,000.00	5	Electricity	2,51,346.00
6	Excursion Grant (DHE)	2,50,000.00	6	Construction (Material/ Labour)	2,91,982.00
7	Equipment Grant (DHE)	1,50,000.00	7	Xerox machine	25,320.00
8	Received from Computer Fund	10,050.00	8	Excursion	1,00,000.00
9	DHE (Admission, Union, Lib, Exam, S. Aid, Caution money, Dev, Lab, S& Guide and General Fund Etc.)	32,39,677.00	9	GIS Premium	29,808.00
10	Sale Proceeds of damage tree	1,500.00	10	Advertisement	55,323.00
11	GIS Amount	20,000.00	11	GB Remuneration	43,850.00
12	Rent (College Canteen)	7,000.00	12	Additional Section ( DU )	5,000.00
13	Recovery (Short Deposit)	3,930.00	13	Furniture	13,200.00
14	Bank Interest	45,494.00	14	Plan & Estimate	23,600.00
			15	RUSA Meeting	22,760.00
			16	Wages	4,500.00
			17	Enrolment Fees (DU)	13,770.00
			18	GIS Amount (Hemanta Das)	20,000.00
			19	Refreshment Exp.	9,280.00
			20	TA + DA	8,500.00
			21	Computer	10,900.00
			22	New Bank A/c	10,000.00
			23	Printing A/c	1,87,140.00
			24	Exam Fund (Exp.)	3,57,170.00
			25	CCTV	55,370.00
			26	Affiliation Fee	14,000.00



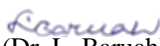


# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE


Affiliated to Dibrugarh University

		27	Registration	1,81,650.00
		28	Xerox	25,320.00
		29	Play ground	76,400.00
		30	Muster Roll	2,28,600.00
		31	Yoga Camp	4,500.00
		32	Generator	3,591.00
		33	News Paper	10,714.00
		34	Draft	10,050.00
		35	Annual Sports (DU)	38,850.00
		36	Transferred to Student Union	1,61,253.00
		37	Transferred to Library Fund	17,347.00
		38	Transferred to Exam. Fund	2,66,570.00
		39	Transferred to Student Aid	43,367.00
		40	Transferred to Caution Money Fund	1,30,103.00
		41	Transferred to Development Fund	11,13,350.00
		42	Transferred to Laboratory Fund	2,10,995.00
		43	Transferred to Scout & Guide Fund	3,600.00
		44	Other Miscellaneous Charges	80,336.00
		45	Bank Charge	1,251.32
			<b>Total Rs.</b>	<b>57,57,672.00</b>
			<b>Opening Balance Rs.</b>	<b>8,97,105.14</b>
			<b>Grand Total Rs.</b>	<b>66,54,777.14</b>
			<b>Total Rs.</b>	<b>50,77,375.32</b>
			<b>Closing Balance Rs.</b>	<b>15,77,401.82</b>
			<b>Grand Total Rs.</b>	<b>66,54,777.14</b>

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(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar